

SENATE MEETING OPEN SESSION AGENDA

January 26, 2022

3:30 – 5:30 PM

Zoom Only

1.0 Acknowledgement of Territory

2.0 S-202201.01

Approval of the Agenda †

Page 1 That the agenda for the January 26, 2022 Open 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 Presentation - Celebrating Nursing in the North

4.0 Approval of the Minutes

S-202201.02

Approval of the Minutes

Page 5 That the Minutes for the November 24, 2021 Open Session of Senate be approved as presented.

5.0 Business Arising

Page 16 5.1 [Search Committees for Academic Vice-Presidents and other Senior Academic Administrators](#)

6.0 President's Report (10 minutes) Payne

7.0 Report of the Provost (5 minutes) Dale

8.0 Report of the Registrar (5 minutes) Annear

9.0 Question Period (10 minutes)

9.1 Written questions submitted in advance

9.2 Questions from the floor

10.0 Approval of Motions on the Consent Agenda Payne

S-202201.03

Approval of Motions on the Consent Agenda

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

11.0 Committee Reports

11.1 Senate Committee on Appeals

Klassen-Ross

11.2 Senate Committee on Academic Affairs

Dale

For Approval Items:

Page 19

S-202201.04

New Course Approval – BCMB 310-3

That, on the recommendation of the Senate Committee on Academic Affairs, the new course BCMB 310-3 Molecular Biology Methods be approved as follows.

Regular

Proposed semester of first offering: September 2022

Page 24

S-202201.05

New Course Approval – BCMB 320-3

That, on the recommendation of the Senate Committee on Academic Affairs, the new course BCMB 320-3 Biochemical Methods be approved as follows.

Regular

Proposed semester of first offering: September 2022

Page 29

S-202201.06

Change(s) to Program Description – Biochemistry and Molecular Biology major

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Biochemistry and Molecular Biology major (BSc program) be approved as proposed.

Consent

Proposed Start Date: September 2022

Page 34

S-202201.07

Change(s) to Program Description – Biochemistry and Molecular Biology minor

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Biochemistry and Molecular Biology minor (BSc program) be approved as proposed.

Consent

Proposed Start Date: September 2022

Page 38

S-202201.08

Change(s) to Course Title – BCMB255-2

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course title for BCMB255-2, on page 187 (in the print or PDF calendar accessible on the UNBC web page) of the 2022/2023 undergraduate calendar, be approved as proposed.

Consent

Proposed Start Date: September 2022

Page 40

S-202201.09

Course Deletion – BCMB308-3

That, on the recommendation of the Senate Committee on Academic Affairs, the course BCMB308-3 Biochemistry Lab II be deleted from the undergraduate academic calendar.

Consent

Proposed Start Date: September 2022

Page 41

S-202201.10

Change(s) to Undergraduate Calendar – Biology BSc Areas of Specialization

That, on the recommendation of the Senate Committee on Academic Affairs, the preamble to the Biology BSc Areas of Specialization section of the Biology B.Sc. calendar entry on page 60 of the 2021/2022 calendar be revised as proposed.

Consent

Effective Date: September 2022

Page 43

S-202201.11

Change(s) to Graduate Calendar - Graduate Programs Admissions and Regulations

That, on the recommendation of the Senate Committee on Academic Affairs, the change to the Graduate Programs Admissions and Regulations section on Final Oral Examinations and Examining Committees (4.5.1e and 7.10.1) on page 29 and 33 (in the print or PDF calendar accessible on the UNBC web page) of the 2020-2021 graduate calendar be approved as proposed.

Regular Effective Date: January 2022

Page 46 **S-202201.12**

Memorandum of Agreement – UNBC and UBC

That, on the recommendation of the Senate Committee on Academic Affairs, the memorandum of agreement between the University of Northern British Columbia and the University of British Columbia, to develop the UBC Faculty of Medicine (“FoM”) Master of Occupational Therapy – Northern (“MOT-N”) program be approved as proposed.

Regular **Effective Date:** Upon approval of Senate and the Board of Governors

For Information:

S-202108.03 (approved at Senate August 2021)

Memorandum of Understanding – UNBC and University of Central Asia

Zogas

That the memorandum of understanding between University of Northern British Columbia and University of Central Asia be approved as proposed.

Effective Date: Upon the approval of the Board of Governors

CARRIED

Page 60 Note: Final version included the addition of paragraph 5.2 and the University of Central Asia “attention line” at the bottom of the same page.

11.3 Steering Committee of Senate

Payne

Page 65 **S-202201.13**

Senate Handbook

That, on the recommendation of the Steering Committee of Senate, the change(s) to the Senate Handbook be approved.

Regular **Effective Date:** January 26, 2022

11.4 Senate Committee on Nominations

For Approval Items:

Regular **S-202201.14**

Recommendation of Senate Committee Members to Senate

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

Effective date: January 26, 2022

SENATE COMMITTEE POSITION TO BE FILLED

(except as otherwise noted, all terms begin immediately)

CANDIDATE

11.5 Senate Committee on Curriculum and Calendar

Annear

11.6 Senate Committee on Admissions and Degrees

Annear

Page 96 **S-202201.15**

Change(s) to Undergraduate Calendar – English Language Requirements

That, on the recommendation of the Senate Committee on Admissions and Degrees, the undergraduate calendar list of acceptable English language proficiency be amended to include CBSE (Central Board of Secondary Education) and CISCE (Council for the Indian School Certificate Examinations) Class XII English Core at 75% (equates to over 90% in the BC scale).

Regular **Effective Date:** January 2022

Page 105 **S-202201.16**

Change(s) to Undergraduate Calendar – Admission requirements

That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to the admission requirements for the Bachelor of Science: Conservation Science and Practice program be approved as proposed.

Consent **Effective Date:** January 2022

- | | | |
|------|--|---------------|
| 11.7 | Senate Committee on Indigenous Initiatives | Harder |
| 11.8 | Senate Committee on Honorary Degrees and Special Forms of Recognition | Payne |
| 11.9 | Senate Committee on Scholarships and Bursaries | Lewis |

For Information Items:

SCSB2021124.03 (approved)

BC Association of Social Workers – Northern Branch Bursary

That the revised Terms and Conditions for the BC Association of Social Workers – Northern Branch Bursary, with a name change to BCASW Northern Branch Bursary be approved.
Revisions Effective: 2022-2023 Academic Year

Page 107

SCSB20211208.03 (approved)

UNBC Doctoral Tuition Award

That the revised Terms and Conditions for the UNBC Doctoral Tuition Award be approved.
Revisions Effective: 2021-2022 Academic Year

Page 109

SCSB20211208.04 (approved)

Fort St James Scholarship

That the revised Terms and Conditions for the Fort St James Scholarship be approved.
Revisions Effective: 2022-2023 Academic Year

Page 111

SCSB20211208.05 (approved)

Prince George and District Teachers' Association Scholarship

That the revised Terms and Conditions for the Prince George and District Teachers' Association Scholarship be approved.
Revisions Effective: 2022-2023 Academic Year

Page 113

11.10 **Senate Committee on University Budget** **Deo**

12.0 **Information**

13.0 **Other Business**

14.0 **S-202201.17** (10 minutes)


Move to the Closed Session

That the meeting move to Close Session.

15.0 **S-202201.23**

Adjournment

That the Senate meeting be adjourned.

 <h1 style="text-align: center;">PROCEDURES</h1>	Policy No:	Approval Date: Board Motion #2019BC02.01.06 Senate Motion # S-201902.17
	Approving Authority: <i>Board of Governors and Senate</i>	
Responsible Executive: <i>President</i>		
Title: <h2 style="text-align: center;"><i>Search Committees for Academic Vice-Presidents and other Senior Academic Administrators</i></h2>		

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><u>Two Vice, or Associate-Vice, Presidents</u> for Academic Vice-President searches</p> <p><u>One Vice, or Associate-Vice-President</u> for all other searches</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>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 Member</p>	<p>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>NON-VOTING – RESOURCE MEMBERS: Director of Human Resources (or designate) +appropriate Human Resources support personnel, including someone with equity and diversity expertise 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.

Motion Number (assigned by
Steering Committee of Senate): S-202201.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course BCMB 310-3 Molecular Biology Methods be approved as follows:

A. Description of the Course This is a laboratory-focused course on the techniques for and analysis of nucleic acids. In a hands-on approach, students perform lab experiments in one three-hour lab. To support students' learning, the theory on the laboratory methods in this course are delivered in two one-hour lectures per week.

1. **Proposed semester of first offering:** September 2022

2. **Academic Program:** Biochemistry and Molecular Biology

3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** BCMB 310-3

4. **Course Title:** Molecular Biology Methods

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

- Educate and train students on the core molecular biology methods in the analysis of nucleic acids.
- Develop the technical writing skills of students.

6. **Calendar Course Description:**

This laboratory-based course covers modern molecular biological laboratory techniques, and focuses on the purification and characterization of nucleic acids. Students are educated in the theory and practice of laboratory methods that include DNA and RNA purification techniques, restriction enzymes and cloning techniques, electrophoresis of nucleic acids, DNA sequence analysis, blotting techniques, and the polymerase chain reaction and its variations.

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 2

Seminar _____

Laboratory 3

Other (please specify) _____

9. Prerequisites (taken prior): BCMB 255-2

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

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

12. Preclusions: BCMB 308-3

13. Course Equivalencies: BCMB 308-3

14. Grade Mode: NORMAL

15. Course to be offered: each semester _____
each year X
alternating years _____

16. Proposed text / readings: instructor generated lab manual

B. Significance Within Academic Program

1. Anticipated enrolment 32 (32 in lecture component; two lab sections with 16 students)

2. If there is a proposed enrolment limit, state the limit and explain: lab capacity

3. Required for: Major: Biochemistry and Molecular Biology Minor: Biochemistry and Molecular Biology
Other:

4. Elective in: Major: Chemistry Minor: _____ Other: _____

5. Course required by another major/minor: none

6. **Course required or recommended by an accrediting agency:** none
7. **Toward what degrees will the course be accepted for credit?** BCMB; BCMB Honours
8. **What other courses are being proposed within the Program this year?** BCMB 320-3
9. **What courses are being deleted from the Program this year?** BCMB 308-3

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:**
2. **Is a preclusion required?** Yes No
3. **If there is an overlap, and no preclusion is required, please explain why not:**
4. **Has this overlap been discussed with the Program concerned?** Yes No
5. **In offering this course, will UNBC require facilities or staff at other institutions?**
Yes No

If yes, please describe requirements:

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**
Yes No

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. **Faculty Staffing:** This course and BCMB 310 will replace BCMB 308 and another course in the instructor's normal teaching load so no additional staffing is required.
 - ii. **Space (classroom, laboratory, storage, etc.):** Laboratory 8-424 (existing)
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** none

E. Additional Attached Materials

F. Other Considerations

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

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

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

2. **Other Information:**

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

G. Authorization

SCCC Reviewed: October 18, 2021

1. **Faculty(ies):** Faculty of Science and Engineering, Faculty of Environment
2. **Faculty Council Motion Number(s):** FSEFC 2021: 11:04:03 & FEFC 2021:11:12:07
3. **Faculty Council Approval Date(s):** November 4, 2021 & November 12, 2021
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** N/A
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** N/A

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

Brief Summary of Committee Debate:

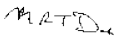
Motion No.: SCAAF202201.03

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022
Date


Chair's Signature

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

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

(Please complete the sections highlighted in blue in the footer of this document)

PROPOSED NEW COURSE: BCMB310-3

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

a) Are current library holdings adequate? Yes X No

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

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

Heather Mpey

University Librarian (or designate) signature

October 12, 2021

Date

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course BCMB 320-3 Biochemical Methods be approved as follows:

A. Description of the Course This is a laboratory-based course focusing on the analysis of proteins. In a hands-on approach, students perform lab experiments in one three-hour lab. To support students' learning, the theory on the laboratory methods in this course are delivered in two one-hour lectures per week.

- 1. Proposed semester of first offering:** September 2022
- 2. Academic Program:** Biochemistry and Molecular Biology
- 3. Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** BCMB 320-3
- 4. Course Title:** Biochemical Methods
- 5. Goal(s) of Course:**
 - Educate and train students on the core biochemical methods in the analysis of proteins.
 - Develop the technical writing skills of students.

6. Calendar Course Description:

This laboratory-based course covers modern biochemical and molecular biological laboratory techniques focusing on the purification and characterization of proteins. Students are educated in the theory and practice of laboratory techniques that include centrifugation, chromatography, enzyme kinetics, electrophoresis of proteins, western blotting, immobilized metal affinity chromatography, and enzyme-linked immune sorbent assay.

- 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 2

Seminar _____

Laboratory 3

Other (please specify) _____

9. Prerequisites (taken prior): BCMB255-2

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

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

12. Preclusions: BCMB 308-3

13. Course Equivalencies: BCMB 308-3

14. Grade Mode: NORMAL

15. Course to be offered: each semester _____

each year X

alternating years _____

16. Proposed text / readings: instructor generated lab manual

B. Significance Within Academic Program

1. Anticipated enrolment: 32 (32 in lecture component; two lab sections with 16 students)

2. If there is a proposed enrolment limit, state the limit and explain: lab capacity

3. Required for: Major: Biochemistry and Molecular Biology Minor: Biochemistry and Molecular Biology
Other: _____

4. Elective in: Major: Chemistry Minor: _____ Other: _____

5. Course required by another major/minor: none

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

7. Toward what degrees will the course be accepted for credit? BCMB, BCMB Honours

8. What other courses are being proposed within the Program this year? BCMB 310-3

9. What courses are being deleted from the Program this year? BCMB 308-3

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:

2. Is a preclusion required? Yes No

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

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

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

Yes No

If yes, please describe requirements:

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

Yes No

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. **Faculty Staffing:** This course and BCMB 320 will replace BCMB 308 and another course in the instructor's normal teaching load so no additional staffing is required.

ii. **Space (classroom, laboratory, storage, etc.):** Laboratory 8-424 (existing)

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

iv. **Computer (time, hardware, software):** none.

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** No

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

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

2. Other Information:

3. Attachment Pages (in addition to required "Library Holdings" Form): pages

G. Authorization

SCCC Reviewed: October 18, 2021

- 1. Faculty(ies): Faculty of Science and Engineering & Faculty of Environment**
- 2. Faculty Council Motion Number(s): FSEFC 2021: 11:04:04 & FEFC 2021:11:12:08**
- 3. Faculty Council Approval Date(s): November 4, 2021 & November 12, 2021**
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A**
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A**

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

Brief Summary of Committee Debate:

Motion No.: SCAAF202201.04

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022
Date

MATD
Chair's Signature

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

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

(Please complete the sections highlighted in blue in the footer of this document)

PROPOSED NEW COURSE: BCMB320-3

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

a) Are current library holdings adequate? Yes X No

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

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

Heather Mpsy

University Librarian (or designate) signature

October 12, 2021

Date

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Biochemistry and Molecular Biology major (BSc program) be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** This motion changes the description and degree structure of the BCMB and reflects the course renaming (BCMB 255-2), deletion (BCMB 308-3) and addition of both BCMB 310-3 and BCMB 320-3.
3. **Implications of the changes for other programs, etc., if applicable:** none
4. **Reproduction of current Calendar entry for the item to be revised:**

Major in Biochemistry and Molecular Biology

The major in Biochemistry and Molecular Biology requires students to take at least 74 credit hours of Biochemistry and Molecular Biology-oriented courses, of which 33 credit hours must be upper division (i.e., 300 or 400 level). The minimum requirement for completion of a Bachelor of Science with a major in Biochemistry and Molecular Biology is 127 credit hours.

Program Requirements

Lower-Division Requirements

100 Level BIOL 103-3 Introductory Biology I
BIOL 104-3 Introductory Biology II
BIOL 123-1 Introductory Biology I Laboratory
BIOL 124-1 Introductory Biology II Laboratory
CHEM 100-3 General Chemistry I
CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Laboratory I
CHEM 121-1 General Chemistry Laboratory II
MATH 100-3 Calculus I
MATH 101-3 Calculus II
PHYS 100-4 Introduction to Physics I
 or PHYS 110-4 Introductory Physics I: Mechanics
PHYS 101-4 Introduction to Physics II
 or PHYS 111-4 Introductory Physics II: Waves & Electricity

200 Level

BCMB 255-2 Biochemistry Lab I
BIOL 203-3 Microbiology

BIOL 210-3 Genetics
CHEM 201-3
Organic Chemistry I
CHEM 203-3 Organic Chemistry II
CHEM 204-3 Introductory Biochemistry
CHEM 250-1 Organic Chemistry Lab I
CHEM 251-1 Organic Chemistry Lab II
STAT 240-3 Basic Statistics
or STAT 371-3 Probability and Statistics for Scientists and Engineers

Upper-Division Requirements

300 Level
BCMB 306-3 Intermediary Metabolism
BCMB 308-3 Biochemistry Lab II
BCMB 340-3 Physical Biochemistry
BIOL 311-3 Cell and Molecular Biology
400 Level
BCMB 404-3 Proteins and Enzymology

Four of the following:

BCMB 401-3 Basic Science of Oncology
BCMB 402-3 Macromolecular Structure
BCMB 403-3 Advanced Nucleic Acids
BCMB 405-3 Special Topics in Biochemistry
BIOL 312-3 Molecular Cell Physiology
BIOL 323-3 Evolutionary Biology
BIOL 423-3 Molecular Evolution and Ecology
BIOL 425-3 Applied Genetics and Biotechnology

Subject Requirements

Twelve additional credit hours chosen from the following, of which at least 6 credit hours must be at the 300 or 400 level:

Any 200-level or above BCMB, BIOL or CHEM courses
CPSC 450-3 Bioinformatics
HHSC 305-3 Human Physiology I
HHSC 306-3 Human Physiology II
PSYC 318-3 Sensation and Perception
PSYC 421-3 Biopsychology

Note: NRES 430-6 can count towards this requirement with permission of the Program Chair.

Elective and Academic Breadth

Elective credit hours as necessary to ensure completion of 127 credit hours including any additional credit hours necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15). Note: no more than 3 credit hours of continuing education courses may be used towards the BCMB major.

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

Major in Biochemistry and Molecular Biology

The major in Biochemistry and Molecular Biology requires students to take at least 74 credit hours of Biochemistry and Molecular Biology-oriented courses, of which 33 credit hours must be upper division (i.e., 300 or 400 level). The minimum requirement for completion of a Bachelor of Science with a major in Biochemistry and Molecular Biology is 127 credit hours.

Program Requirements

Lower-Division Requirements

100 Level

BIOL 103-3 Introductory Biology I
BIOL 104-3 Introductory Biology II
BIOL 123-1 Introductory Biology I Laboratory
BIOL 124-1 Introductory Biology II Laboratory
CHEM 100-3 General Chemistry I
CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Laboratory I
CHEM 121-1 General Chemistry Laboratory II
MATH 100-3 Calculus I
MATH 101-3 Calculus II
PHYS 100-4 Introduction to Physics I
 or PHYS 110-4 Introductory Physics I: Mechanics
PHYS 101-4 Introduction to Physics II
 or PHYS 111-4 Introductory Physics II: Waves & Electricity

200 Level

BCMB 255-2 ~~Biochemistry Lab I~~ Introduction to Biochemical Methods
BIOL 203-3 Microbiology
BIOL 210-3 Genetics
CHEM 201-3 Organic Chemistry I
CHEM 203-3 Organic Chemistry II
CHEM 204-3 Introductory Biochemistry
CHEM 250-1 Organic Chemistry Lab I
CHEM 251-1 Organic Chemistry Lab II
STAT 240-3 Basic Statistics
 or STAT 371-3 Probability and Statistics for Scientists and Engineers

Upper-Division Requirements

300 Level

BCMB 306-3 Intermediary Metabolism
~~BCMB 308-3 Biochemistry Lab II~~
BCMB 310-3 Molecular Biology Methods
BCMB 320-3 Biochemical Methods

BCMB 340-3 Physical Biochemistry
BIOL 311-3 Cell and Molecular Biology

400 Level
BCMB 404-3 Proteins and Enzymology

Four of the following:

BCMB 401-3 Basic Science of Oncology
BCMB 402-3 Macromolecular Structure
BCMB 403-3 Advanced Nucleic Acids
BCMB 405-3 Special Topics in Biochemistry
BIOL 312-3 Molecular Cell Physiology
BIOL 323-3 Evolutionary Biology
BIOL 423-3 Molecular Evolution and Ecology
BIOL 425-3 Applied Genetics and Biotechnology

Subject Requirements

~~Twelve~~ Nine additional credit hours chosen from the following, of which at least 6 credit hours must be at the 300 or 400 level:

Any 200-level or above BCMB, BIOL or CHEM courses
CPSC 450-3 Bioinformatics
HHSC 305-3 Human Physiology I
HHSC 306-3 Human Physiology II
PSYC 318-3 Sensation and Perception
PSYC 421-3 Biopsychology

Note: NRES 430-6 can count towards this requirement with permission of the Program Chair.

Elective and Academic Breadth

Elective credit hours as necessary to ensure completion of 127 credit hours including any additional credit hours necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15). Note: no more than 3 credit hours of continuing education courses may be used towards the BCMB major.

6. Authorization:

Program / Academic / Administrative Unit: Biochemistry and Molecular Biology

Faculty: Faculty of Science and Engineering & Faculty of Environment

SCCC Reviewed: October 18, 2021

Faculty Council Motion Number: FSEFC 2021:11:04:07 & FEFC 2021:11:12:03

Faculty Council Approval Dates: November 4, 2021 & November 12, 2021

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

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

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202201.05

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022
Date

MATD
Chair's Signature

For recommendation to ✓ , or information of Senate.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Biochemistry and Molecular Biology minor (BSc program) be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** This motion changes the description and degree structure in the undergraduate calendar of the BCMB and reflects the course renaming (BCMB 255-2), deletion (BCMB 308-3) and addition of BCMB 310-3 and BCMB 320-3.
3. **Implications of the changes for other programs, etc., if applicable:** none
4. **Reproduction of current Calendar entry for the item to be revised:**

Minor in Biochemistry and Molecular Biology

The minor in Biochemistry and Molecular Biology is designed to provide students with a core of study in the field of Biochemistry and Molecular Biology. The program of study includes a grounding in chemistry and biology since these are the disciplines from which modern biochemistry and molecular biology arose. The minimum requirement for completion of the minor in Biochemistry and Molecular Biology is 42 credit hours, of which at least 12 credit hours must be at the upper-division level.

100 Level

BIOL 103-3 Introductory Biology I
BIOL 104-3 Introductory Biology II
BIOL 123-1 Introductory Biology I Laboratory
BIOL 124-1 Introductory Biology II Laboratory
CHEM 100-3 General Chemistry I
CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Lab I
CHEM 121-1 General Chemistry Lab II

200 Level

BCMB 255-2 Biochemistry Lab I
BIOL 210-3 Genetics
CHEM 201-3 Organic Chemistry I
CHEM 203-3 Organic Chemistry II
CHEM 204-3 Introductory Biochemistry

Note: Students are allowed to double-count all applicable first- and second-year courses; however, they must take upper-division courses for the minor that are not included in their major requirements or upper-division subject requirements to ensure completion of 12 upper-division credit hours outside of their major. Students must ensure that all prerequisites are fulfilled prior to taking a course at the 300 and 400 level.

300 and 400 Level 12 credit hours must be chosen from the following:

BCMB 306-3 Intermediary Metabolism
BCMB 308-3 Biochemistry Lab II
BCMB 340-3 Physical Biochemistry
BCMB 401-3 Basic Science of Oncology
BCMB 402-3 Macromolecular Structure
BCMB 403-3 Advanced Nucleic Acids
BCMB 404-3 Proteins and Enzymology
BCMB 405-3 Topics in Biochemistry and Molecular Biology
BIOL 311-3 Cell and Molecular Biology
BIOL 312-3 Molecular Cell Physiology
BIOL 323-3 Evolutionary Biology
BIOL 423-3 Molecular Evolution and Ecology
BIOL 425-3 Applied Genetics and Biotechnology
CHEM 405-3 Topics in Biochemistry

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

Minor in Biochemistry and Molecular Biology

The minor in Biochemistry and Molecular Biology is designed to provide students with a core of study in the field of Biochemistry and Molecular Biology. The program of study includes a grounding in chemistry and biology since these are the disciplines from which modern biochemistry and molecular biology arose. The minimum requirement for completion of the minor in Biochemistry and Molecular Biology is 42 credit hours, of which at least 12 credit hours must be at the upper-division level.

100 Level

BIOL 103-3 Introductory Biology I
BIOL 104-3 Introductory Biology II
BIOL 123-1 Introductory Biology I Laboratory
BIOL 124-1 Introductory Biology II Laboratory
CHEM 100-3 General Chemistry I
CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Lab I
CHEM 121-1 General Chemistry Lab II

200 Level

BCMB 255-2 ~~Biochemistry Lab I~~ Introduction to Biochemical Methods
BIOL 210-3 Genetics
CHEM 201-3 Organic Chemistry I

CHEM 203-3 Organic Chemistry II
CHEM 204-3 Introductory Biochemistry

Note: Students are allowed to double-count all applicable first- and second-year courses; however, they must take upper-division courses for the minor that are not included in their major requirements or upper-division subject requirements to ensure completion of 12 upper-division credit hours outside of their major. Students must ensure that all prerequisites are fulfilled prior to taking a course at the 300 and 400 level.

300 and 400 Level 12 credit hours must be chosen from the following:

BCMB 306-3 Intermediary Metabolism

~~BCMB 308-3 Biochemistry Lab II~~

BCMB 310-3 Molecular Biology Methods

or BCMB 320-3 Biochemical Methods

BCMB 340-3 Physical Biochemistry

BCMB 401-3 Basic Science of Oncology

BCMB 402-3 Macromolecular Structure

BCMB 403-3 Advanced Nucleic Acids

BCMB 404-3 Proteins and Enzymology

BCMB 405-3 Topics in Biochemistry and Molecular Biology

BIOL 311-3 Cell and Molecular Biology

BIOL 312-3 Molecular Cell Physiology

BIOL 323-3 Evolutionary Biology

BIOL 423-3 Molecular Evolution and Ecology

BIOL 425-3 Applied Genetics and Biotechnology

CHEM 405-3 Topics in Biochemistry

6. Authorization:

Program / Academic / Administrative Unit: Biochemistry and Molecular Biology

Faculty: Faculty of Science and Engineering & Faculty of Environment

SCCC Reviewed: October 18, 2021

Faculty Council Motion Number: FSEFC 2021: 11:04:08 & FEFC 2021:11:12:04

Faculty Council Approval Date: November 4, 2021 & November 12, 2021

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

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202201.06

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022

Date

MATD
Chair's Signature

For recommendation to , or information of _____ Senate.

Motion Number (assigned by Steering Committee of Senate): S-202201.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course title for BCMB255-2, on page 187 (in the print or PDF calendar accessible on the UNBC web page) of the 2022/2023 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2022

2. **Rationale for the proposed revisions:** This is a course name change. It is needed as there are changes to the third year lab courses. The name change for BCMB255-2 more accurately reflects the pedagogy of laboratory education in the Biochemistry and Molecular Biology Program.

3. **Implications of the changes for other programs, etc., if applicable:** none

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

BCMB 255-2 Biochemistry Lab I

This is a laboratory-based course in which students explore basic biochemical and molecular biological laboratory techniques. Topics include buffers, calculations in biochemistry, enzyme kinetics, and purification of carbohydrates and proteins. Techniques include centrifugation, chromatography, spectrophotometry, and electrophoresis.

Prerequisites: CHEM 201-3

Co-requisites: CHEM 204-3

Precluded: CHEM 255-1

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

BCMB 255-2 ~~Biochemistry Lab I~~ Introduction to Biochemical Methods

This is a laboratory-based course in which students explore basic biochemical and molecular biological laboratory techniques. Topics include buffers, calculations in biochemistry, enzyme kinetics, and purification of carbohydrates and proteins. Techniques include centrifugation, chromatography, spectrophotometry, and electrophoresis.

Prerequisites: CHEM 201-3

Co-requisites: CHEM 204-3

Precluded: CHEM 255-1

6. **Authorization:**

Program / Academic / Administrative Unit: Biochemistry and Molecular Biology

Faculty: Faculty of Science and Engineering & Faculty of Environment

SCCC Reviewed: October 18, 2021

Faculty Council Motion Number: FSEFC 2021: 11:04:05 & FEFC 2021:11:12:05

Faculty Council Approval Date: November 4, 2021 & November 12, 2021

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

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202201.07

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022

Date

MATD
Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202201.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the course BCMB308-3 Biochemistry Lab II be deleted from the undergraduate academic calendar.

Effective Date: September 2022

Rationale: BCMB 308-3 is being replaced by two new course offerings BCMB 310-3 and BCMB 320-3 (please see accompanying motions)

Motion proposed by: Danie Erasmus

Academic Program: Biochemistry and Molecular Biology Program

Implications for Other Programs / Faculties? None

Faculty: Faculty of Science and Engineering & Faculty of Environment

Faculty Council / Committee Motion Number: FSEFC 2021:11:04:06 & FEFC 2021:11:12:06

Faculty Council / Committee Approval Date: November 4, 2021 & November 12, 2021

Attachment Pages (if applicable): 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202201.08

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022

Date

MATD
Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202201.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the preamble to the Biology BSc Areas of Specialization section of the Biology B.Sc. calendar entry on page 60 of the 2021/2022 calendar be revised as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** To provide clarity to students and to Advising regarding the intent of the specializations and the means by which a student can attain a specialization in the degree.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** Biology BSc students have the option to complete one Area of Specialization. Students must take five courses in an Area of Specialization. These courses cannot be used to satisfy common degree requirements, but can be used to satisfy the subject requirement. Students who are considering an Area of Specialization are strongly encouraged to talk to an advisor early in their second year in order to ensure that the prerequisites are met for upper-division courses.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:** Biology BSc students have the option to complete one Area of Specialization. Students must take five courses in an Area of Specialization. There is no limit to the number of courses taken within a specialization that may be used to fulfill both common biology requirements and specialization requirements. ~~These courses cannot be used to satisfy common degree requirements, but can be used to satisfy the subject requirement.~~ Students who are considering an Area of Specialization are strongly encouraged to talk to an advisor early in their second year in order to ensure that the prerequisites are met for upper-division courses.
6. **Rationale for the proposed revisions:** The previous wording was not clear enough regarding our intent for the specialization in the degree and was causing confusion among students and staff resulting in students potentially being asked to take more courses outside of their speciality to complete a degree. This new wording, supplied to us from the Advising Office, matches past practice and intent.
7. **Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)**

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

Faculty: Faculty of Environment

Faculty Council Motion Number: FEFC 2021:11:12:09

Faculty Council Approval Date: November 12, 2021

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

8. Other Information

Attachment Pages: 0

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202201.09

Moved by: L. Haslett

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022
Date

MATD
Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202201.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the Graduate Programs Admissions and Regulations section on Final Oral Examinations and Examining Committees (4.5.1e and 7.10.1) on page 29 and 33 (in the print or PDF calendar accessible on the UNBC web page) of the 2020-2021 graduate calendar be approved as proposed.

1. **Effective date:** May 2021

2. **Rationale for the proposed revisions:** The previous approved motion removing “or designate” from the graduate calendar removed the ability of the Dean to designate a suitable faculty member as Chair for doctoral defences. This new language restores that option. Additionally, this new language better aligns with current practice and the requirement that a report be made to the Dean in the event of an adjourned examination. This motion also removes language from section 4.5.2 and shifts the necessary content into regulation 4.5.1e. Lastly, this motion removes the “in person” requirement for defences to permit more flexible options for remote defences (in part or in whole).

3. **Implications of the changes for other programs, etc., if applicable:** None

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

4.5.1e General Regulations The Dean acts as Chair at the oral examination. Any tenured member of the faculty at the Associate Professor level or higher with extensive experience in Graduate Programs is eligible to serve as the Dean's designate.

4.5.2 Examining Committees The role of the examining committee is to assess the thesis, project or practicum, and to conduct an oral examination, if applicable, based on that scholarly work. The examining committee will consist of the supervisory committee and at least one other examiner, called the external examiner, who must be from outside the program area in which the Master's is based and who has had no past (previous five years), current, or planned involvement or association with the student or the thesis research.

External examiners should have established reputations in the area of the thesis research. Ideally, they should be at associate or full professor rank if they are at a university or be of comparable stature if they are not at a university. Please refer to the Policy on the Appointment of an External Examiner available from the Office of Graduate Programs, or from the website at www.unbc.ca/graduateprograms.

All examinations of theses and defendable projects are chaired by a faculty member who is totally independent of the program, student and project.

At a minimum, the people who must attend the defence in person are the student, supervisor (or one of the co-supervisors), the chair and one committee member.

7.10.1 Formation of the Examining Committee The final oral examining committee for the Doctoral degree shall consist of the Dean as Chair, the supervisory committee, and an external examiner from outside the university, who normally attends the oral examination. At a minimum, the people attending the

defence in person must be the student, supervisor (or one of the co-supervisors), the external examiner and one committee member.

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

4.5.1e General Regulations ~~The Dean acts as Chair at the oral examination. Any tenured member of the faculty at the Associate Professor level or higher with extensive experience in Graduate Programs is eligible to serve as the Dean's designate.~~ The final oral examining committee shall consist of the ~~Dean as~~ Chair, the supervisory committee, and an external examiner who normally attends the oral examination. At a minimum, the people attending the defence ~~in person~~ must be the student, supervisor (or one of the co-supervisors), the Chair, external examiner and one committee member. The Dean appoints the Chair, normally a tenured member of the Faculty at the Associate Professor level or higher with extensive experience in Graduate Programs, or a Faculty Dean. The Chair must be independent of the program, student and project.

4.5.2 Examining Committees The role of the examining committee is to assess the thesis, project or practicum, and to conduct an oral examination, if applicable, based on that scholarly work. The examining committee ~~will~~ consists of the supervisory committee and at least one other examiner, called the external examiner, who must be from outside the program area in which the Master's is based and who has had no past (previous five years), current, or planned involvement or association with the student or the thesis research.

External examiners should have established reputations in the area of the thesis research. Ideally, they should be at associate or full professor rank if they are at a university or be of comparable stature if they are not at a university. Please refer to the Policy on the Appointment of an External Examiner available from the Office of Graduate Programs, or from the website at www.unbc.ca/graduateprograms.

~~All examinations of theses and defensible projects are chaired by a faculty member who is totally independent of the program, student and project.~~

~~At a minimum, the people who must attend the defence in person are the student, supervisor (or one of the co-supervisors), the chair and one committee member.~~

~~**7.10.1 Formation of the Examining Committee** The final oral examining committee for the Doctoral degree shall consist of the Dean as Chair, the supervisory committee, and an external examiner from outside the university, who normally attends the oral examination. At a minimum, the people attending the defence in person must be the student, supervisor (or one of the co-supervisors), the external examiner and one committee member.~~

7.10.1 Formation of the Examining Committee The final oral examining committee for the Doctoral degree shall consist of the ~~Dean as~~ Chair, the supervisory committee, and an external examiner from outside the university, who normally attends the oral examination. At a minimum, the people attending the defence ~~in person~~ must be the student, supervisor (or one of the co-supervisors), the Chair, the external examiner, and one committee member. The Dean appoints the Chair, normally a tenured member of the Faculty at the Associate Professor level or higher with extensive experience in Graduate Programs, or a Faculty Dean. The Chair must be independent of the program, student and project.

6. Authorization:

Program / Academic / Administrative Unit: Graduate Programs

SCCC Reviewed: May 17, 2021

Faculty: All Faculties

Faculty: Council Motion Number: FEFC 2021: 04:23:14

Faculty Council Approval Date: April 23, 2021

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

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

7. Other Information

Attachment Pages: 0 pages

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.: SCAAF202201.10

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022
Date

MATD
Chair's Signature

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

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That, the memorandum of agreement between the University of Northern British Columbia and the University of British Columbia, to develop the UBC Faculty of Medicine (“FoM”) Master of Occupational Therapy – Northern (“MOT-N”) program be approved as proposed.

Effective Date: Upon approval of Senate and the Board of Governors

Rationale:

1. The Ministries of Health and Advanced Education & Skills Training are providing funding to develop the UBC Faculty of Medicine (“FoM”) Master of Occupational Therapy – Northern (“MOT-N”) program, a fully distributed academic program of the UBC Master of Occupational Therapy (“MOT”) program – to increase recruitment and retention of occupational therapists in northern and rural areas of BC; and
2. The MOT-N program will operate out of UNBC facilities to allow MOT-N students to complete their academic education and the majority of their clinical education in northern and rural communities; and
3. The FoM Northern Medical Program (“NMP”) and FoM Master of Physical Therapy – Northern program currently operate out of UNBC subject to a separate Affiliation Agreement and Memorandum of Agreement, respectively, between the Institutions.

Motion proposed by: Mark Dale, Interim Provost and Paul Winwood, Associate Vice President, Division of Medical Sciences UNBC

Academic Program: not applicable

Implications for Other Programs / Faculties? None

Faculty: not applicable

Faculty Council / Committee Motion Number: not applicable

Faculty Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 12 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202201.11

Moved by: L. Troc

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: January 12, 2022

MATD

Date

Chair's Signature

For recommendation to ✓, or information of _____ Senate.

MEMORANDUM OF AGREEMENT

BETWEEN:

THE UNIVERSITY OF BRITISH COLUMBIA

(“UBC”)

AND:

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

(“UNBC”)

(collectively the “Institutions”)

WHEREAS:

1. The Ministries of Health and Advanced Education & Skills Training are providing funding to develop the UBC Faculty of Medicine (“FoM”) Master of Occupational Therapy – Northern (“MOT-N”) program, a fully distributed academic program of the UBC Master of Occupational Therapy (“MOT”) program – to increase recruitment and retention of occupational therapists in northern and rural areas of BC; and
2. The MOT-N program will operate out of UNBC facilities to allow MOT-N students to complete their academic education and the majority of their clinical education in northern and rural communities; and
3. The FoM Northern Medical Program (“NMP”) and FoM Master of Physical Therapy – Northern program currently operate out of UNBC subject to a separate Affiliation Agreement and Memorandum of Agreement, respectively, between the Institutions.

THEREFORE, the Institutions hereby agree to the following:

1.0 UNIVERSITY AND ACCREDITATION APPROVALS

- 1.1 The Institutions wish to begin the MOT-N program in August 2022 with 16 seats in the program.
- 1.2 The establishment of the MOT-N program is contingent upon accreditation by the Academic Credentialing Council of the Canadian Association of Occupational Therapists

(“CAOT”) as a distributed education site of the UBC MOT program. In the event the MOT-N is not accredited as a distributed education site of the UBC MOT program, the MOT-N program will not be established at this time. UBC will diligently seek accreditation from CAOT of the MOT-N as a distributed education site of the UBC MOT program.

- 1.3 In addition, the establishment of the MOT-N program as a distributed education site of the UBC MOT program is contingent upon and subject to the approval of the UBC Senate and authorization by the UBC Board of Governors to the Faculty of Medicine to increase enrollment of Occupational Therapy students from the *current 64 students per year on the UBC-V campus to 64 students per year on the UBC-V campus plus 16 students per year in the MOT-N program located at the UNBC campus.*
- 1.4 The establishment of the MOT-N program as a distributed education site of the UBC MOT program is contingent upon and subject to the approval of UNBC Senate and authorization of the UNBC Board of Governors.
- 1.5 The Institutions agree to diligently seek approval of the respective Senate bodies and Boards of Governance to establish the MOT-N program. In the event approval is not granted by one or more governing bodies the MOT-N program will not be established at this time.

2.0 GOVERNANCE STRUCTURE

- 2.1 The NMP, the MPT-N and the MOT-N program are autonomous programs that will share resources essential to the success of the MOT-N program.
- 2.2 The MOT-N program, as part of the accredited UBC MOT program, is under the direction and leadership of the Head, UBC Department of Occupational Therapy who reports to the Dean, FoM, and reports to the Executive Associate Dean, Education, FoM (“EADE”) for education matters.
- 2.3 The MOT-N program falls within the portfolio of the UBC FoM Regional Associate Dean, Northern BC / Associate Vice President, Division of Medical Sciences, UNBC (“RAD/AVP-DMS”) who is responsible for providing strategic regional leadership for the FoM. The RAD/AVP-DMS will work with the Head of the Department of Occupational Therapy, to facilitate the relationships between the UBC Department of Occupational Therapy, UNBC and the Northern Health Authority (“NHA”) on matters related to the MOT-N program.
- 2.4 There will be a designated MOT-N Site Lead, Academic and an MOT-N Site Lead Clinical (collectively “Site Leads”). The Site Leads are the local co-leaders for the MOT-N program. The Site Leads report to the Head of the Department of Occupational Therapy for all academic and clinical matters relating to the MOT-N program.

3.0 FACULTY

- 3.1 Both UBC and UNBC intend that faculty will be recruited at UBC and UNBC to contribute to the MOT-N program. Faculty will hold primary appointments at either UBC or at UNBC while ensuring adherence to the requirements for accreditation of the program.
- 3.2 All UBC faculty appointees will have affiliate faculty appointments at UNBC. All UNBC faculty appointees teaching in the MOT-N program will have affiliate appointments at UBC with clear teaching, educational mission and leadership expectations and performance standards for the UBC Faculty of Medicine.
- 3.3 At UBC, affiliate faculty positions are governed by UBC Policy AP4 “Faculty Term Appointments Without Review”. Further to Policy AP4, the FoM has an Affiliate Faculty Procedure, which outlines the processes for appointment, review and termination and the rights and responsibilities of the FoM and of faculty members appointed at collaborating universities to teach within any UBC distributed educational programs.
- 3.4 The UNBC affiliate faculty appointment is subject to the approval of the UNBC Board of Governors and the UNBC Policy for Affiliate Faculty Appointments.
- 3.5 Initially the program will be staffed with three tenure stream faculty appointees who will be located at the UNBC site. One faculty member will be the MOT-N Site Lead, Academic, and one faculty member will be the MOT-N Site Lead, Clinical. The third faculty member will be a researcher.
- 3.6 The Site Lead, Academic is responsible for the day-to-day operations of the academic portion of the MOT-N program and the MOT-N Site Lead, Clinical is responsible for the management of the clinical education program, which includes ensuring clinical capacity in Occupational therapy for clinical placements in northern and rural communities.
- 3.7 All individuals who teach students in the academic portion of the MOT-N program for 20 hours per year or more must hold and maintain a faculty appointment at UBC. The UBC appointment may be of any type (such as academic part-time, clinical, adjunct, affiliate) and of any rank.
- 3.8 All faculty members who hold either a UBC and/or UNBC appointment and who formally participate in MOT-N program teaching activities are accountable to the Dean of the UBC Faculty of Medicine, through the Department Head, Occupational Science & Occupational Therapy, with respect to their teaching and service contributions to the MOT-N program.
- 3.9 Terms and conditions of employment of faculty members in the MOT-N program who have their primary appointment at UNBC are governed by the collective agreement that UNBC has negotiated with the UNBC Faculty Association (“UNBC Collective Agreement”).
- 3.10 Terms and conditions of employment for UBC faculty members, other than Clinical Faculty members, are governed by the collective agreement between the UBC

Faculty Association and UBC (“UBC Collective Agreement”). UBC faculty members will be paid by UBC, and will receive merit awards and other annual increases as appropriate from UBC. All UBC faculty, including Clinical Faculty appointees, are bound by all UBC and FOM policies.

- 3.11 Terms and conditions of service for UBC Clinical Faculty members are set out in the contract between the Clinical Faculty member and UBC.
- 3.12 The Selection Committee for MOT-N faculty positions will include representation from both UBC and UNBC and the Occupational Therapy community in northern BC.
- 3.13 Faculty members teaching in the MOT-N program, whose primary appointment is at UNBC will be subject to applicable tenure and promotion and merit processes provided by the UNBC Collective Agreement. When an individual holds a primary appointment at UNBC and an affiliate faculty appointment at UBC in the MOT-N program UNBC will request from the Department Head, Occupational Science & Occupational Therapy, a formal review of the educational, service and research contributions of the individual to the MOT-N program on behalf of UBC, and such formal review must be included in UNBC’s overall review of the individual in respect of promotion and tenure decisions.
- 3.14 UNBC agrees that all individuals who have affiliate faculty appointments in the UBC Faculty of Medicine and who hold their primary appointment at UNBC will be formally reviewed at least annually for their contribution to the MOT-N program by the UBC Occupational Science and Occupational Therapy Department Head.
- 3.15 When an individual holds a primary appointment at UBC and an affiliate faculty appointment at UNBC in the MOT-N program, UBC will request from the RAD/AVP a formal review on behalf of UNBC of the educational, service and research contributions of the individual to the MOT-N program and such formal review must be included in UBC’s overall review of the individual in respect of promotion and tenure decisions.

4.0 STAFFING

- 4.1 UNBC will employ an Administration Manager, IT, Program and Classroom Support and other administration staff required to support the MOT-N program at the UNBC site.
- 4.2 All administrative staff members will be employees of UNBC, whose terms and conditions of employment are governed by UNBC collective agreements and who will be paid by UNBC. UBC will make lump-sum quarterly transfers to UNBC equivalent to the costs associated with wages and benefits for these employees. UBC will pay progression through each salary grade, but UNBC will be responsible for GWI. All UNBC employees are bound by UNBC policies.

4.3 Administrative staff members report to the MOT-N Administration Manager, who reports to the Administrative Director, Northern BC (UBC) and Division of Medical Sciences (UNBC), and with a joint functional report to the Head, Department of Occupational Science and Occupational Therapy or their delegate.

5.0 COMMITTEES

5.1 Three committees with membership from UBC and UNBC will be established to assist with the development and operation of the MOT-N program.

5.2 Steering Committee

The Steering Committee is a joint institutional advisory committee to the Dean FoM and the Provost and Vice-President Academic, UNBC. The Steering Committee will:

- Provide support, guidance and advice for the MOT-N program including identification of adequate resourcing to implement curricular components.
- Advise the Head of the Department of Occupational Therapy on budget allocation and distribution for the MOT-N program including capital and equipment expenditures. The Head of the Department of Occupational Therapy has authority delegated by the Dean, Faculty of Medicine, over the departmental budget.
- Develop a framework for collaboration between UBC and UNBC to facilitate management of issues and activities involving both Institutions with respect to the MOT-N Program.

5.3 MOT-N Implementation Committee

The Implementation Committee will serve during the period when the MOT-N is being developed, as a temporary advisory body to the Department Head, Occupational Therapy. The committee will advise on the establishment or modification of policies and guidelines governing the operations and processes in the MOT-N within the framework of collaboration developed by the Steering Committee, including but not limited to overall functioning of the MOT-N program, program evaluation, quality assurance, future planning, curriculum and accreditation.

5.4 MOT-N Admissions Committee

The MOT Admissions committee will include representation from the UNBC site. This committee will review applications to the MOT-N program and will provide recommendations for admission.

6.0 ACADEMIC PROGRAM

6.1 UBC is responsible for the academic program for students in the UBC Department of Occupational Science and Occupational Therapy and shall, without limiting the generality of the foregoing:

- be responsible for and have authority over the curriculum of studies for the MOT program in both locations;
- provide adequate schedules to UNBC through appropriate liaison regarding dates of instruction and objectives of placements;
- assign to learning activities only those students who have met the admission and promotion requirements of UBC and who continue to meet those standards;
- assign to learning activities only those students who meet the health requirements of UBC and/or UNBC as appropriate.

6.2 UBC will fulfill all terms required by the Academic Credentialing Council of CAOT to obtain and maintain the accreditation of the distributed education site including, but not limited to establishing and maintaining:

- the same educational objectives and equivalent education programs of the UBC MOT program;
- a common curriculum based on same curricular principles, epistemology, pedagogy and objectives;
- a common assessment process, and common policies for the determination of grades;
- identical course duration or clinical placement length, unless a compelling reason exists for varying the length of the experience.
- a single educational track for MOT and MOT-N students

6.3 As curriculum changes and develops, the curriculum will continue to be common across geographic sites by means of the implementation of all substantial changes at each geographic site. The MOT-N program and the MOT program will each reflect the distinctive geographic and community context in which it is delivered. Such distinctiveness will be expressed through the type or background of the patients who are involved in the curriculum, characteristics of facilities where clinical placement sites are developed and the particular flavor of the socio-economic issues in the different communities.

6.4 Curriculum and program reports, recommendations and approved changes are developed and considered by the MOT Curriculum Committee. The terms of

reference and membership of the MOT curriculum committees will be changed to incorporate representation from the MOT-N program at UNBC, who will participate in program evaluation and curriculum revision.

6.5 MOT program expansion budget resources will be allocated to support the evaluation of the MOT-N program.

6.6 UBC is responsible for assessing the academic performance of all students in the UBC Faculty of Medicine and determining whether a student should be promoted to the subsequent year(s) of the program.

7.0 PROGRAM REVIEW

7.1 UNBC agrees to participate in all program evaluation activities, including the Canadian Association of Occupational Therapists accreditation processes.

7.2 UBC will share program evaluation indicators of the MOT-N program with UNBC.

7.3 The Institutions will address issues relating to the UBC and UNBC faculty teaching in the MOT-N program that are identified through the program evaluation process, and will participate in ongoing review of such issues.

8.0 CURRICULUM OWNERSHIP

8.1 For the purposes of this Agreement, the "Curriculum" is the plan for student learning that is implemented in the MOT program in accordance with its accreditation requirements. "Content" is comprised of the educational materials that are used by teachers to implement the Curriculum. The Content may include original works of a literary, artistic, or other nature or derivations of such original works.

8.2 The Curriculum and Content, whether or not capable of copyright or other intellectual property protection (including enhancements, compilations and translations), is and will continue to be the sole property of UBC, and UNBC will not assert any right, title, or interest in or to the Curriculum or Content.

9.0 SPACE & EQUIPMENT

9.1 Dedicated space at UNBC is critical for the development of occupational therapy training at UNBC. The space requirements include academic, research and administrative space. Teaching (academic) spaces will be fully equipped with occupational therapy teaching equipment including assessment and treatment kits and packages, anatomical models, and adaptive supplies and equipment. Teaching space will be video-conferencing enabled for broadcasting and receiving, to allow

distribution of the academic program between UBC and UNBC as well as continuing professional development of the local and northern BC occupational therapy community, meetings and student activities. The funds for technology-enabled spaces for the OT program expansion have been identified in the expansion proposal submission to government, and was identified as a separate funding line item and included in the UNBC business case for renovation and equipment in the North. UBC did and will continue take full responsibility for identifying, designing, procuring and implementing the technologies covered under these funding line items. UBC will consult with UNBC's Information Technology managers and where possible, align standards and approaches with UNBC practices so long as full interoperability with UBC provincial systems is maintained. UBC's management of the technology-enabled learning portion of these funding lines will ensure that the systems implemented are fully compatible with the existing UBC provincial AV/IT technology infrastructure. Ongoing support of the equipment will be provided according to UBC's standards in order to ensure full interoperability with UBC provincial systems.

- 9.2 UBC will directly manage the disbursement of the technology-enabled learning portion of these funding lines and will procure all required technology goods and services and transfer costs through to UNBC without markup. UBC will leverage existing standing offers for procurement when appropriate. UBC will invoice UNBC for costs incurred at a minimum of once per year with more frequent invoices if required. Ownership of the technology systems as implemented will reside with UNBC and UNBC will renew the equipment in order to maintain full compatibility with the existing UBC provincial AV/IT technology infrastructure. Funds for renewal will be included in the MOT-N annual operating budget. UBC's current standard for renewal of video conference equipment is to renew every eight years.
- 9.3 UNBC agrees to provide for the MOT-N program access to existing suitable student facilities, cafeteria and other facilities for faculty members, affiliate faculty members, students and staff that are equivalent to those provided for UNBC faculty members, students and staff.
- 9.4 UNBC agrees to provide reasonable access to such institutional and administrative areas of the Dr Donald Rix Northern Health Sciences Centre academic areas as are selected by UNBC and UBC for learning activities of MOT-N students, or for their orientation and professional development. In addition to dedicated space, the MOT-N program will, in a spirit of collaboration, share existing and future NMP resources, including lecture theatres and PBL rooms.
- 9.5 Equipment (teaching, research) is also an integral part of the MOT training program at UNBC. Equipment needs are expected to evolve over time. Significant equipment purchases will be endorsed by the Northern Steering Committee and purchase recommended as part of the annual operating budget of the MOT-N program. Equipment for the MOT-N program will be specified by the MOT program and will be installed, maintained, inventoried and insured by UNBC. The MOT-N program will

have priority use, but in a spirit of collaboration, will allow other uses based on available capacity.

10.0 FINANCE

- 10.1 UBC and UNBC recognize that funding for the MOT Program (including the MOT-N program) is provided annually by the Province of British Columbia to UBC.
- 10.2 The Head of the Department of Occupational Science and Occupational Therapy is responsible for the budget, and will consult with the Steering Committee. UBC Department of Occupational Science and Occupational Therapy is responsible for transferring funds to UNBC on a quarterly basis to provide the annual operating budget for the MOT-N program. Signing authority will be granted to MOT-N Site Lead, Academic, the MOT-N Site Lead, Clinical and the Administrative Director (Northern BC and DMS) for varying amounts, according to UBC financial policy if UBC employees, or UNBC financial policy, if UNBC employees. The RAD/AVP-DMS, UNBC will provide the one-over signing authority at UNBC.
- 10.3 The MOT-N Administration Manager is responsible for managing day-to-day financial processing. The MOT-N Administration Manager is responsible for the financial reporting to the Department of Occupational Science and Occupational Therapy, minimally on a quarterly basis.
- 10.4 There may be opportunities for joint fundraising between UNBC and UBC for the MOT-N program. The UNBC and UBC FoM Development Offices will work in collaboration with the Northern Steering Committee to establish guidelines for fundraising and to pursue fundraising initiatives deemed important by both organizations.

11.0 STUDENT SERVICES

- 11.1 MOT-N students will be registered as UBC students in the same manner as other UBC students and will have full access to campus, library and athletic recreational resources at UBC, as well as financial, counseling and academic support services from UBC, regardless of their geographic site. MOT-N students are subject to all UBC and FoM policies and procedures.
- 11.2 UNBC will confer affiliate UNBC student status on MOT-N Students entitling them to all academic and campus services afforded to UNBC students.
- 11.3 UNBC's policies respecting campus conduct, campus activities and access to campus resources will govern MOT-N students when they are on UNBC campus.

11.4 Student fees (outside of tuition and program fees) are quoted for students remaining at the Point Grey site for the 2 years of their education but can be considered an estimate of fees for those students in the MOT-N program. Students in the MOT-N program will be charged the respective UNBC student fees and will either be exempt from or compensated for the UBC student fees from which they will not benefit. MOT-N students will have access to student representation and services (i.e. UNBC student society, health services, athletics) at UNBC. All student fees will be collected by UBC.

12.0 COMMUNICATIONS

12.1 The website is an important service for student recruitment and support. UNBC and UBC agree to use the following wording of both websites – “MOT-N program – a collaboration between UBC and UNBC”. Posting of MOT-N program information on either website will be vetted by the Head, Department of Occupational Science and Occupational Therapy and the Associate Vice President, Northern Medical Program, UNBC, prior to posting.

12.2 Press releases and media relations are a joint responsibility. The pertinent Departments at UBC and UNBC are expected to work collaboratively with each other.

13.0 TERM AND TERMINATION

13.1 This Agreement will come into effect upon execution and will continue to be in effect unless terminated in accordance with this Agreement.

13.2 The Institutions agree to engage in a joint review of the Agreement after the program has been in effect for eighteen (18) months.

13.3 The parties may amend this Agreement by mutual agreement at any time. No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.

13.4 Either Institution may terminate the Agreement at any time on the provision of at least six (6) months' written notice to the other Institution. On the provision of notice under this section the Institutions shall cease recruitment and admissions activities in the MOT-N Program.

13.5 Despite termination of the Agreement the Institutions agree to continue to provide training as contemplated in this Agreement for a period of a maximum of 25 months to any MOT-N cohort students actively engaged in training at the time of termination.

13.6 Upon termination, the Agreement shall be of no further force or effect except that neither party shall be released from any obligation that has accrued up to the date of termination including the obligation to continue to provide training as described above.

13.7 Notice of termination shall be in writing and shall be deemed to have been duly given and received either (a) on the day of delivery, if delivered to the receiving party at:

If to UBC, to:
The University of British Columbia
6328 Memorial Road
Vancouver, British Columbia
V6T 1Z2
Attention: The President
Facsimile: (604) 822-5055

And:
The University of British Columbia
2194 Health Sciences Mall
Vancouver, British Columbia
V6T 1Z3
Attention: Dean, Faculty of Medicine
Facsimile: (604) 822-8017

If to UNBC, to:
University of Northern British Columbia
3333 University Way
Prince George, British Columbia
V2N 4Z9
Attention: The President
Facsimile: (250) 960-7301

or such other address as each party may designate in writing to the other party for this purpose.

IN WITNESS WHEREOF, Parties hereto caused Agreement to be signed by their proper officers duly authorized their behalf.

SIGNED FOR ON BEHALF OF THE UNIVERSITY OF BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERSITY OF BRITISH COLUMBIA
By: Title: Date:	By: Title: Date:
SIGNED FOR ON BEHALF OF THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA
By: Title: Date:	By: Title: Date:

Motion Number (assigned by
Steering Committee of Senate): S-202108.03

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the memorandum of understanding between University of Northern British Columbia and University of Central Asia be approved as proposed.

Effective Date: Upon the approval of the Board

Rationale: UNBC and UCA share a common interest in education, research, development and societal impact through nurturing compassion and inspiring a better quality of life for the communities. Both post-secondary institutions are committed to jointly seeking funding to support the partnered approach to knowledge creation, and dissemination, innovation, excellence, inclusion and societal development from traditional and non-traditional funding organizations. The purpose of this MOU is to formalize the commitment of UNBC and UCA to collaborate in establishing a mutually beneficial partnership by working together to enhance educational, research and development opportunities for their respective constituencies. UCA is one of the agencies of the Aga Khan Development Network (AKDN), and it is anticipated that this MOU will facilitate further engagement between UNBC and other agencies of AKDN.

Motion proposed by: Dr. Mark Dale – Interim Provost and Vice-President, Academic

Academic Program: N/A

Implications for Other Programs / Faculties? None

Faculty: N/A

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable): 5 pages

MEMORANDUM OF UNDERSTANDING

This agreement dated for reference the **xxxxxx**, 2021

Between:

University of Northern British Columbia (UNBC)

-and-

University of Central Asia (UCA)

WHEREAS:

- A. Since its founding in 1990, the **University of Northern British Columbia (UNBC)** has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC is personal in character that transforms lives and communities through innovation and excellence, engaged and experiential learning, cutting-edge research and scholarship, and community engagement and citizenship. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.
- B. The **University of Central Asia (UCA)** is an international educational institution established by an international treaty signed between the Republic of Tajikistan, The Kyrgyz Republic, the Republic of Kazakhstan and the Ismaili Imamat in August 2000, ratified by their respective parliaments, and registered with the United Nations. UCA's mission is to promote the social and economic development of mountain communities, which seeks to contribute leadership, ideas, and innovations to the transitioning economies and communities of the region through educational and vigorous research programs that produce knowledgeable, skilled, and creative graduates.
- C. UNBC and UCA share a common interest in education, research, development and societal impact through nurturing compassion and inspiring a better quality of life for the communities.
- D. UNBC and UCA are committed to jointly seeking funding to support the partnered approach to knowledge creation, and dissemination, innovation, excellence, inclusion and societal development from traditional and non-traditional funding organizations.

NOW THEREFORE, the parties agree as follows:

PURPOSE

- 1.0 The purpose of this MOU is to formalize the commitment of the Parties to collaborate in establishing a mutually beneficial partnership by working together to enhance educational, research and development opportunities for their respective constituencies.
- 2.0 UCA is one of the agencies of the **Aga Khan Development Network (AKDN)**, and it is anticipated that this MOU will facilitate further engagement between UNBC and other agencies of AKDN.

PARTNERSHIP PRINCIPLES

- 3.0 The principles of the partnership between the Parties include:
 - 3.1 A collaborative relationship to improving the quality of academic programming and research practices.
 - 3.2 Mutual respect and acknowledgement of the skills and expertise each Party brings to the partnership.
 - 3.3 Recognition of and respect for the intellectual property rights of individual researchers and each Party.
 - 3.4 Capacity building for partnered research academic endeavors that leaves a legacy of capacity across all organizations.
 - 3.5 Attention to issues of sustainability of each Party's contribution to the partnership, and open and transparent communication.

SCOPE OF COLLABORATION

- 4.0 The scope of collaboration under this MOU may include, but is not limited to, the following:
 - 4.1 Exchange of faculty, staff and students.
 - 4.2 Joint research projects, exchange of scholarly publications and information.
 - 4.3 Development of collaborative educational and research programs or projects of mutual interest.
 - 4.4 Fostering the development of research proposals, grant applications, and implementation of research for the purpose of developing new knowledge.
 - 4.5 Discussion of academic, research and administrative developments including possible co-sponsorship of symposia, seminars, conferences and hosting the community of practice.
 - 4.6 Deepening collaboration and facilitation of further engagement between UNBC and other agencies of AKDN.

- 5.0 Subject to funding, internal approval, pre-determined criteria, limit on total number of students and duration of such offerings that UNBC may periodically set, the following will be considered regarding tuition and scholarships:
- 5.1 Charging students, who have graduated from UCA and the Aga Khan University and are pursuing a graduate program at UNBC, the domestic tuition rate.
 - 5.2 Charging students, who are AKDN education institutions' faculty or staff members and are pursuing a graduate or postgraduate program at UNBC or attending its short trainings or courses, the domestic tuition rate.
 - 5.3 Charging students, who have graduated from the Aga Khan Schools and are pursuing undergraduate program at UNBC, the domestic tuition rate.
 - 5.4 Assisting UNBC students coming from UCA and AKDN education institutions, who have demonstrated financial need and/or academic excellence, through scholarship and tuition support.

NOT LEGALLY BINDING

- 6.0 This MOU is not intended to be and is not to be construed as a legally binding agreement. Signing this MOU does not result in any obligations, financial or otherwise, for either of the parties hereto. By signing this MOU, the parties are signifying their desire for future collaboration. Specific initiatives may be considered and agreed-upon, on a case-by-case basis, including the contributions and obligations of each to institution. Subsidiary agreements may be signed as required.

TERM

- 7.0 This MOU will commence on the Effective Date and will be valid until December 31, 2027, which can be extended with the written agreement of both parties.
- 8.0 This MOU may be terminated by either party with 6 (six) months' written notice to the other party.
- 9.0 Any changes to this MOU must be agreed to in writing by all Parties. All changes in writing to this MOU agreed to and signed by all Parties will be deemed to form part of and to be incorporated into this MOU.
- 10.0 Any notice and official communication related to this MOU should be addressed as follows:

If to **University of Northern British Columbia**

Attention: Director, Research and Innovation

If to **University of Central Asia**

Attention: Director, Academic Development and International Office

COUNTERPARTS

11.0 This MOU may be executed in any number of counterparts with the same effect as if all parties had all signed the same document. All counterparts will be construed together and will constitute one and the same agreement.

ELECTRONIC TRANSMISSION

12.0 This MOU or any counterpart may be executed by a party and delivered by facsimile or electronically in portable document format (pdf) and if so executed and delivered this MOU or such counterpart will for all purposes be as effective as if the party had executed and delivered the MOU or a counterpart bearing an original signature.

Signed for and on behalf of
the **University of Northern British Columbia**

Signed for and on behalf of
the **University of Central Asia**

[Name]
[Designation]

[Name]
[Designation]

S-202108.03
August 25, 2021

Motion Number (assigned by
Steering Committee of Senate): S-202201.13

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That the change(s) to the Senate Handbook be approved.

Effective Date: January 26, 2022

Rationale: Changes to the Senate Handbook for references to the Alumni Council, the Senate Committee on First Nations and Aboriginal Peoples, Wilp Wilxo'oskwhl Nisga'a (WWN), the Vice-President, Research and the Vice President, Advancement and minor editorial changes.

1. Changes were made in March 2021 to the Senate Handbook and to the terms of reference for the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR), changing "Member of the Alumni Association" to "member of the Alumni Council. The Alumni Council represents the Alumni Association. The previous change suggests that alumni representatives in Senate and on SCHDSR are one of the 14 members who sit on the Council. This is incorrect as any member of the Alumni Association is eligible to sit on Senate and its committees. (pg. 4, 5, 25
2. At the November 2021 meeting of Senate, Senate approved the name change for the Senate Committee on First Nations and Aboriginal Peoples (SCFNAP) to the Senate Committee on Indigenous Initiatives (SCII). Reference to SCFNAP in the terms of references for the Senate Committee on Academic Affairs should reflect this change. (pg. 20
3. Wilp Wilxo'oskwhl Nisga'a (WWN) is called Wilp Wilxo'oskwhl Nisga'a Institute (WWNI) and this change should be reflected in the Senate Handbook. (pg. 1, 4, 5
4. The title of the Vice President, Research is now Vice President, Research & Innovation and the position of the Vice President, Advancement no longer exists. These changes should be reflected in the Senate Handbook. (pg. 19, 20, 25
5. 3 (d) (i) (a) Terms of Office for Elected Members of the Senate (pg. 3)

Motion proposed by: Steering Committee of Senate

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

INFORMATION TO BE COMPLETED AFTER STEERING COMMITTEE OF SENATE MEETING

Brief Summary of Committee Debate:

Motion No.: SCS202201.03

Moved by: J. Bankole **Seconded by:** S. Zogas

Committee Decision: CARRIED

Approved by SCS: January 19, 2022
Date


Chair's Signature

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



SENATE HANDBOOK

Approved by Senate:

June 24, 1994 (Part I)
October 12, 1994 (Part II)

Revised:

September 1995
April 1997
January 1998
May 1998
February 1999
March 2001
July 2002
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April 2020
May 2020
August 2020

October 2020
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February 2021
April 2021
November 2021
January 2022

SENATE HANDBOOK

1 • MEMBERSHIP OF SENATE

In accordance with Part 7, Section 35 of the *University Act*, the Senate shall be composed of the following members:

- (a) the Chancellor
- (b) the President, who shall be chair
- (c) the Provost
- (d) the Vice President, Research & Innovation
- (e) the Deans of the Faculties
- (f) the University Librarian
- (g) the Director, Business Services and Continuing Studies
- (h) 22 faculty members to consist of two members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine (three year term)
- (i) 11 students, elected from the students who are members of an undergraduate student society or a graduate student society (one year term)
 - (i) President of the Northern Undergraduate Student Society
 - (ii) Chairperson of the Northern British Columbia Graduate Student Society
 - (iii) At least one student from each faculty
 - (iv) Four elected at large, two undergraduate students and two graduate students
- (j) Four persons who are not faculty members, elected by and from the convocation (three year term)
- (k) One member to be elected by the governing body of Wilp Wilxo'oskwhl Nisga'a Institute (WWNI) (three year term)

Note: Senior University Administrators and Other Representatives not otherwise elected or appointed to Senate shall be regarded as fully participating non-voting members of Senate.

2 • POWERS OF THE SENATE

The powers of the Senate are identified in Part 7, Section 37 of the *University Act*.

3 • RULES OF THE SENATE

3 (a) Preamble

- (i) These rules of Senate have been established in accordance with the *University Act* and shall prevail.
- (ii) Robert's Rules of Order shall govern Senate procedures in all cases where they are applicable and in which they are consistent with the rules and procedures contained in this document.

3 (b) Amendments

- (i) Any proposal to amend the Rules of the Senate shall be presented in the form of one of the following:
 - (a) A notice signed by at least one-fourth of the members of the Senate (forwarded to the Steering Committee of Senate) or;
 - (b) A notice from a Senate Committee (forwarded to the Steering Committee of Senate) or;
 - (c) A notice from the Steering Committee of Senate acting on its own initiative or;
 - (d) A notice made by a member of the Senate during the course of a Senate meeting and approved by a majority of those present and voting at the meeting.
- (ii) Upon presentation of a proposal to amend the Rules of Senate, adequate notice shall be given to Senators consistent with 3 (w) (ii), and the proposal normally shall be considered at the next regular meeting.
- (iii) To be adopted, an amendment to the Rules of Senate requires valid notice and a two thirds vote in favour.

3 (c) Officers of the Senate

- (i) The Chair of Senate is empowered and expected to take the actions deemed necessary to ensure the orderly advancement of the legitimate business of the Senate. Senate shall elect a Vice Chair at least annually, who shall chair meetings in the absence of the president; but in no case shall a vice chair serve more than two consecutive terms.
- (ii) The Registrar is the Secretary of Senate. In the absence of the Registrar, the Acting Registrar shall be the acting Secretary.
- (iii) In the absence of the Chair and the Vice Chair, the President shall appoint a Senior Academic Administrator and Senator of the University to act as Chair.

3 (d) Terms of Office for Elected Members of the Senate

In accordance with Part 7, Section 36 of the *University Act*, each elected member shall hold office for his/her designated term "and after that until a successor is appointed or elected." (See also section 3 (h) of this Handbook).

- (i) Senate
 - (a) Persons elected to the Senate by the faculty members shall take office on the 1st of April for a three year term ending on the 31st of March of the third year ~~and until their successor is appointed~~;
 - (b) Students elected to Senate by the student societies, with the exception of the President of the Northern Undergraduate Student Society and the Chairperson of the Northern British Columbia Graduate Society shall take office on the 1st of September and shall continue as Senators for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.
 - (a) The President (or designate) of the Northern Undergraduate Student Society and the Chairperson (or designate) of the Northern British Columbia Graduate Society shall take office on the 1st of April and shall continue as Senators for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.
- (ii) Terms of office for representatives on Committees:
 - (a) "Faculty Member" Representatives on Senate Committees shall be appointed the 1st of April for a three year term ending on the 31st of March of their third year and shall be eligible for reappointment for further terms.
 - (b) "Staff Representatives" on Senate Committees shall be appointed the 1st of April for a three year term ending on the 31st of March of their third year and shall be eligible for reappointment for further terms.
 - (c) "Student" Representatives on Senate Committees shall be appointed the 1st of September. Appointments shall continue for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.

3 (e) Interpretation of the Definitions in the Senate Handbook

With the exception of the following definitions, the interpretations as specified in Part 1, Section 1 of the *University Act* shall apply:

- (i) The "Convocation" consists of the Chancellor, the President, all faculty members, the members of the Senate, all persons whose names are added to the roll of Convocation by the Senate, and all graduates of the University.
- (ii) "Faculty Member" for the purpose of the *University Act* means any position where a person holds a University appointment as a Senior Lab Instructor, Instructor I, II, III, or IV, Part Time Instructor, Lecturer, Assistant Professor, Associate Professor, Professor or Librarian I, II, III or IV, or an equivalent position designated by Senate.

- (iii) "Lay Senator" means a Senator who is not a student and who does not hold an academic appointment at the University of Northern British Columbia.
- (iv) "Professional Librarian" means a person whose employment classification at the University includes the term "librarian," and the designations "full-time" and "continuing."
- (v) "Professional Program" is defined as a program which is:
 - (a) accredited, and/or
 - (b) viewed as a professional program.

The following programs are noted as part of the "professional programs": Education, Civil Engineering, Environmental Engineering, Environmental Planning, Forestry, Nursing, Community Health, Social Work, Disability Management, and Medicine.

- (vi) "Senior University Administrators not otherwise elected or appointed to Senate" includes the following officers: Vice President, Finance and Business Operations; Vice President, Advancement; Associate Vice President Northern Medical Program; Director, Centre for Teaching, Learning and Technology; Director, International Education; Chief Information Officer.
- (vii) "Student" means someone who is a student in accordance with Section 3 (m) of the UNBC Senate Handbook.
- (viii) "Student Society" means either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society.
- (ix) "Other Representatives not otherwise elected or appointed to Senate" includes the following positions: President of NUGSS, Chairperson of NBCGSS, Vice Provost Indigenous Initiatives, and the President of the Faculty Association.

3 (f) Senate Rules Governing Nominations to Available Seats on Senate

The following rules shall apply to nominations to Senate other than for candidates representing Wilp Wilxo'oskwhl Nisga'a Institute and the Alumni Council Association (for Lay Senators), for which bodies their own regulations shall apply subject to the requirements of the *University Act* and consistent with the procedures set out in this Handbook:

- (i) Normally, as anticipated vacancies arise on the Senate the nomination and election of members to available seats will be undertaken so as to be concluded before the vacancies have effect, and members shall assume their offices so as to assure continuity of the composition of the Senate.
- (ii) Each faculty and student candidate must complete the appropriate nomination form.
- (iii) The Call for Nominations shall be published in any appropriate manner as circumstances require.
- (iv) The election register shall be open to inspection by all members entitled to vote, in the Office of the Registrar, during the period for making nominations, between the hours of 9:00 a.m. and 4:30 p.m. (Pacific Time), Monday to Friday, except on holidays.
- (v) Nomination papers for faculty and student elections to the Senate shall be signed by no fewer than three persons, other than the candidate, entitled to vote in the election; and shall have the signature of the nominee indicating that the nominee is willing to run for election and agrees to abide by the Senate Rules Governing Nominations.

- (vi) Withdrawal by a person duly nominated as a candidate for election shall be made in writing to the Secretary of Senate and to the constituency conducting the election. Upon receipt of such written notification, the person shall cease forthwith to be a candidate for election. In the event that such written notification is received later than 48 hours following the close of nominations and after the ballots have been prepared, the person's name shall remain on the ballot and the scrutineers shall record the number of votes the person receives but shall disqualify such votes, regardless of the number, when determining which candidates are elected.

3 (g) Regulations Covering Voting for Elections to the Senate

The following rules shall apply to elections to Senate other than for candidates representing the Alumni ~~Council Association~~ (for Lay Senators) and Wilp Wilxo'oskwhl Nisga'a ~~Institute~~, for which bodies their own regulations shall apply, subject to the requirements of the *University Act* and consistent with the procedures set out in this Handbook. In reporting the results of elections, the Alumni ~~Council Association~~ and Wilp Wilxo'oskwhl Nisga'a ~~Institute~~ shall report as well the procedures followed such that the Registrar is satisfied that the requirements of the Act have been met.

- (i) All elections conducted by the Secretary of Senate shall be by secret ballot.
- (ii) The Secretary of Senate shall be informed fully of all aspects of the conduct and outcome of constituency-based elections, and shall report to the Steering Committee of Senate on any anomalies in the conduct of constituency-based elections.
- (iii) The Secretary of Senate shall fix a date for elections under the Secretary's purview.
- (iv) The final date of all regular student elections to the Senate shall normally be in February.
- (v) The final date of all regular staff and faculty elections to the Senate shall normally be in February.
- (vi) Elections shall be conducted by mail. The definition of mail will be determined by the Steering Committee of Senate to enable the use of emerging technology to conduct elections.
- (vii) The Secretary of Senate must mail the ballots not more than four weeks and not less than two weeks before an election, for elections under the Secretary's purview. Ballots shall be sent to all eligible voters as set out in the election register maintained by the Registrar at the time of the close of nominations.
- (viii) Ballots may be returned by mail, by delivery to the Office of the Registrar at the Prince George Campus, or by delivery to one of the other UNBC campuses (Fort St. John, Terrace, or Quesnel). It is the responsibility of the person presenting the ballot to ensure that it reaches the Office of the Registrar at the Prince George Campus and the appropriate party prior to the deadline for the election.
- (ix) Any Candidate for any election to serve on the Senate is entitled to scrutinize the counting of ballots by designating one other person to assist in scrutinizing or to act in the Candidate's place.
- (x) In the event of an equality of votes between two or more candidates for Senate, the Senate will cast the deciding vote.
- (xi) Note that elections to Senate are covered by 3 (g) (x). In the case that there is an election by Senate that results in a tie vote, the vote will be by lot.
- (xii) Ballots received after 4:30 p.m. (Pacific time) on the day fixed for the election must be destroyed without being opened.

- (xiii) All ballots and identification envelopes received will be held by the Secretary of Senate for a period of 90 days following the announcement of the election results. At the end of that time all the ballots and identification envelopes will be destroyed.
- (xiv) The Secretary of Senate shall report the results of the election to Senate at its first meeting following the election.
- (xv) In the event that unforeseen or unusual circumstances prevent the carrying out of any of the above procedures, the Secretary of Senate shall exercise discretion in altering the procedures to fit the circumstances, after consultation with the Steering Committee of Senate, and shall report any action taken to Senate at its next regular meeting.
- (xvi) In the event that there are disputes concerning the above procedures, such matters shall be decided by the Steering Committee of Senate whose decisions shall be final.

3 (h) Vacancies on the Senate

Senate vacancies shall be filled as follows after appropriate consultation, notwithstanding whether the position was occupied by the representative of a constituency:

- (i) If there is a vacancy on the Senate for an elected position the Senate may appoint any person qualified for election to that position to fill the vacancy for the balance of the term of office.
- (ii) Any elections for positions conducted at Senate shall be by secret ballot and the results will be reflected in the minutes.
- (iii) Any absence by an elected member of Senate, without leave and for more than three consecutive ordinary meetings of Senate, shall result in a declaration of a vacancy by the Secretary of Senate. Any leave of absence for more than three consecutive ordinary meetings requires prior approval by the Steering Committee of Senate.
- (iv) The position of an elected member shall be declared vacant by the Secretary of Senate when notice is received that the member has resigned or, in the case of faculty, that the member is going on leave for a period of more than six months, or that the member has been granted disability leave from the University.
- (v) Faculty members who inform the Secretary of Senate of their intent to remain on campus and to be active in Senate business during their leave shall be exempt from the rule prohibiting membership during faculty leave.

3 (i) Faculty Eligibility to Nominate, Be Nominated, Vote and Serve as a Faculty Member on the Senate

In order to be eligible to nominate, be nominated, vote and serve on the Senate as a faculty member, a faculty member must:

- (i) Hold a continuing appointment at UNBC, **and**
- (ii) Be a "Faculty Member" as defined in Sections 3 (e) (ii).

3 (j) Election of Faculty to Senate by Faculty Members under the University Act

In accordance with the *University Act* twenty-two faculty members are to be elected from and by the faculty members as follows:

- (i) Two of whom shall be elected by faculty members in the Faculty of Business and Economics, from among their number, and

- (ii) Two of whom shall be elected by faculty members in the Faculty of Environment, from among their number, and
- (iii) Two of whom shall be elected by faculty members in the Faculty of Human and Health Sciences, from among their number, and
- (iv) Two of whom shall be elected by faculty members in the Faculty of Indigenous Studies, Social Sciences and Humanities, from among their number, and
- (v) Two of whom shall be elected by faculty members in the Faculty of Science and Engineering, from among their number, and
- (vi) 12 of whom shall be elected at large by all faculty members and librarians.

3 (k) Eligibility of Faculty to Be Appointed and Serve as Faculty Members on Senate Committees

In order to be appointed and serve as a faculty member on Senate Committees, one must:

- (i) Hold a continuing appointment at UNBC, and
- (ii) Be a "Faculty Member" as defined in Sections 3 (e) (ii).

3 (l) Identification of Faculty to serve as Faculty Members on Senate Committees

Identification of faculty members to serve on Senate Committees shall be done in the following way:

- (i) The Secretary of Senate will annually contact each appropriate unit and request a list of faculty members eligible and willing to serve on Senate Committees.
- (ii) A faculty member so identified may also be a Faculty Senator.

3 (m) Student Eligibility to Nominate and Vote in Senate Elections

To meet the definition of a "student" for the purposes of nominating and voting, one must:

- (i) Be a student who is a member of either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society, and
- (ii) Be an undergraduate student registered in at least one course in the semester in which nominations are due and elections are conducted, or
- (iii) Be registered in at least one course in each of the two previous semesters in which nominations are due and elections are conducted, or
- (iv) Be registered in a co-op work term in the semester in which nominations are due and elections are conducted, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

3 (n) Eligibility of Students to Be Appointed and Serve as Student Senators or as Student Representatives on Senate Committees

In order to be appointed and serve as a student representative on Senate or Senate Committees, one must:

- (i) Be a student as defined in 3 (m) (i), and;

- (ii) Be in good standing: A student who is in "good standing" is a student who is not on academic probation, and
- (iii) Be an undergraduate student registered in at least one course in the semester in which a vacancy arises and have been registered in the semester immediately preceding the one in which the vacancy arises. Registration in the May semester is not a requirement to meet this condition provided that, if the vacancy arises during the May or September semesters, the student is registered for the September semester and was registered during the preceding January semester, or
- (iv) Be registered in a co-op work term in the semester in which a vacancy arises, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

Students elected to the Senate or to Senate Committees shall be eligible to serve during the May semester even though they may not be enrolled in any credit courses.

3 (o) Identification of Students to Serve as Student Members on Senate Committees

Identification of student members to serve on Senate Committees shall be done in the following way:

- (i) In the case of undergraduate student members, the Secretary of Senate will annually contact the President of the Northern Undergraduate Student Society, or NUGSS designate, and request a list of students willing to serve on Senate Committees, along with the appropriate application forms completed by those students.
- (ii) In the case of graduate student members, the Secretary of Senate will annually contact the Chairperson of the Northern British Columbia Graduate Students' Society, or NBCGSS designate, and request a list of candidates willing to serve on Senate Committees, along with the appropriate application forms completed by those students.

3 (p) Appointment of Lay Senators, Students and Faculty Members to Senate Committees

The appointment of Lay Senators, students and faculty members to Senate Committees shall be conducted in the following manner:

- (i) Committee recording secretaries will advise the Secretary of Senate of any committee vacancies.
- (ii) The Secretary of Senate shall confirm potential candidates' willingness to serve on a particular Senate Committee. The Secretary of Senate shall recommend to the members of the Senate Committee on Nominations (SCN) by e-mail a slate of consenting candidates to fill any vacancies on Senate Committees.
- (iii) SCN shall develop its own criteria for the review of candidates for Senate Committees.
- (iv) If a member of SCN has a concern regarding a particular recommendation, a meeting of the committee will be called.
- (v) The Secretary of Senate shall give SCN a one week period to give notification of any concerns regarding the stated recommendations.
- (vi) After the one week period has passed for SCN to give their views to the recommendations, the recommendations shall be forwarded to Senate for final approval. Senators shall have the opportunity to nominate candidates from the floor.

- (vii) SCN shall submit to Senate, on a monthly basis as appropriate, a report documenting vacancies in committee memberships and proposing candidates to fill vacancies. Senators will have the opportunity to nominate from the floor.

3 (q) Order of Agenda

- (i) Open sessions of Senate shall normally follow this order:
 - Acknowledgement of Territory
 - Approval of the agenda
 - Presentation
 - Approval of the minutes of the previous meeting(s)
 - Business arising
 - Report of the President
 - Report of the Provost
 - Report of the Registrar
 - Question Period
 - Approval of the Consent Agenda
 - Reports of Committees
 - Information
 - Other business
- (ii) The agenda items and order for closed sessions and special meetings of Senate shall be determined by the Steering Committee of Senate.
- (iii) Any matter not already on the Agenda of an ordinary meeting may, at the time of the approval of the agenda, be included in "Other Business" at the request of any member of the Senate.
- (iv) If any member of the Senate presents a case for consideration of a motion at the current meeting, the matter of its inclusion on the agenda shall be decided by a vote in which a two-thirds majority shall be required.
- (v) Any member of the Senate may ask in writing that the Chair include in the Agenda any matter that the member would like considered by the Senate at its next ordinary meeting.
- (vi) When the Senate requests a report for its next meeting from a committee whose chair is not present when the request is made, the Secretary of Senate shall endeavour to notify the committee chair by telephone the next day so that the committee may be convened without delay.
- (vii) When a committee has been requested to prepare a report between one meeting of Senate and the next, the committee presentation will appear as an item on the Agenda for the next meeting even though the report itself may not be available by the due date for Agenda items and background material.

3 (r) Reports to Senate

- (i) Standing committees of Senate, with the exception of the Steering Committee of Senate, will report annually to Senate as designated in their terms of reference. Any standing committee which has recommendations that require ratification of the Senate will report monthly as necessary, and will provide the necessary supporting documentation.
- (ii) *Ad hoc*, temporary or task force committees shall report to Senate in accordance with their terms of reference.
- (iii) Any committee or task force of Senate may be called upon by the Chair of Senate or by affirmative motion of Senate to report to Senate at any time.

- (iv) The Faculties shall submit an annual report to Senate each October.
- (v) Committee reports to Senate normally include the following:
 - (a) A statement of actions taken by the committee in accordance with its terms of reference.
 - (b) Committee recommendations in the form of motions to be ratified following the normal procedures for such.
 - (c) Where Senate has delegated powers to a committee, a summary of activity, along with any matters (in the form of motions) that require ratification of the full Senate.
- (vi) The Steering Committee of Senate shall allocate an appropriate amount of time on the agenda of Senate to consider the reports of committees.

3 (s) Regular Meetings

- (i) The Senate shall normally meet once per month on the fourth Wednesday of each month, at 3:30 p.m. local time except under the following circumstances:
 - (a) In December the meeting shall take place on the second Wednesday of the month.
 - (b) In exceptional circumstances, the Chair may postpone a regular meeting of Senate and shall instruct the Secretary to inform members of the new date.
 - (c) If in the opinion of the Steering Committee of Senate, there is insufficient business to justify a regular meeting of Senate, the meeting may be canceled and the Secretary instructed to inform members at least nine days in advance.
 - (d) Senate will not normally meet in July or December.
- (ii) The Secretary of Senate will distribute the notice of meeting and the agenda to the members of Senate at least five days prior to the meeting. This information will be made available electronically to the UNBC community by posting to 'announce' and 'general.' Supporting papers will be available upon request to the Secretary of Senate.
- (iii) The open session will normally terminate by 5:30 p.m. except under unusual circumstances where the meeting may be extended by successful motion for extension, requiring a simple affirmative majority of those who vote.

3 (t) Open and Closed Sessions

Meetings of Senate will normally be divided into two sessions: an open session when observers are admitted, and, if necessary, a closed session for the discussion of business deemed to be confidential and in both instances consistent with the *Freedom of Information and Protection of Privacy Act of B.C.*

- (i) The closed session will normally follow the open session.
- (ii) In addition to the members and officers of Senate, the Senior University Administrators and Other Representatives as provided for in s. 3(e) (vi) and (ix), will be invited to attend the closed session of Senate.
- (iii) The agenda and minutes for both the open and closed sessions shall be public, except in those instances where specific items, portions or categories of information discussed in the closed session are deemed to be exempt for disclosure under the *Freedom of Information and Protection of Privacy Act of B.C.*

3 (u) Observers of Senate

- (i) Observers of Senate shall conduct themselves in a manner so as not to interfere with the business of Senate. The Chair shall have the authority to request the removal of observers of Senate who are deemed to be interfering with the business of Senate.
- (iii) In those circumstances where the number of observers of Senate is such that both public safety and/or the ability to conduct the business of Senate is in jeopardy, the Chair may request the closing of Senate Chambers to additional observers and if necessary the removal of an appropriate number of observers from the chambers.

3 (v) Special Meetings

- (i) In exceptional circumstance a special meeting of Senate may be called if:
 - (a) The Chair considers a matter to be of sufficient urgency, or
 - (b) There is a petition of at least seven members of Senate, at least five of whom must be elected, or
 - (c) The Chair receives a special request from the Board of Governors.
- (ii) Business conducted at any special meeting of Senate must be limited to and consistent with the special reason for which the meeting was called.
- (iii) The Secretary of Senate shall have at least seventy-two hours before the scheduled start time for any special meeting of Senate to distribute by mail, telephone, facsimile or electronic mail a notice of meeting, agenda and supporting documents to the members of Senate.
- (iv) Consistent with subsections (i) to (iii), a vote may be called using e-mail when it is impractical for Senate to meet as a body, or when Senate determines a need to have a vote prior to the next regularly-scheduled meeting of Senate. E-mail votes shall offer the choices "Yes," "No," or "Hold."
 - When the "Yes" votes form a portion of the votes cast sufficient to pass the motion, it shall pass.
 - When the "No" votes form a portion of the total votes cast sufficient to defeat the motion, the motion is defeated.
 - Otherwise, debate on the motion shall be postponed ("Held") until the next in-person meeting.

Electronic ballots must be received directly from the Secretary, and returned to the Secretary from the electronic address to which it was delivered by the date specified in the call for the vote. Section 3 (x) (iii) (b) (specifying how the Chair shall vote) does not apply to votes conducted under Section 3 (v) (iv).

3 (w) Quorum on the Senate

Greater than fifty per cent of the current membership shall constitute quorum for the transaction of business at a regular or special meeting of Senate, provided that the members present include the following:

- (i) At least 11 members of faculty elected to Senate, and
- (ii) At least 6 student members elected to Senate, except in the Spring and Summer semesters (May, June, July and August), where at 3 least students must be present.

3 (x) Conduct of Meetings

- (i) Except as otherwise stated the use of recording devices and cameras is not permitted after a meeting has been called to order, except at the discretion of the Chair.

- (ii) Motions from the floor may be made orally; however, at the request of the Chair or the Secretary, the mover may be required to put the motion in writing.
- (a) Motions may also originate in the following ways:
- From a Committee presenting a report, or
 - From a Committee advising Senate in advance of its intention to bring forth motions at the next regular meeting of Senate, or
 - From a Faculty, if the Steering Committee of Senate considers that the matter does not need to be referred to a Senate Committee, or
 - From a member presenting a notice of motion to be presented at the next regular meeting of Senate.
- (b) Once a motion is moved and seconded, the mover of the motion may speak to it and answer questions from the floor of Senate.
- (c) Before debate has begun, a motion may be withdrawn by its mover. (Note that a motion on the agenda need not be moved.) After debate has begun, a motion may be withdrawn by the mover with the unanimous consent of Senate, or by a simple majority vote without debate.
- (d) A motion may be presented and voted upon with or without discussion.
- (e) A motion on the floor of Senate may be referred to a committee by the carrying of a second motion to this effect, which is debatable and is passed by a simple majority.
- (f) A motion to *postpone consideration* of a motion on the floor of Senate may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by simple majority, no further discussion of the original motion is allowed; if the motion to postpone is defeated, debate of the initial motion may continue.
- (g) A motion to *lay on the table* halts consideration of the pending motion immediately. It must be seconded, is not debatable, and may be passed by a simple majority. It should be employed only when Senate wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
- (h) A motion to *amend* a motion on the floor of Senate may be moved at any time. If seconded, the motion to amend may be debated and voted upon, to be passed by simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion, in amended form if such amendments were carried, is put to a vote in its entirety.
- (i) Upon the agreement of Senate by general consent or by motion, a motion on the floor, that is presented in more than one part, may be divided into two or more related parts, and each part voted on as if it were a distinct question; provided that each part, if approved, is separately a question that can be acted upon if none of the other parts is carried.
- (j) When a motion on the floor consists of several independent parts, one or more parts must receive separate consideration and vote at the demand of a single member.
- (k) A motion to adjourn may be made at any time. When seconded, it is not debatable, must be voted upon immediately and requires a simple majority vote in the affirmative to pass.
- (iii) Voting at Senate shall be conducted in the following manner:

- (a) For purpose of elections, all votes will be by ballot. Normally all other votes will be by a show of hands, and a simple affirmative majority or lack thereof will be recorded. In those circumstances where there is a motion passed to have a recorded vote or a vote by ballot, this shall be done and will be reflected in the minutes.
 - (b) The Chair may not vote except when the Chair's vote changes the outcome, or as mentioned in section 3 (v) (iv). A tied vote defeats a motion requiring a simple majority to pass.
- (iv) Debate at Senate shall be conducted in the following manner:
- (a) Any member of Senate who wishes to speak must be recognized by the Chair.
 - (b) Any senator who has been recognized to speak by the Chair once on any given question has exhausted their right to speak on that question until all members of Senate have been given the opportunity to speak once. The same principle shall apply to those speaking, two, three, and more times.
- (v) Questions to other Senators, resource persons or visitors to Senate must be directed through the Chair, who will request the response.
- (vi) When a person is a voting member of Senate or a Senate Committee by virtue of their office and is absent, they may appoint an acting officer, who will have the right to vote at Senate or Senate Committee meetings.
- (vii) The Senate may use a Consent Agenda to expedite the routine business of Senate. The Consent Agenda is an omnibus motion to approve motions that have been identified as being routine, either by Senate Committees on their own behalf, or by the Steering Committee of Senate.

The intent of using a Consent Agenda is to approve rapidly items of a routine nature, while still protecting the rights of individual Senators to engage in debate on any matter that a Senator feels to be of importance.

When a motion to adopt the Consent Agenda is on the floor the following rules apply:

- (a) As the purpose of the motion is to expedite business, the motion is undebatable.
- (b) At the request of any voting Senator, the Consent Agenda shall be amended to remove from the omnibus any motion that the Senator wishes to discuss.
- (c) Adoption of the Consent Agenda requires a simple majority vote.
- (d) After the consent agenda is adopted, the items on it are considered adopted, and are consequently ignored when encountered in the normal course of business.

3 (y) Minutes

- (i) The minutes of open sessions of Senate shall be a brief summary of the points made in debate and a record of decisions taken.
- (ii) The minutes of closed sessions shall reflect the mover and the seconder of motions and only that information germane to the type of decision being made (e.g. acceptance of the report of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition).
- (iii) The open sessions of Senate shall be audio taped in their entirety, and retained in the University Secretariat until such time as the minutes of the meeting in question have been approved by the Senate, after which meeting the taped record shall be erased.

- (iv) The supporting papers and minutes of all closed sessions shall be placed in the University archives.
- (v) A copy of the minutes of open sessions shall be distributed to the members of Senate. An electronic copy of the minutes of open sessions will be posted on the World Wide Web.

3 (z) Committees

- (i) In accordance with the *University Act*, the Senate may establish committees as follows:
 - (a) Terms of reference shall be established for each committee at the time the committee is created.
 - (b) By a two-thirds vote of its members, Senate may delegate to one or more of its committees those of its powers as it may determine.
 - (c) Each committee shall have a Chair and a Secretary.
 - (d) The composition and/or method of appointment to a Senate Committee may be established and changed from time to time and if no method of appointment is specified then the Senate shall appoint the members of a committee other than the Chair.
 - (e) The Senate may remove or discharge any committee member appointed by them.
 - (f) Where a qualification is required for membership on a committee any member ceasing to qualify automatically ceases to be a member.
 - (g) If any member has failed to attend three consecutive meetings of a committee, the Chair of a Committee may petition the Steering Committee of Senate (SCS), through the Secretary of Senate, by written request, to have the member removed and a replacement sought. In these cases, the Chair should follow the procedure listed below:
 - the Chair should discuss the concern with the member.
 - if there is no resolution through regular attendance, reasons that are acceptable in the short-term, or the resignation of the member, the Chair may petition SCS to remove and replace the member.
 - SCS will advise the member of the request and provide the member with the opportunity to respond.
 - SCS will decide on the action to be taken and so advise the chair and the member.
 - SCS will report to Senate on such matters in summary form.
- (ii) The Chair for each Senate Committee will normally be selected annually in the month of October by the members of each Senate Committee unless the committee has a designated Chair. In those instances where the Committee does not elect a Chair, the Chair of the Senate shall have the authority to do so. By vote, the full Senate may discharge or replace any Chair or member at any time.
- (iii) Elected members of Senate are eligible for appointment to membership on any committee of Senate.
- (iv) Senior University Administrators are excluded from membership on the Senate Committee on the University Budget (SCUB). With the exception of SCUB, the Secretary of Senate is, *ex officio*, a non-voting member of all Senate Committees.
- (v) The Chair of Senate is excluded from membership on the Senate Committee on Student Appeals (SCA), the Senate Committee on Admissions and Degrees (except when sitting as the Degree Committee), and the Senate Committee on the University Budget (SCUB).

- (vi) Members of Senate will generally not be asked to serve on more than three committees.
- (vii) The Secretary of Senate shall notify, in writing, the members of Senate and the Senate Committees of their various appointments to Committees after Senate has given its approval.
- (viii) Members of committees whose terms of office on Senate have ended are generally requested to continue attendance at committee meetings until their successor has been appointed.

4 • TERMS OF REFERENCE AND MEMBERSHIP FOR SENATE STANDING COMMITTEES

STEERING COMMITTEE OF SENATE (SCS)

Terms of Reference:

- To prepare the agenda package for Senate meetings.
- To act as a clearing house for material being prepared by the Senate committees and to ensure the orderly and timely conduct of Senate business.
- To consider and rule upon requests by Senators for leaves of absence longer than three consecutive ordinary meetings (see Handbook 3(h)(iii)).
- To review and recommend changes on matters relating to the governance of Senate, its Committees and the Senate Handbook.
- From time to time, in consultation with the Board of Governors, to establish an *ad hoc* committee to govern, keep in proper order and advise on real property, buildings and structures of the University.
- To serve as the Senate standing committee empowered to consider and refer to Senate, or to the appropriate Senate committee, all matters that may be referred to the Senate by the Board.

Membership:

President (as Chair of Senate)
Vice Chair of Senate
Provost
Two Faculty Senators
One Student Senator
One Lay
Secretary of Senate (non-voting)

Chair:	President
Committee Secretary:	Secretary of Senate
Recording Secretary:	Governance Officer
Quorum:	Majority, including the Chair or Vice Chair of Senate

SENATE COMMITTEE ON NOMINATIONS (SCN)

Terms of Reference:

- To recommend to Senate the names of people to serve on each Senate Committee. The Committee will pay due attention to the need for rotation and continuity, the regional nature of the university, the need to represent the needs of each Faculty fairly, and any other relevant criteria.
- To recommend to Senate Senators to be appointed to non-Senate University committees.
- To review nomination and election procedures for faculty, staff and student positions and vacancies on Senate, Senate Committees and the Board of Governors.

Membership:

President (*ex officio*)
One Student Senator
Three Faculty Senators
One Lay
Secretary of Senate (non-voting)

Chair:	A member elected annually in October by and from the members of the Committee
Committee Secretary:	Secretary of Senate
Recording Secretary:	Governance Officer
Quorum:	Majority

SENATE COMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

Purpose: The SCCC works closely with the Office of the Registrar to ensure the internal consistency, clarity and integrity of both the Undergraduate and Graduate Calendars.

Terms of Reference

1. The SCCC serves as a working group to support academic Programs and academic administrative departments in the preparation of Calendar content that is clear and concise, and that is consistent with the current language, style and Regulations in the Calendar(s).
2. The SCCC reviews, advises and makes recommendations to Programs, academic administrative departments and to Senate, with respect to the presentation and language of Calendar content.
3. Any proposed revisions or new Calendar content that requires Senate approval, must be reviewed by the SCCC prior to being presented to a Chairs and College Council for approval. Exceptions to the order can be discussed with the Chair of SCCC.

Membership:

President (ex officio)

- Four faculty members appointed by Senate, at least two of whom should be Faculty Senators. A principle of disciplinary representation should be considered in the selection of faculty representatives
- One Student Senator
- Up to two additional Members appointed by Senate, who may be members of faculty or the academic administrative staff.

Registrar - Secretary of Senate (non-voting)

Registrar Services Officer (Curriculum, Calendar & Credentials) (non-voting)

Chair: Committee Member elected annually by and from the membership

Recording Secretary: Registrar Services Officer – or administrative support position assigned by the Office of the

Committee Secretary: Registrar and Secretary of Senate

Quorum: Majority

Reporting Month:

SENATE COMMITTEE ON ADMISSIONS AND DEGREES (SCAD)

Terms of Reference:

- To consider and review admission and admission standards to the University and to programs of study, in consultation with the academic community as appropriate, and to make recommendations to Senate.
- To examine and rule upon applications for articulation, transfer credit and admission which is not clearly resolvable under existing University policies and/or regulations.
- To receive, in advance of each convocation, recommendations for the conferral of degrees, diplomas and certificates; for recommendation to Senate.
- Upon request by the applicant, to reconsider admission or readmission cases as appropriate.

Membership:

President (*ex officio*) only when meeting as the Degree Committee

Four Faculty Members*

*Ideally, representing different Faculties and at least one from a professional program

Two persons appointed by the Registrar

Two Students, including:

a) a graduate student

b) an undergraduate student

Secretary of Senate (non-voting)

When meeting as the Degree Committee, added to the membership are: The President, Faculty Deans, and Vice President, Research & Innovation.

Chair:	Elected in October by and from the membership.
Committee Secretary:	One of the "Two persons appointed by the Registrar," to be determined by the Committee members
Recording Secretary:	Governance Officer
Quorum:	Majority, including at least one student and two faculty members and, when meeting as the Degree Committee, the Deans or acting Deans
Reporting Month:	September

SENATE COMMITTEE ON ACADEMIC AFFAIRS (SCAAf)

Terms of Reference:

- To be responsible for advising Senate on academic planning at UNBC.
- To consider and make recommendations to Senate on new undergraduate and graduate programs and major modifications to existing undergraduate and graduate programs.
- To consider and make recommendations to Senate on course additions or deletions.
- To consider and make recommendations to Senate on new and revised Undergraduate and Graduate Academic Regulations.
- To review periodically the activities of the Centre for Teaching, Learning and Technology and make recommendations on the Centre to Senate and to address any other Senate related teaching matter.
- To be responsible for the development and implementation of a program review process, and to make recommendations to Senate relating to the outcome of reviews.
- To review, for approval or recommendation as appropriate, affiliation agreements with other institutions.
- To advise Senate on matters of importance to the regional nature of UNBC and to inform the University community, through Senate, of the regional mandate of the institution.
- To facilitate and maintain relationships with other post-secondary institutions within Canada.
- To advise Senate on inter-institutional arrangements within Canada, with the exception of the protocol and affiliation agreements between UNBC and First Nations and Aboriginal communities and educational institutions for which responsibility is assigned to the Senate Committee on ~~First Nations and Aboriginal Peoples (SCFNAP)~~ Indigenous Initiatives (SCII).
- To review and make recommendations to Senate on existing undergraduate and graduate programs for purposes of assessment and possible expansion, curtailment, or discontinuance.
- To recommend to Senate graduate courses which are cross-listed with undergraduate courses.
- To advise on enrolment management issues.
- To consider and advise Senate on matters relating to the internationalization of the University community.
- To facilitate the development of academic agreements between UNBC and various international partners.
- To review and advise Senate on current international agreements and exchanges and make recommendations regarding their renewal.
- To approve, in exceptional and extraordinary circumstances, external international proposals; and to report to Senate as soon as practicable such approvals and the justification for them.
- To review from time to time the operation of the Library, for report to Senate.
- To establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.
- To advise Senate on all matters concerning undergraduate and graduate research and research policy at the University
- To recommend to Senate the establishment of Research Chairs

Membership:

President (*ex officio*)

Provost (Chair)

Vice President, Research & Innovation (Vice Chair)

Vice Provost, Indigenous Initiatives

University Librarian

Three Faculty Deans

Four Faculty Senators

Four Faculty Members (all who may be Senators), including:

- a) Two Faculty Members (representing the two Faculties not currently represented by the sitting Deans on the committee)

*Ideally, from the eight faculty positions there will be faculty representation from each of the five Faculties, professional programs and the regions.

Students (all who may be Senators), including:

- a) Graduate Student
- b) Graduate Student
- c) Undergraduate Student
- d) Undergraduate Student

One Lay Senator

One Regional Representative (any faculty, student or employee member from the regional campuses in Fort St. John, Terrace and Quesnel or Affiliated Institutions)

Director, Business Services and Continuing Studies

Director, International Education

Director, Centre for Teaching, Learning and Technology

Secretary of Senate (non-voting)

Chair:	Provost
Committee and Recording Secretary:	Governance Officer
Quorum:	Majority, including at least two students
Reporting Month:	September
Sub-Committees:	SCAAf Art Acquisition Subcommittee

SCAAF ART ACQUISITION SUBCOMMITTEE (SAAS)

The mandate of the SCAAF Art Acquisition Subcommittee is:

- To provide support, direction and advice to the University community, Senate, and the President on collecting significant and educational artworks including issues that might impact a proposed artwork acquisition; including budgetary implications, conservation needs, appraisal and space requirements;
- To review and monitor the growth and relevance of the University's Artwork Collections as it pertains to the research needs of the University community;
- To develop appropriate relationships with persons whose expertise is relevant to the objects in the collection;
- To review and facilitate the de-accessioning process.

Membership:

All members of the committee are selected in consultation with the Chair of the committee. The committee membership is:

- a) Two faculty members who are knowledgeable in archaeology, visual arts, archives or heritage conservation;
- b) One faculty member with a broad interest in the arts;
- c) One UNBC faculty member from the UNBC Arts Council.

Others that may serve on the Art Acquisition Subcommittee include:

- d) Ad hoc experts (including local and regional curators) as needed to assess an acquisition being considered by the University.

Chair:	One of the four faculty members of the Committee, selected by and from the members of the Committee
Committee Secretary:	Archivist
Recording Secretary:	Assistant Archivist
Quorum:	Majority
Reporting Month:	June, to SCAAF

SENATE COMMITTEE ON INDIGENOUS INITIATIVES (SCII)

Terms of Reference:

1. To review, consider, advise, and make recommendations to Senate with respect to a range of priorities that are relevant to UNBC:
 - (a) Indigenization or reconciliation initiatives that are relevant to or impact academic programming or course content, academic support services or Indigenous students.
 - (b) academic programming, development, delivery and assessment of undergraduate and graduate course offerings, content and methodologies, research or academic support services relating to Indigenous Peoples.
 - (c) research initiatives and, in collaboration with the Office of Research and Innovation, the development and regular review of any applicable institutional research policies.
 - (d) agreements or memorandums of understanding with educational institutions that contain specific academic commitments or offerings relevant to SCII's scope of work.
2. To make recommendations to Senate with respect to criteria and approaches measuring and assessing the breadth and progress of UNBC's Indigenization and reconciliation efforts in academic programming, research, academic support, tutoring and academic support services.
3. To provide advice to senior academic administrators with respect to academic supports and services for Indigenous students, and other matters within Senate's scope of governance authority and SCII's scope of work.
4. To seek input, advice, and expertise both internally and outside of the University Community on a regular or ad hoc basis, as the Committee deems appropriate to fulfill their delegated function(s) under these Terms of Reference.
5. To collaborate with the Office of Indigenous Initiatives.

Membership (10):

President or designate (*ex-officio* – *University Act, s. 63(c)*)
Vice Provost, Indigenous Initiatives (*Chair*)
Chair of the Department of First Nations Studies
Manager, Aboriginal Student Engagement
One Indigenous Graduate Student, appointed by Senate
One Indigenous Undergraduate Student, appointed by Senate
One Senator, appointed by Senate
Representative of the WWNI
Two additional Faculty Members with knowledge, interest and expertise relevant to the work of SCII
Registrar and Secretary of Senate (non-voting)

Ad hoc members, as needed and on the approval of SCII, drawn from the University Community or external communities who can provide additional expertise on matters within SCII's terms of reference (non-voting)

Chair: Vice Provost, Indigenous Initiatives
Committee Secretary: University Registrar and Secretary to Senate
Recording Secretary: Governance Officer

Quorum: Majority

Reporting Month: April

Meeting Schedule: Monthly

SENATE COMMITTEE ON HONORARY DEGREES AND OTHER FORMS OF SPECIAL RECOGNITION

Terms of Reference:

1. To review, advise or make recommendations to Senate with respect to the following:
 - (a) candidates for Honorary Degrees, other forms of special recognition and additions to the list of Convocation;
 - (b) changes to the criteria, qualifications and the process for awarding honorary degrees or for making additions to the convocation roll, and;
 - (c) other matters concerning forms of special recognition within the scope and jurisdiction of Senate, such as Professor Emeritus, UNBC Senate Student Leadership Award, and other similar types of recognition.
2. To receive from the Board on behalf of Senate and to provide feedback to the Board on Chancellor Nomination Procedures.
3. To receive in confidence from and to provide feedback to, the Chancellor Nomination Committee on shortlisted nominees in accordance with the approved Chancellor Nomination Procedures.

Membership:

President (Chair)
Chancellor
Provost
Vice President, Research & Innovation
~~Vice President, Advancement~~
Three Faculty Senators
One Student Senator
One Lay Senator, ~~a member of the Alumni Council~~
Secretary of Senate (non-voting)

Chair:	President
Committee Secretary:	University Registrar as Secretary of Senate
Recording Secretary:	Ceremonies and Protocol Officer
Quorum:	Majority
Reporting Month:	January

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

Terms of Reference:

- To review, approve and report to Senate all new calendar descriptions for university administered award programs and all changes to such programs.
- To recommend to Senate policies for governing the adjudication of awards and to make budgetary recommendations.
- To ensure the integration of award and bursary programs with recruiting.
- To ratify the nominations for all student awards, including scholarships, bursaries, and academic prizes.

Membership:

President (*ex officio*)
Vice President, Research & Innovation
Two Faculty Senators
Three Faculty Members, considering breadth of representation
Three Students, including:
 a) a graduate student
 b) an undergraduate student
 c) a student Senator
One Lay Senator, ideally representing the community
Development Officer
Coordinator, Awards and Financial Aid (non-voting)
Secretary of Senate/University Registrar (non-voting)

Chair: Vice President, Research & Innovation

Committee Secretary: Coordinator, Awards and Financial Aid

Recording Secretary: Awards and Financial Aid Administrator

Quorum: Majority

Reporting Month: March (Report to SCSB)
April (Report to Senate)

SENATE COMMITTEE ON THE UNIVERSITY BUDGET (SCUB)

Terms of Reference:

This Committee is an advisory Committee to the President and Senate. It is intended to assist the President in the preparation of the university budget by meeting with senior university officials, reviewing budgetary submissions and issues with them, and submitting recommendations to the President prior to the tabling of the annual budget with Senate. The committee should then advise Senate on the proposed university budget as submitted by the President and make recommendations, if any, to Senate.

- To be provided with information on the operating and capital funds of the University including confidential materials upon request.
- To recommend and assist in the development of consultative procedures for input by faculty, staff, students and other interested parties on the setting of the University budget.
- To review funding issues related to academic and administrative units, both as referred to the Committee by Senate and at the initiative of the Committee, and to report to Senate on such reviews.

Membership:

Four Faculty Members, including:

- a) two faculty Senators
- b) one from a professional program

Three Students, including:

- a) a graduate student
- b) an undergraduate student
- c) a student Senator

One CUPE Staff Representative, appointed by CUPE

One Faculty Association Representative, appointed by the Faculty Association

Chair:	A member of Senate elected annually in October by and from the members of the Committee
Committee Secretary:	Associate Vice President Financial Services
Recording Secretary:	Governance Officer
Quorum:	Majority
Reporting Month:	March

SENATE COMMITTEE ON STUDENT APPEALS (SCA)

Background and Purpose:

The University Act of British Columbia [RSBC 1996] c. 468, grants Senate the power:

37(1) (v) to establish a standing committee of final appeal for students in matters of academic discipline.

*And, provides at s. 61 **suspension of a student***

61(1) The president has the power to suspend and deal summarily with any matter of student discipline.

(2) On the exercise of that power, the president must promptly report the action to the standing committee established under section 37(1)(v) with a statement of his or her reasons

(3) The action of the president is final and subject in all cases to an appeal to the senate.

Terms of Reference:

- On behalf of Senate, to review and rule on all final appeals from students with respect to:
 - Matters involving academic discipline and standing, and;
 - Matters involving non-academic conduct resulting in suspension.
- To periodically review and provide feedback and recommendations to Senate with respect to University Policies, Procedures and Calendar Regulations, dealing with Student Academic and Non-Academic Conduct and Appeals.

Membership:

Eight (8) voting members appointed by Senate:

- (i) Five (5) faculty members, including:
 - a) One faculty member, ideally, from each of the five Faculties, at least three of whom should be Senators, and at least one of whom should be from a professional program
- (ii) Three (3) students, including:
 - a) One graduate student Senator
 - b) One undergraduate student Senator
 - c) One Student at Large (who may also be a student Senator), and who ideally is an Aboriginal student

Chair: A Member of Senate elected annually in October by and from among the members of the Committee.

Committee Secretary: Secretary of Senate

Recording Secretary: Governance Officer

Quorum: Majority, including at least two Faculty Members and one Student

Reporting Month: October

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the undergraduate calendar list of acceptable English language proficiency be amended to include CBSE (Central Board of Secondary Education) and CISCE (Council for the Indian School Certificate Examinations) Class XII English Core at 75% (equates to over 90% in the BC scale).

1. **Effective date:** January 2022

2. **Rationale for the proposed revisions:** There is a growing call to add India to the list of countries exempt from providing standard English language test reports such as IELTS, TOEFL and Duo Lingo. Much research suggests that 75% achieved in Class XII English Core equates to an IELTS score of 6.5 (accepted for language proficiency at UNBC), or perhaps even 7. Several recognized institutions in English-speaking countries, including Canada, already accept this credential and score for applicants from India. A sample of these regional institutions include the University of Alberta, the University of New Brunswick, the University of Ottawa, Trent University, and the University of British Columbia.

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

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

English Language Requirements

English is the primary language of instruction and communication at UNBC. Consequently, it is expected that an applicant be able to demonstrate an acceptable level of proficiency in the use of English in order to receive and participate in classroom instruction and discussion as well as to complete written assignments. Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. French-speaking Canadians and Canadian First Nations language speakers are exempted from this requirement. Students who completed five consecutive years of instruction and examination entirely in the English language immediately before admission (i.e., within two years of application) are exempted from this requirement. Students who have completed secondary education taught entirely in the English language at a recognized institution may be exempted from this requirement. An up-to-date list of countries where students are exempt from the English Language Requirements can be found on the Admission pages of the UNBC website.

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

- TOEFL (Test of English as a Foreign Language) score of 90 or higher in the internet-based test, with not less than 20 in each of the Reading, Listening, Writing or Speaking components; score of at least 230 in the computer-based test or at least 570 in the paper-based test. UNBC's institutional TOEFL code is 0320;
- IELTS (International English Language Testing System) Academic score of at least 6.5 overall, with not less than 6.0 in any of the four modules;
- Duolingo English Test score of 105 or higher;
- A final grade of 2.00 (C) or better in the UNBC English Language Studies 50 and English Language Studies 170;
- A final grade of 2.00 (C) or better in an articulated BCCAT EAP 4 program;
- A final grade of 50% or better in English 12 from the British Columbia secondary system;
- A final grade of 75% (B) or better in a University transferable English course;
- Completion of two full years of full time degree level studies or equivalent at a recognized institution where English is the language of instruction;
- A final grade of 2 or better in Advanced Placement (AP) English Literature & Composition or AP Literature & Composition;
- A final grade of 3 or better in International Baccalaureate (IB) English A1 or A2 (higher or subsidiary level);
- MELAB (Michigan English Language Assessment Battery) score of at least 80, with a minimum of 3 on the Speaking Rating Scale;
- CAEL (Canadian Academic English Language) or the CAEL CE (Computer Edition) Assessment score of at least 70, with no subtest below 60;
- A grade of B or better on Cambridge English Qualification C1 Advanced;
- PTE (Pearson Test of English - Academic): overall score of 65, with not less than 60 in each of reading, writing, listening, and speaking.

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

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

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

If, when applicants arrive, it is determined that they do not have the necessary language skills to succeed in the program, they will be required to take the necessary English language courses to upgrade their skills or will be required to withdraw.

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

English Language Requirements

English is the primary language of instruction and communication at UNBC. Consequently, it is expected that an applicant be able to demonstrate an acceptable level of proficiency in the use of English in order to receive and participate in classroom instruction and discussion as well as to complete written assignments. Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. French-speaking Canadians and Canadian First Nations language speakers are exempted from this requirement. Students who have completed five consecutive years of instruction and examination entirely in the English language immediately before admission (i.e., within two years of application) are exempted from this requirement. Students who have completed secondary education taught entirely in the English language at a recognized institution may be exempted from this requirement. An up-to-date list of countries where students are exempt from the English Language Requirements can be found on the Admission pages of the UNBC website.

Acceptable evidence of English language proficiency may be any one of the following tests (or its online equivalence, as determined by the Office of the Registrar):

- TOEFL (Test of English as a Foreign Language) score of 90 or higher in the internet-based test, with not less than 20 in each of the Reading, Listening, Writing or Speaking components; score of at least 230 in the computer-based test or at least 570 in the paper-based test. UNBC’s institutional TOEFL code is 0320;
- IELTS (International English Language Testing System) Academic score of at least 6.5 overall, with not less than 6.0 in any of the four modules;
- Duolingo English Test score of 105 or higher;
- A final grade of 2.00 (C) or better in the UNBC English Language Studies 50 and English Language Studies 170;
- A final grade of 2.00 (C) or better in an articulated BCCAT EAP (BC Council on Admissions and Transfer English for Academic Purposes) 4 program;
- A final grade of 50% or better in English 12 from the British Columbia secondary system;
- A final grade of 75% (B) or better in a University transferable English course;
- A final grade of 75% or better in CBSE (Central Board of Secondary Education) / CISCE (Council for The Indian School Certificate Examinations) Class XII English Core;
- Completion of two full years of full time degree level studies or equivalent at a recognized institution where English is the language of instruction;
- A final grade of 2 or better in (AP) (Advanced Placement) ~~(AP)~~ English Literature & and Composition or AP Literature & and Composition;

- A final grade of 3 or better in IB (International Baccalaureate) ~~(IB)~~ English A1 or A2 (higher or subsidiary level);
- MELAB (Michigan English Language Assessment Battery) score of at least 80, with a minimum of 3 on the Speaking Rating Scale;
- CAEL (Canadian Academic English Language) or the CAEL CE (Computer Edition) Assessment score of at least 70, with no subtest below 60;
- A grade of B or better on Cambridge English Qualification C1 Advanced;
- PTE (Pearson Test of English - Academic): overall score of 65, with not less than 60 in each of reading, writing, listening, and speaking.

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

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

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

If, when applicants arrive, it is determined that they do not have the necessary language skills to succeed in the program, they will be required to take the necessary English language courses to upgrade their skills or will be required to withdraw.

6. Authorization:

Program / Academic / Administrative Unit: Office of the Registrar

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number: N/A

Faculty Council Approval Date: N/A

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

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

7. Other Information

Attachment Pages: 4

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ADMISSIONS AND DEGREES MEETING

Brief Summary of Committee Debate:

Motion No.: SCAD

Moved by:

Seconded by:

Committee Decision:

Approved by SCAD:

_____ **Date**

_____ **Chair's Signature**

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

CBSE English: Assessing Language Proficiency

With the growing call to add India to the list of countries exempt from providing English language test reports, here is a selection of established institutions that accept CBSE/CISCE English as proof of language proficiency.

In Canada, the University of Alberta accepts CBSE/CISCE English Core at 75% or CBSE/CISCE Functional English at 80%:

<https://www.ualberta.ca/admissions/international/admission/admission-requirements/language-requirements/index.html?>

The University of New Brunswick accepts CBSE/CISCE Class XII English at 75%:
third exemption in <https://www.unb.ca/international/admission/english.html>

The University of Ottawa states that, “students from India can receive an exemption if they have completed the CBSE or CISCE senior English subject with a final grade of 75% (Indian grading scale).”

<https://www.uottawa.ca/undergraduate-admissions/international-applicants/india>

Trent University exempts CBSE curriculum applicants from providing ELP reports:
India Senior School Certificate requirements in

<https://www.trentu.ca/futurestudents/international/admissions/requirements#India>

In British Columbia, the University of British Columbia believes that CBSE English at 75% satisfies the English Language Admission Standard: *Point 6 in International Curricula that Satisfy ELAS:*

<https://you.ubc.ca/applying-ubc/requirements/english-language-competency/>

According to the University of Nottingham, the Russell Group, an association of over twenty public research universities in the UK, CBSE and CISCE English at 75% is equivalent to our IELTS requirement of 6.5 with no less than 6 in each component:

Page 4 in <https://www.nottingham.ac.uk/cele/documents/english-language-equivalencies.pdf>

The following table shows the component sub-skills assessed in the CBSE Class XII English Core examinations and the IELTS test respectively. This is to help inform our assessment of whether CBSE XII English Core meets our language proficiency benchmarks.

CBSE/IELTS Skill-Testing Comparison Table

Skill Component	CBSE English Core (reduced 2021 version)	IELTS
Speaking	the ability to discuss informally wide ranging issues such as current affairs, sports, business, etc, respond in interviews and participate in formal group discussions, develop public speaking skills	the ability to communicate opinions and information on everyday topics and common experiences or situations by answering a range of questions; the ability to express and justify opinions and to analyze, discuss and speculate about issues
Listening	The ability to take organized notes on lectures, talks and listening passages; listen to news bulletins and be able to extract relevant important information Listening & Speaking Parameters: - Interactive competence - Fluency - Pronunciation - Language (accuracy and vocabulary)	listening for detail to understand information given in a conversation on an everyday topic; the ability to follow a conversation between two people to recognize relationships and connections between facts; the ability to understand, for example, a description of a place, and to relate this to a visual representation; the ability to listen for concrete facts, such as places, prices or times, within the listening text
Reading	Skim for main ideas and scan for details; refer to academic reference material; understand purpose and tone; comprehend difference between the literal and the figurative; differentiate between facts and opinions; comprehend technical language, arrive at a personal conclusion and logically comment thereupon; analyze features of language that	Scan for detailed understanding of specific points or skim for an overall understanding of the main points of the text; recognize opinions or ideas, and so it is often used with discursive or argumentative texts; distinguish main ideas from supporting ones; understand a detailed description, and to relate it to information

	differentiate literary texts from non-literary; identify elements of style such as humor, pathos, satire, irony, etc.; annotate various resources and develop into sustained pieces of writing	presented in the form of a diagram
Writing	<p>Write letters both of a business nature and an informal one; complete forms and draft notices, advertisements and design effective posters; write to institutions to seek information, lodge complaints, express gratitude or render apology; write a personal bio for college, write reports of functions and events, prepare debates in which one expresses opinions, facts and arguments; write expository and argumentative essays explaining or developing a topic, arguing a case, etc.; write examination answers and summarize a text</p> <p style="text-align: center;">Writing Competencies(assessment):</p> <p>Conceptual understanding</p> <p>Application of rules</p> <p>Analysis</p> <p>Reasoning</p> <p>Appropriacy of style and tone</p> <p>Format and fluency</p> <p>Inference, analysis and evaluation</p> <p>Creativity</p>	<p>the ability to identify the most important and relevant information and trends in a graph, chart, table or diagram, and to give a well-organized overview of it using language accurately in an academic style; the ability to present a clear, relevant, well-organized argument, giving evidence or examples to support ideas and use language accurately;</p> <p>Coherence and Cohesion (assessment):</p> <p>organize and link information, ideas and language.</p> <p>Coherence refers to the linking of ideas through logical sequencing.</p> <p>Cohesion refers to the varied and appropriate use of cohesive devices (for example, logical connectors, pronouns and conjunctions) to assist in making the conceptual and referential relationships between</p>

		and within sentences clear; range of vocabulary and its appropriacy; accurate use of grammar
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http://cbseacademic.nic.in/web_material/CurriculumMain21/SrSecondary/English.core_Sr.Sec_2020-21.pdf

<https://www.ielts.org/for-test-takers/test-format>

Motion Number (assigned by
Steering Committee of Senate): S-202201.16

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the admission requirements for the Bachelor of Science: Conservation Science and Practice program be approved as proposed.

1. **Effective date:** January 2022

2. **Rationale for the proposed revisions:** This revision will allow students to understand the differences in admission requirements for students pursuing the Conservation Science and Practice (Wildland Conservation and Recreation) and the Conservation Science and Practice (Landscape Conservation and Management) majors.

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

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

Science 65% Average	Major	1	2	3	4	5	Other Requirements
	Conservation Science and Practice	English Studies 12 or English First Peoples 12	Pre-calculus 12 (60%)	Approved Academic Grade 12 Course	Approved Academic Grade 12 Course	Fifth Course	Life Sciences 11 or Anatomy & Physiology 12

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

Science 65% Average	Major	1	2	3	4	5	Other Requirements
	Conservation Science and Practice – <u>Wildland Conservation and Recreation</u>	English Studies 12 or English First Peoples 12	Pre-calculus 12 (60%) (<u>50%</u>)	Approved Academic Grade 12 Course	Approved Academic Grade 12 Course	Fifth Course	Life Sciences 11 or Anatomy & Physiology 12
	Conservation Science and Practice – <u>Landscape Conservation and Management</u>	<u>English Studies 12 or English First Peoples 12</u>	<u>Pre-calculus 12 (60%)</u>	<u>Approved Academic Grade 12 Course</u>	<u>Approved Academic Grade 12 Course</u>	<u>Fifth Course</u>	<u>Life Sciences 11 or Anatomy & Physiology 12</u>

6. **Authorization:**

Program / Academic / Administrative Unit: Office of the Registrar

SCCC Reviewed: November 15, 2021

Faculty: Faculty of Environment

Faculty Council Motion Number:

Faculty Council Approval Date:

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 ADMISSIONS AND DEGREES MEETING

Brief Summary of Committee Debate:

Motion No.: SCAD

Moved by:

Seconded by:

Committee Decision:

Approved by SCAD:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓ , or information of _____ Senate.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the BC Association of Social Workers - Northern Branch Bursary with a name change to BCASW Northern Branch Bursary be approved.

Rationale: To revise the BC Association of Social Workers - Northern Branch Bursary commencing the 2022-2023 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Research & Innovation Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

First Nations Content: No (Determined by the Development Officer)

Date to SCSB: October 25, 2021

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20211124.03

Moved by: Zogas

Seconded by: Palmer

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: November 24, 2021
Date



Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: ~~BC Association of Social Workers – Northern Branch Bursary~~[BCASW Northern Branch Bursary](#)

Awards Guide Description/Intent: ~~A fund was Started~~[established](#) by the [BC Association of Social Workers](#) (BCASW) members in the early 1980's to support students from ~~n~~[Northern BC](#) pursuing their degree in Social Work. ~~t~~[This](#) bursary was transferred to UNBC in 1994. Fundraising efforts by many social workers continue to contribute to reducing financial barriers for students.

Donor: BC Association of Social Workers, Northern Branch

Value: \$750 [or more](#)

Number: ~~Variable~~[Two](#)

Award Type: Bursary

Eligibility: Available to full-time students who have completed at least 90 credit hours towards a degree in Social Work and are members of the BCASW. ~~Recipients must be residents of northern British Columbia.~~ First preference will be given to single parents.

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

Application Instructions: ~~Complete the Financial Need and Residency sections of the Awards Application form and~~ [Students must](#) provide ~~a copy of your~~ proof of [their](#) BCASW membership to the Awards Office.

Note: ~~Should two or more students qualify,~~ ~~t~~[The](#) Chair of the School of Social Work will recommend a candidate on the basis of the student's potential to contribute ~~most~~ to the ~~n~~[Northern British Columbia](#) social work field. ~~The r~~[Recipients](#) will be invited to ~~address~~[attend](#) a meeting of the ~~BC Association of Social Workers~~[Northern Branch or the Northwest Branch of the BCASW](#). ~~Successful applicants cannot receive this award more than once.~~

Effective Date: Endowed 1994, [revised 2021](#)

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the ~~Program Chair/Committee~~[Chair of the School of Social Work](#).



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the UNBC Doctoral Tuition Award.

Effective Date: 2021-2022 Academic Year

Rationale: To remove the requirement of Satisfactory Progress (Reports) from the criteria.

Proposed By: Linda, Fehr, Coordinator

Research & Innovation Contact: N/A

Faculty/Academic Department: Awards and Financial Aid

First Nations Content: No (Determined by the Development Officer)

Date to SCSB: November 23, 2021

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20211208.03

Moved by: Mayes

Seconded by: Gehloff

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: December 08, 2021

Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Awards Name: UNBC Doctoral Tuition Award

Value: Equivalent to the value of tuition for eligible doctoral students for two years, renewable for two additional years. ~~if satisfactory progress has been achieved.~~

Number: Variable

Award Type: Award

Eligibility: The award is available to full-time students entering a doctoral program at UNBC for the first time. All successful applicants to doctoral programs will receive the award.

Criteria: Students demonstrating academic proficiency, which is a GPA equivalent to or greater than 3.33, will receive the tuition waiver.

Students must maintain academic proficiency ~~remain in satisfactory academic standing to maintain the award~~ and ~~have~~ normally must have passed the appropriate doctoral candidacy examination within two years of initial registration in order to renew the award.

~~To be renewed, a student must be judged to be making satisfactory progress by the student's Supervisory Committee and the decision sent to the Office of Graduate Programs.~~

Note: The Doctoral Tuition Award provides a two-year tuition waiver to incoming students and in order to keep the award, ~~the student must maintain satisfactory academic standing and~~ the student must produce a timeline for completion of their degree by the end of their first year. The award may be extended for a further two years if the student passes the appropriate candidacy examination. ~~and maintains satisfactory progress.~~

Effective Date: Established 2016, Revised 2021



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Fort St James Scholarship be approved.

Rationale: To revise the Fort St James Scholarship commencing the 2022-2023 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Research & Innovation Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

First Nations Content: No (Determined by the Development Officer)

Date to SCSB: November 15, 2021

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20211208.04

Moved by: Hanlon

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: December 08, 2021

Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Fort St. James Scholarship

Awards Guide Description/Intent: ~~This scholarship was made possible through a grant from the District of Fort St. James and its residents.~~ Established by Simon Fraser in 1806, Fort St. James is a region rich with history, recreation, and economic opportunity. Since its establishment, Fort St. James has shared close economic and social ties to the neighbouring first nations of the Nak'azdli Whut'en, Yekooche, Binche Whut'en, Tlazt'en Nation, and Takla Lake. After the conclusion of the fur trade in Canada the region has experienced a robust economy in the forestry, mining, milling, and energy development sectors. This scholarship has been established to support the success and academic excellence of post-secondary students from the Fort St. James region.

Donor: District of Fort St. James

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: ~~Candidates must meet UNBC admission, enrolment and full-time attendance requirements. The recipient shall be a resident of Canada and a graduate of Fort St. James Senior Secondary School, having been a student of Fort St. James Senior Secondary for one complete year.~~

Available to a student from the District of Fort St. James who is entering their first year of undergraduate studies. First preference will be given to a student graduating from Fort St. James Senior Secondary School.

Criteria: Academic excellence

Note: ~~The Scholarship is to be directed to a student entering the first year of an undergraduate program directly from Fort St. James Secondary. If these criteria cannot be met, the Scholarship may be directed to a student entering an undergraduate program from a community college.~~

Effective Date: Endowed 1993, revised 2021

Recipient Selection: By The Fort St. James Chamber of Commerce, 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 Prince George and District Teachers' Association Scholarship be approved.

Rationale: To revise the Prince George and District Teachers' Association Scholarship commencing the 2022-2023 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Research & Innovation Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

First Nations Content: No (Determined by the Development Officer)

Date to SCSB: November 22, 2021

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20211208.05

Moved by: Hanlon

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: December 08, 2021

Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Prince George and District Teachers Association Scholarship

Awards Guide Description/Intent: This annual award was established by the members of the Prince George District Teachers' Association who wish to support undergraduate students of the University of Northern British Columbia who are enrolling in the Bachelor of Education Program leading to a teaching career in the public school system.

Donor: Prince George and District Teachers Association

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full-time student who has completed at least 30 credit hours in the Bachelor of Education Program. The recipient will have graduated from a public secondary school in School District No. 57.

Criteria: Demonstrated academic proficiency.

Note: ~~The recipient may apply for this award more than once.~~ Successful applicants cannot receive this award more than once

Effective Date: Established 2003, revised 2021

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