

SENATE MEETING OPEN SESSION AGENDA

March 23, 2022
3:30 – 5:30 PM
Zoom Only

1.0 Acknowledgement of Territory

**2.0 S-202203.01
Approval of the Agenda †**

Page 1 That the agenda for the March 23, 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: Western Deans agreement and Other Exchange Agreements (20 minutes)
Jill Mitchell Nielsen, Associate Registrar, Graduate

4.0 Approval of the Minutes

**S-202203.02
Approval of the Minutes**

Page 6 That the Minutes for the February 23, 2022 Open Session of Senate be approved as presented.

5.0 Business Arising

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**

No consent items.

11.0 Committee Reports

11.1 Senate Committee on Appeals

Klassen-Ross

11.2 Senate Committee on Academic Affairs

Dale

For Approval Items:

Page 34 **S-202203.03**

New Course Approval – HIST 234

That, on the recommendation of the Senate Committee on Academic Affairs, the new course HIST 234-3 Introduction to Islamic Civilizations be approved as follows.

Regular Proposed semester of first offering: September 2022

Page 39 **S-202203.04**

New Course Approval – STAT 100

That, on the recommendation of the Senate Committee on Academic Affairs, the new course STAT 100-3 Statistical Reasoning for Everyday Life be approved as follows.

Regular Proposed semester of first offering: January 2023

Page 45 **S-202203.05**

New Course Approval – STAT 271

That, on the recommendation of the Senate Committee on Academic Affairs, the new course STAT 271-3 Statistical Reasoning for Engineers be approved as follows.

Regular Proposed semester of first offering: September 2022

Page 51 **S-202203.06**

Change(s) to Graduate Calendar– Withdrawal without Permission

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Withdrawal without Permission, on page 26 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 53 **S-202203.07**

Change(s) to Graduate Calendar – Western Deans Agreement

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the description of the Western Deans Agreement on page 26 of the 2021/22 PDF graduate calendar, be approved as proposed.

Regular Effective date: September 2022

Page 55 **S-202203.08**

Change(s) to Graduate Calendar – Graduate Program Approval

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Graduate Program Approval on page 27 of the 2021/22 Graduate calendar, (in the print or PDF calendar accessible on the UNBC webpage) be approved as proposed.

Regular Effective date: September 2022

Page 57 **S-202203.9**

Change(s) to Graduate Calendar – Supervisory Committee

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Supervisory Committee on page 27 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 59 **S-202203.10**

Change(s) to Graduate Calendar– Masters Degree

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Masters Degree without a thesis on page 27 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 61 **S-202203.11**

Change(s) to Graduate Calendar– Time Extensions

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for time extensions on page 28 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 63 **S-202203.12**

Change(s) to Graduate Calendar– Progress report

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for progress report on page 27 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 65 **S-202203.13**

Change(s) to Graduate Calendar– Supervisor

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the supervisor on page 28 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 67 **S-202203.14**

Change(s) to Graduate Calendar– Supervisory Committee

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the supervisory committee on page 28 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 70 **S-202203.15**

Change(s) to Graduate Calendar– Masters exams

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Masters exams on page 29 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 72 **S-202203.16**

Change(s) to Graduate Calendar– Admission Doctoral degree

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for admission to a Doctoral degree on page 31 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 74 **S-202203.17**

Change(s) to Graduate Calendar– Doctoral Candidacy Examination

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the Doctoral Candidacy Examination on page 33 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 77 **S-202203.18**

Change(s) to Graduate Calendar– Doctoral final oral exam

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the Doctoral final oral exam on page 33 and 34 of the 2021/22 Graduate calendar be approved as proposed.

Regular Effective date: September 2022

Page 85 **S-202203.19**

Memorandum of Understanding – Northern Health Authority

That, on the recommendation of the Senate Committee on Academic Affairs, the memorandum of understanding between the University of Northern British Columbia and the Northern Health Authority be approved as proposed.

Effective Date: Upon the completion of signing by both parties

Regular Effective date: September 2022

11.3 Steering Committee of Senate

Payne

11.4 Senate Committee on Nominations

Zogas

For Approval Items:

Regular

S-202202.20

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: March 23, 2022

SENATE COMMITTEE POSITION TO BE FILLED

(except as otherwise noted, all terms begin immediately)

CANDIDATE

Senate Committee on Academic Affairs

Faculty Member *Term Expiry:03/31/2024*

Fei Tong

Senate Committee on Scholarships and Bursaries

Undergraduate Student *Term Expiry:08/31/2022*

Caden Walsh

Senate Committee on University Budget

Undergraduate Student *Term Expiry:08/31/2022*

Alisha Thapar

11.5 Senate Committee on Curriculum and Calendar

Annear

11.6 Senate Committee on Admissions and Degrees

Annear

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 Item:

SCSB20220223.03

New Carolyn Ward Hasteley Bursary

That the new Terms and Conditions for the Carolyn Ward Hasteley Bursary be approved.

Page 99 Effective: 2022-2023 Academic Year

SCSB20220223.04

New Finning Canada Award

That the new Terms and Conditions for the Finning Canada Award be approved.

Page 101 Effective: 2022-2023 Academic Year

SCSB20220223.05

New Centerra Gold and Royal Gold Community Award

That the new Terms and Conditions for the Centerra Gold and Royal Gold Community Award be approved.

11.10 Senate Committee on University Budget

Gehoff

12.0 Information

Page 105 12.1 UNBC Hybrid Course Delivery Pilot

13.0 Other Business

14.0 S-202203.21 (10 minutes)

Move to the Closed Session

That the meeting move to Close Session.

15.0 S-202203.27

Adjournment

That the Senate meeting be adjourned.

SENATE COMMITTEE ON ACADEMIC AFFAIRS
NEW COURSE APPROVAL MOTION FORM

Motion: That the new course HIST 234-3 Introduction to Islamic Civilizations be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2022
2. **Academic Program:** History
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** HIST 234-3
4. **Course Title:** History of Islamic Civilizations
5. **Goal(s) of Course:** This course will provide a lower level foundation for students interested in taking upper-level courses on Middle Eastern History. It will also compliment our current medieval European history courses by providing comparative and more detailed discussion of the Islamic world.

6. Calendar Course Description:

This course explores the history of Islamic civilization from the earliest appearance of Islam until the Mongol invasion in the mid-thirteenth century. We consider the origins and theological development of Islam through a historical lens by examining broad themes such as law, philosophy, and literary movements while also addressing the emergence of dynastic (caliphate) polity. Lectures, readings, and assignments explore cultural, political, and social themes.

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?

N/A

b) Is variable credit available for this course?

N/A

8. Contact Hours (per week):

Lecture	<u>3</u>	Seminar	<u>#</u>
Laboratory	<u>#</u>	Other (please specify)	<u>_____</u>

9. Prerequisites (taken prior): None
10. Prerequisites with concurrency (taken prior or simultaneously): None
11. Co-requisites (must be taken simultaneously): None
12. Preclusions: None
13. Course Equivalencies: None
14. Grade Mode: NORMAL
15. Course to be offered: each semester _____
 each year _____
 alternating years X

16. Proposed text / readings:

H. Kennedy, *The Prophet and the Age of the Caliphates*
 M. Hodgson, *The Venture of Islam, Volume I*
 Calder et al., *Classical Islam*

B. Significance Within Academic Program

1. Anticipated enrolment 40
2. If there is a proposed enrolment limit, state the limit and explain: 50
3. Required for: Major: No Minor: No Other: No
4. Elective in: Major: Yes Minor: Yes Other: Yes
5. Course required by another major/minor: No
6. Course required or recommended by an accrediting agency: No
7. Toward what degrees will the course be accepted for credit? BA History
8. What other courses are being proposed within the Program this year? None
9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: no implications for other programs
2. Is a preclusion required? No
3. If there is an overlap, and no preclusion is required, please explain why not:
4. Has this overlap been discussed with the Program concerned? N/A

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

Yes _____ No X

If yes, please describe requirements:

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

Yes _____ No X

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

D. Resources required

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

i. College Staffing: N/A

ii. Space (classroom, laboratory, storage, etc.): N/A

iii. Library Holdings: See attached form

iv. Computer (time, hardware, software): N/A

E. Additional Attached Materials None

F. Other Considerations

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

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

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

2. Other Information: N/A

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

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

PROPOSED NEW COURSE:

HIST 234-3 Islamic Civilizations

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

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

Current library holdings lack a modern (last 10 years) context with only about 11% of holdings published from 2010 onwards. Efforts are being made to update the collection using current library budget, and faculty members are encouraged to reach out to their subject librarian with any suggestions.

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

Monographs (print and electronic) purchased through recommendation of the department and librarian's discretion

- Believing Women in Islam: Unreading Patriarchal Interpretations of the Qur'an, 2019 - \$90
- Great Caliphs: the Golden Age of the 'Abbasid Empire, 2006 - \$42
- History of the Islamic World, 600-1800, 2018 – \$44.95
- History of the Muslim World since 1260, 2012 – \$74.95
- Logic of Law Making in Islam: Women and Prayer in the Legal Tradition, 2013 - \$140
- Unforgettable Queens of Islam: Succession, Authority, Gender, 2020, 2 - \$90
- When Baghdad Ruled the Muslim world; the rise and Fall of Islam's Greatest Dynasty, 2006 - \$19.99

Total: \$501.89

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

Library budget



University Librarian (or designate) signature

17-11-2021

Date

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course STAT 100-3 Statistical Reasoning for Everyday Life be approved as follows:

A. Description of the Course

Randomness and chance play a significant role in our world, and we are faced with the outcome of random chance every day. For example, is it more dangerous to drive or fly? What are the chances that you will be hit by lightning during a rainstorm? Are you going to win the lottery? How reliable is the rapid test for COVID?

The purpose of this course is to introduce the fundamental concepts of randomness, in a non-mathematical manner, and how you can apply that to your own life or career. This course will provide students with a working knowledge of statistical reasoning and facilitate their ability to assess statistical arguments in everyday life and develop their own statistical arguments in simple situations. The material will be presented in an intuitive, non-mathematical manner, and will rely heavily on graphical displays of data.

This course is accessible to students in all disciplines, and should be taken by any student who is curious about how randomness may affect their life, or students who wish to better understand those statistics that they are confronted with in everyday life or occasionally in their career.

1. **Proposed semester of first offering:** January 2023
2. **Academic Program:** Department of Mathematics and Statistics
3. **Course Subject, Number*, and Credit hours:** STAT 100-3
4. **Course Title:** Statistical Reasoning for Everyday Life
5. **Goal(s) of Course:**

Support students in developing a conceptual, graphical, understanding of statistical reasoning and the ability to apply these concepts in simple situations.

6. Calendar Course Description:

This course is an introduction to the role random chance plays in our life, and how to evaluate statistical evidence in support of the assessment of risk, decision-making or discovering new knowledge. Students gain a working knowledge of the framework of statistical reasoning and apply graphical techniques to assess variability. Students learn to assess the strength and validity of a statistical argument and learn to develop a statistical reasoning framework in simple situations. Example situations include lotteries, political polls, risk, incorporating prior knowledge and meeting your long-lost relative in an airport. This course requires no mathematical background and is accessible to students in any discipline.

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: NA

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar #

Laboratory #

Other (please specify) _____

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

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

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

12. **Preclusions:** Students who have taken or are taking STAT-371 require permission from the Department Chair

13. **Course Equivalencies:** None

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

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

each year once

alternating years

16. **Proposed text / readings:**

Lecture Notes, and possible texts: Against the All Odds: Annenberg Learner; Statistics: The conceptual Approach – Iversen and Gergen; Naked Statistics: Stripping the Dread from the Data - Catalano; Biostatistics: the Bare essentials – Norman and Streiner; The Art of Statistics: How to Learn from Data - Spiegelhalter; Is That a Fact? - Second Edition: A Field Guide to Statistical and Scientific Information – Battersby.

B. Significance Within Academic Program

1. Anticipated enrolment 30 plus
2. If there is a proposed enrolment limit, state the limit and explain: No limit
3. Required for: Major: _____ Minor: _____ Other: _____
4. Elective in: Major: _____ Minor: _____ Other: _____
5. Course required by another major/minor: None
6. Course required or recommended by an accrediting agency: No
7. Toward what degrees will the course be accepted for credit? As an elective in any degree
8. What other courses are being proposed within the Program this year? STAT 250-3
9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:

ECON205, PSYC315 (and STAT240) are skills courses, and STAT100 that focuses on statistical concepts rather than skills, and has minimal overlap with these courses.

2. Is a preclusion required? Yes _____ No X

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

The overlap is minimal. STAT100 is complementary to ECON205, PSYC315 and STAT240 and students would benefit from taking both, though there is no requirement to do so.

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

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

Yes _____ No X

If yes, please describe requirements: N/A

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

Yes _____ No X

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

D. Resources required

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

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

E. Additional Attached Materials

F. Other Considerations

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

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

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

G. Authorization

SCCC Review Date: February 28, 2022

Program / Academic / Administrative Unit: Department of Mathematics and Statistics

Faculty: Science and Engineering

Faculty Council Motion Number: FSE FC 2022: 03:03:03

Faculty Council Approval Date: March 3, 2022

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

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.: SCAAF202203.08

Moved by: K. Stranack

Seconded by: R. Camp II

Committee Decision: CARRIED

Approved by SCAAF: March 9, 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)

PROPOSED NEW COURSE:

STAT 100: Statistical Reasoning for Everyday Life.

This course is an introduction to the role random chance plays in our life, and how to evaluate statistical evidence in support of the assessment of risk, decision making or discovering new knowledge. Students gain a working knowledge of the framework of statistical reasoning and apply graphical techniques to assess variability. Students learn to assess the strength and validity of a statistical argument and learn to develop a statistical reasoning framework in simple situations. Example situations include lotteries, political polls, risk, incorporating prior knowledge and meeting your long-lost relative in an airport. This course requires no mathematical background and is accessible to students in any discipline.

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

a) Are current library holdings adequate? Yes X No

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

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



University Librarian (or designate) signature

Feb 16, 2022

Date

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course STAT 271-3 Statistical Reasoning for Engineers be approved as follows:

A. Description of the Course

Engineers are faced everyday with uncertainty: Uncertainty in their assumptions, in the materials they use, in how their solutions will be used, in the data collected to monitor the building environment, and the role that uncertainty plays in developing engineering solutions. For example, under what load will these connectors fail? How long will this building remain standing during a fire? How strong an earthquake will this building survive and continue to be habitable? Will this road design cause gridlock? Does this well water meet environmental standards? Will this bridge survive a 100-year flood? What is the estimated average amount of suspended solids discharged from a municipal wastewater facility? What is the average concentration of a toxicant, given that 10% of the data falls below detection limits?

A core part of the engineer's professional work is assessing uncertainty and making decisions in the face of that uncertainty. The purpose of this course is to provide engineering students with an introduction to the application of statistical reasoning to statistical modelling in engineering.

The course will emphasize probability and statistical concepts required to understand the application of statistical reasoning to engineering problems. Key concepts will include probability theory, random variables, both discrete and continuous probability distributions, sampling and statistical estimation theory using parametric and non-parametric techniques, hypothesis testing and simple linear regression analysis. Upon completion of the course, students will understand the probability and statistical theory behind many common statistical applications in engineering, and be able to apply statistical reasoning to many simple problems in engineering and predict outcomes based on the data collected and the statistical model chosen.

This course is designed for engineering students, and examples, techniques and software tools will be tailored for students who plan to practice engineering.

1. **Proposed semester of first offering:** ~~Fall~~ September 2022
2. **Academic Program:** Department of Mathematics and Statistics
3. **Course Subject, Number*, and Credit hours:** STAT 271-3
4. **Course Title:** Statistical Reasoning for Engineers
5. **Goal(s) of Course:**

Support students in developing a framework for using statistical reasoning to investigate and problem-solve engineering solutions.

6. Calendar Course Description:

This course is an introduction to statistical reasoning for engineers. Students gain a working knowledge of statistical reasoning, the probability and statistical theory underlying many common statistical techniques, and the application of these statistical techniques to real engineering problems. Students learn to critically assess the strength and validity of a statistical argument for many common engineering problems. Topics covered include basic probability, common statistical distributions used in engineering, fitting basic statistical models and assessing the fit of these models, and statistical inference including classical parametric and Monte Carlo techniques.

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

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

Yes* No X

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

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

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

Variable credit is denoted by the following examples:

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

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

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

Lecture 3

Seminar

Laboratory

Other (please specify) Tutorial (1.5hrs)

9. **Prerequisites (taken prior):**

MATH101 Minimum Grade C-, admission to an Engineering program or permission of the Chair

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

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

12. **Preclusions:** Students who have taken STAT 371 require permission from the Department Chair to take STAT 271 for credit. Students can take STAT 371 after STAT 271 and get credit for both.

13. **Course Equivalencies:** None

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

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

16. **Proposed text / readings:**

Instructors Lecture Notes; Statistical Foundations, Reasoning and Inference (Kauermann, Kuchenhoff, Heumann); Applied Statistics and Probability for Engineers (Montgomery and Runger); Probability and Statistics for Engineers and Statistics (Hayter).

B. Significance Within Academic Program

1. **Anticipated enrolment** _____ 50+ _____
2. **If there is a proposed enrolment limit, state the limit and explain:** _____ no limit _____
This course is restricted to students admitted to an engineering program
3. **Required for:** Major: Civil Engineering, Environmental Engineering, Environmental Engineering Joint
Minor: _____ Other: _____
4. **Elective in:** Major: _____ Minor: _____ Other: _____
5. **Course required by another major/minor:** None
6. **Course required or recommended by an accrediting agency:** Yes
7. **Toward what degrees will the course be accepted for credit?** In any degree
8. **What other courses are being proposed within the Program this year?** STAT 100-3
9. **What courses are being deleted from the Program this year?** None

C. Relation to Other Program Areas

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:**

ECON 205, PSYC 315, STAT 240 are skills courses, STAT 271 will emphasize probability and statistical theory as applicable to Engineering, and thus the overlap is minimal.
2. **Is a preclusion required?** Yes _____ No X _____
3. **If there is an overlap, and no preclusion is required, please explain why not:**

Probability and Statistical Theory covered in STAT 271, is not covered in ECON 205, PSYC 315 or STAT240, though some applications will overlap. The theory is vital for the engineering accreditation process.
4. **Has this overlap been discussed with the Program concerned?** NA
5. **In offering this course, will UNBC require facilities or staff at other institutions?**

Yes _____ No X

If yes, please describe requirements: NA

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

Yes _____ No X

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

D. Resources required

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

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

E. Additional Attached Materials

F. Other Considerations

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

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

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

2. **Other Information:** NA

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

G. Authorization

SCCC Review Date: February 28, 2022

Program / Academic / Administrative Unit: Department of Mathematics and Statistics

Faculty: Science and Engineering

Faculty Council Motion Number: FSE FC 2022: 03:03:04

Faculty Council Approval Date: March 3, 2022

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

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.: SCAAF 202203.09

Moved by: K. Stranack

Seconded by: R. Camp

Committee Decision: CARRIED

Approved by SCAAF: March 9, 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)

PROPOSED NEW COURSE:

STAT 271-3 Statistical Reasoning for Engineers

This course is an introduction to statistical reasoning for engineers. Students gain a working knowledge of statistical reasoning, the probability and statistical theory underlying many common statistical techniques, and the application of these statistical techniques to real engineering problems. Students will learn to critically assess the strength and validity of a statistical argument for many common engineering problems. Topics covered will include basic probability, common statistical distributions used in engineering, fitting basic statistical models and assessing the fit of these models, and statistical inference including classical parametric and Monte Carlo techniques.

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

a) Are current library holdings adequate? Yes X No

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

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



University Librarian (or designate) signature

Feb 16, 2022

Date

Motion Number (assigned by
Steering Committee of Senate): S-202203.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the description for Withdrawal without Permission, on page 26 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** updated to reflect changes to course-based masters programs where course-based students do not have to register in spring/summer semester if there are no courses available.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

c. Withdrawal without Permission

Graduate students are required to maintain continuous registration for the duration of their program. A student who has not maintained continuous registration is considered withdrawn without permission from their program. A student who has been withdrawn without permission and wishes to return to their program is normally considered under the criteria for reapplication (2.2.4). The conditions for return may require that additional coursework be completed or repeated and additional criteria may be established for continued study.

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

c. Withdrawal ~~w~~Without Permission

Graduate students are required to maintain continuous registration for the duration of their program (except for students who are in course-based programs without appropriate courses available in the spring and summer semester). A student who has not maintained continuous registration is considered ~~w~~Withdrawn ~~w~~Without ~~p~~Permission from their program. A student who has been ~~w~~Withdrawn ~~w~~Without ~~p~~Permission and wishes to return to their program is normally considered under the criteria for reapplication (2.2.4). The conditions for return may require that additional coursework be completed or repeated and additional criteria may be established for continued study.

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.12

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

MATD
Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202203.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the description of the Western Deans Agreement on page 26 of the 2021/22 PDF graduate calendar, be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** Remove process-related content.
3. **Implications of the changes for other programs, etc., if applicable:** none
4. **Reproduction of current Calendar entry for the item to be revised:**
Students currently registered in a graduate program who wish to undertake studies at a western Canadian university for transfer credit toward their graduate degree at UNBC may be eligible for exchange status under the provision of the Western Deans' Agreement. Information and relevant forms are available from the Graduate Programs website, www.unbc.ca/graduate-programs, or at the Office of Graduate Programs. Students must include an outline of the coursework that they propose to undertake, including a demonstration of the appropriateness of the selected course to act as a replacement of existing courses in the program of study. The application must be submitted to, and supported by, the supervisor. If the application is approved by the Dean, the university concerned is notified by the Office of Graduate Programs. All applicable tuition fees are waived by the host institution. However, ancillary student fees are still applied. All students attending other institutions under the provisions of the Western Deans' Agreement must register concurrently at UNBC in their thesis or project, and pay the appropriate fees.
5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

Students currently registered in a graduate program who wish to undertake studies at a western Canadian university for transfer credit toward their graduate degree at UNBC may be eligible for exchange status under the provision of the Western Deans' Agreement. Information and relevant forms are available from the Graduate Administration Programs website, www.unbc.ca/graduate-programs, ~~or at the Office of Graduate Programs.~~ Students must include an outline of the coursework that they propose to undertake, including a demonstration of the appropriateness of the selected course to act as a replacement of existing courses in the program of study. The application must be submitted to, and supported by, the supervisor. If the application is approved by the Dean, the university concerned is notified by the Office of Graduate Programs. All applicable tuition fees are waived by the host institution. However, ancillary student fees are still applied. All students attending other institutions under the provisions of the Western Deans' Agreement must register concurrently at UNBC in their thesis or project, and pay the appropriate fees.

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: **SCAAF**202203.13

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

MATD
Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by Steering Committee of Senate): S-202203.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the description for Graduate Program Approval on page 27 of the 2021/22 Graduate calendar, (in the print or PDF calendar accessible on the UNBC web page) be approved as proposed.”

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** Some students do not have supervisors, so reference to supervisor is removed. Graduate programs also have different deadlines for submission of program approval forms so wording needs to be more flexible, and process-related content is removed.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**
 - 4.1.1 **Graduate Programs** Within the first semester of registration in a graduate degree program, the supervisor forwards to the Office of Graduate Programs a completed Graduate Program Approval Form on behalf of each student.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
 - 4.1.1 **Graduate Programs Approval** ~~Within the first semester of registration in a graduate degree program, the supervisor forwards to the Office of Graduate Programs a completed Graduate Program Approval Form on behalf of each student.~~ Students must submit a Program Approval form (if required by the program) by the deadline on the Graduate Administration website (<https://www2.unbc.ca/graduate-programs>).
6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.14

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

MATD
Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202203.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the description for Supervisory Committee on page 27 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** Deleted as is redundant with 4.4.1 and 4.4.2
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**
 - 4.1.2 **Graduate Supervision.** Unless otherwise specified, the graduate supervisor nominates the supervisory committee, normally within one semester of the first registration in the thesis, project, practicum, comprehensive examination or dissertation.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
 - 4.1.2 ~~**Graduate Supervision.** Unless otherwise specified, the graduate supervisor nominates the supervisory committee and the Program forwards the names to the Vice President Research and Graduate Programs or designate for approval, normally within one semester of the first registration in the thesis, project, practicum, comprehensive examination or dissertation.~~
6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.15
R. Camp II

Moved by:

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

K. Stranack
Chair's Signature

For recommendation to , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202203.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the description for Masters Degree without a thesis on page 27 of the 2021/22 Graduate calendar be approved as proposed.”

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** Word in the positive, remove requirement for supervisory committee for course-based masters.
3. **Implications of the changes for other programs, etc., if applicable:** None

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

4.1.7 **Master’s degree without a thesis** Not all programs offer the option of a Master’s degree without a thesis. The following regulations apply:

- a. a program of study must be approved as for all other graduate degrees;
- b. a supervisory committee shall be formed according to 4.4.2;
- c. there must be evidence of independent scholarly work which may be in the form of a project, extended paper(s), work report, etc. The credit value for this work may range from 3 to 12 credit hours; and
- d. normally there shall be an oral examination, in accordance with regulation 4.5.

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

4.1.7 **Master’s ~~d~~egree ~~w~~ithout a ~~t~~hesis ~~or~~ Project** Not all For programs that offer the option of a Master’s degree without a thesis or project. ~~The~~, the following regulations apply:

- a. If required by the program, a program of study must be ~~approved as for all other graduate degrees~~ submitted by the deadline on the Graduate Administration website;
- b. ~~a supervisory committee shall be formed according to 4.4.2;~~
- eb. there must be evidence of independent scholarly work which may be in the form of a ~~project,~~ an extended paper(s), work report, etc. The credit value for this work may range from 3 to 12 credit hours; ~~and~~
- dc. ~~normally there shall be an oral examination, in accordance with regulation 4.5.~~

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.16

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

MRTD

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 description for time extensions on page 28 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** remove process content
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

4.2.2 If a degree is not completed within the specified period following the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean. Such requests for time extension must be made in writing to the Office of Graduate Programs prior to the end of the semester in which the student's time limit expires. The request must include a timeline for the completion of the degree and a letter of support from the student's supervisor.

4.2.3 A time extension will normally be approved for one semester with the expectation that all outstanding degree requirements of a student's graduate program (including the defence and thesis corrections) are completed within this period of time. Only in exceptional circumstances will further time extensions be granted. Students who fail to complete at the end of a time extension will be Required to Withdraw from their graduate program.

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

4.2.2 If a degree is not completed within the specified period following the first registration, the student ~~will~~ may be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean. Such requests for time extension must be made ~~in writing to the Office of Graduate Programs~~ prior to the end of the semester in which the student's time limit expires. ~~The request must include a timeline for the completion of the degree and a letter of support from the student's supervisor.~~

4.2.3 A time extension ~~will~~ is normally ~~be~~ approved for ~~one~~ two ~~semesters~~ with the expectation that all outstanding degree requirements of a student's graduate program (including the defence and thesis corrections) are completed within this period of time. ~~Only in exceptional circumstances will~~ further time extensions be ~~may~~ granted under exceptional circumstances. Students who fail to complete at the end of a time extension ~~will be~~ are Required to Withdraw from their graduate program.

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.17

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

MATD
Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by S-202203.12
Steering Committee of Senate): _____

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the description for progress report on page 27 of the 2021/22 Graduate calendar be approved as proposed.”

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** Allows flexibility for different program requirements for progress reports. Removes procedural content.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

4.3.4 The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Dean for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student’s continuation in a formal continuance review meeting and submits recommendations to the Dean for final decision.

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

~~**4.3.4** The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Dean for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student’s continuation in a formal continuance review meeting and submits recommendations to the Dean for final decision.~~

Progress report requirements vary by program and deadlines are posted on the Graduate Administration website. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the program reviews the student’s continuation in a formal continuance review meeting and submits recommendations to the Dean.

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.18

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 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 description for the supervisor on page 28 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** Not all programs assign supervisors or advisors at the time of admission. Process for determination of supervisor/advisor, and timing of same, are available on the graduate programs website. Changes authority for supervisor coverage while away to Chair from Dean.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

4.4.1 Supervisor Each Master's student shall have, at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Dean.

The role of the supervisor is to provide advice, guidance, instruction and encouragement in the research activities of their students and to evaluate their progress and performance. The supervisor must be aware of and adhere to the various and relevant university regulations; provide guidance to the student on the nature of research, the standards required, the adequacy of the student's progress, and the quality of the student's work; and be accessible to the student to give advice and constructive criticism.

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the chair of the program, or if applicable, the chair of the graduate committee for the continued supervision of the student or the nomination of another supervisor. All changes of this nature must be approved by the Dean, who can recommend further changes of the supervisor or supervisory committee.

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

4.4.1 Supervisor Each Master's student shall have, ~~at the time of their application for admission, identified and gained the agreement of a~~ faculty member of the faculty assigned as an academic supervisor (or ~~academic~~ advisor), ~~at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a~~ supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Dean.

Motion Number (assigned by S-202203.14
Steering Committee of Senate): _____

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the description for the supervisory committee on page 28 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** Limits requirements for supervisory committee to students in thesis or project-based masters. Identifies Chair as the signing authority for revisions to committee.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

4.4.2 Supervisory Committee Each student shall have a supervisory committee nominated by the Program and approved by the Dean. The chair of this committee shall be the supervisor.

The committee consists of at least three members including the supervisor. One member is normally from outside the program. If, at any point, more than one member of a supervisory committee is absent from the University for an extended period of time (including during sabbaticals), arrangements should be made so that the progress of the student is not impeded. No more than one member of a supervisory committee should be on an extended absence at any one time.

The duties of the committee include recommending a program of study chosen in conformity with the program requirements as stated in the graduate calendar (such as competence in languages other than English, in statistics, in computing, or in other research skills); meeting periodically to facilitate appropriate supervision of the thesis, project, or practicum; and participating in a final oral examination when the degree program requirements prescribes such an examination.

A member of a supervisory committee who has an adjunct or emeritus position with UNBC cannot be the sole supervisor of a graduate student. A faculty member who leaves UNBC cannot remain as the sole supervisor for a graduate student. The chair of the degree program is expected to ensure that a new supervisor or co-supervisor is appointed from existing faculty.

All such changes require the approval of the Dean who may recommend further changes of the supervisor or supervisory committee.

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

4.4.2 Supervisory Committee Each student in a thesis or project-based Master’s program shall have a supervisory committee ~~nominated by the Program and approved by the Dean~~. The

Chair of this committee shall be the supervisor. The committee consists of at least three members including the supervisor. One member is normally from outside the program. If, at any point, more than one member of a supervisory committee is absent from the University for an extended period of time (including during sabbaticals), arrangements should be made so that the progress of the student is not impeded. No more than one member of a supervisory committee should be on an extended absence at any one time. Timelines for the formation of a supervisory committee vary by program and are posted on the Graduate Administration website (<https://www2.unbc.ca/graduate-programs>).

The duties of the committee include recommending a program of study chosen in conformity with the program requirements as stated in the graduate calendar (such as competence in languages other than English, in statistics, in computing, or in other research skills); meeting periodically to facilitate appropriate supervision of the thesis, project, or practicum; and participating in a final oral examination when the degree program requirements prescribes such an examination.

A member of a supervisory committee who has an adjunct or emeritus position with UNBC cannot be the sole supervisor of a graduate student. A faculty member who leaves UNBC cannot remain as the sole supervisor for a graduate student. The Chair of the degree program is expected to ensure that a new supervisor or co-supervisor is appointed from existing faculty.

All such changes require the approval of the ~~Dean~~ Chair of the program or graduate committee, who may recommend further changes of the supervisor or supervisory committee.

6. Authorization:

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.20

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

M. T. D.
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 description for Masters exams on page 29 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** remove process content
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

4.5.1 General Regulations

- a. Master's degrees require a final examination.
- b. Degrees that have a final examination by project, comprehensive exam, major paper, etc., may be examined in a manner agreed upon by the Program and the Dean; otherwise, the examination shall be as for theses.
- c. For all theses, students may proceed to an oral examination when the supervisory committee is satisfied that the scholarly work represents an examinable document for the degree requirements. The supervisory committee and student confirm this by signing the Request for Oral Examination and Appointment of an External Examiner form. This form must be submitted to the Office of Graduate Programs at least six weeks before the anticipated date of oral examination. Two copies of the document are required by the Office of Graduate Programs upon submission of the Request for Oral Examination and Appointment of an External Examiner form. One copy of the document is forwarded to the External Examiner by the Office of Graduate Programs.

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

4.5.1 General Regulations

- a. Master's degrees require a final examination.
- b. Degrees that have a final examination by project, comprehensive exam, major paper, etc., may be examined in a manner agreed upon by the Program and the Dean; otherwise, the examination shall be as for theses.
- c. For all theses, students may proceed to an oral examination when the supervisory committee is satisfied that the scholarly work represents an examinable document for the degree requirements. The supervisory committee and student confirm this by submitting a request for examination ~~signing the Request for Oral Examination and Appointment of an External Examiner form. This form must be submitted to the Office of Graduate Programs at least six weeks before the anticipated date of oral examination. Two copies of the document are required by the Office of Graduate Programs upon submission of the Request for Oral~~

~~Examination and Appointment of an External Examiner form. One copy of the document is forwarded to the External Examiner by the Office of Graduate Programs. Required forms, current timelines and procedures are posted on the Graduate Administration website (<https://www2.unbc.ca/graduate-programs>).~~

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.21

Moved by: R. CAMP II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

MATD
Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202203.16

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the description for admission to a Doctoral degree on page 31 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** enable individual program flexibility for GPA requirements. Sets a masters degree as the normal pre-requisite for a doctoral 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:**

7.1.2 Admission to a Doctoral program will require a Cumulative GPA of 3.33 (B+) from the Baccalaureate and Master's degree, to be calculated over the last 30 credit hours of graded academic coursework.

Note: Higher entrance standards than those outlined in this section may be set by individual doctoral programs.

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

7.1.2 Admission to a Doctoral program ~~will normally requires a Cumulative GPA of 3.33 (B+) from the Baccalaureate and Master's degree, to be calculated over the last 30 credit hours of graded academic coursework.~~ Additional entrance standards, such as GPA requirements, may be set by individual Doctoral programs.

~~Note: Higher entrance standards than those outlined in this section may be set by individual doctoral programs.~~

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202203.22

Moved by: R. CAMP II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022
Date

M. L. D.
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 description for the Doctoral Candidacy Examination on page 33 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** remove process content and place requirement for candidacy as a degree requirement.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

7.9 Doctoral Candidacy Examination

Within two years of registration as a Doctoral candidate and at least six months before the final oral examination, a student must pass a candidacy examination. The purpose of this examination is to test the student's understanding of material considered essential to the completion of the degree, and to test the student's competence to conduct the research which will culminate in the dissertation. The candidacy examination may be written or oral, or both, at the discretion of the Program. Individual graduate programs or supervisory committees may also require other examinations in addition to the candidacy examination. Examples of such examinations would be those to test competence in languages other than English, in statistics, in computing, or in other research skills. In some graduate programs there may be comprehensive examinations to be completed before the candidacy examinations, to test knowledge in the field. The candidacy examination is a requirement of the Office of Graduate Programs, and cannot be waived by any graduate program. However, the form, content, and administration of such examinations are determined by the individual graduate programs. While there may be wide variety in the content of candidacy examinations, the manner in which the examinations are constructed, conducted, and evaluated must be consistent within individual graduate programs.

Graduate programs are responsible for providing students with a written statement of procedures, requirements, and regulations governing candidacy examinations. This information must be provided to Doctoral students at their initial registration, and must be on file with the Office of Graduate Programs.

When a student has successfully completed the candidacy examination, the chair of the program, or if applicable, the chair of graduate committee is responsible for sending confirmation signed by all members of the supervisory committee to the Dean.

Students who fail any components of the candidacy exam may be allowed a second attempt to pass the outstanding components. Normally, the second attempt will take place within a six-

month period from the date of the first examination, as set by the graduate program. Failure of the second attempt will result in the student being Required to Withdraw from the program.

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

7.9 Doctoral Candidacy Examination

Within two years of registration as a Doctoral candidate and at least six months before the final oral examination, a student must pass a candidacy examination. The purpose of this examination is to test the student’s understanding of material considered essential to the completion of the degree, and to test the student’s competence to conduct the research which will culminate in the dissertation. The candidacy examination may be written or oral, or both, at the discretion of the Program. Individual graduate programs or supervisory committees may also require other examinations in addition to the candidacy examination. Examples of such examinations would be those to test competence in languages other than English, in statistics, in computing, or in other research skills. In some graduate programs there may be comprehensive examinations to be completed before the candidacy examinations, to test knowledge in the field. The candidacy examination is a degree requirement of the ~~Office of Graduate Programs~~, and cannot be waived by any graduate program. However, the form, content, and administration of such examinations are determined by the individual graduate programs. While there may be wide variety in the content of candidacy examinations, the manner in which the examinations are constructed, conducted, and evaluated must be consistent within individual graduate programs.

Graduate programs are responsible for providing students with a written statement of procedures, requirements, and regulations governing candidacy examinations. This information must be provided to Doctoral students at their initial registration; and must be on file with the ~~Office of Graduate Programs~~ Dean.

~~When a student has successfully completed the candidacy examination, the chair of the program, or if applicable, the chair of graduate committee is responsible for sending confirmation signed by all members of the supervisory committee to the Dean.~~

Students who fail any components of the candidacy exam may be allowed a second attempt to pass the outstanding components. Normally, the second attempt ~~will~~ takes place within a six-month period from the date of the first examination, as set by the graduate program. Failure of the second attempt ~~will~~ results in the student being Required to Withdraw from the program.

6. **Authorization:**

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF 202203.23

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 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 description for the Doctoral final oral exam on page 33 and 34 of the 2021/22 Graduate calendar be approved as proposed.

1. **Effective date:** September 2022
2. **Rationale for the proposed revisions:** remove process content, remove redundancy, and enable external to attend virtually.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

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.

Before the dissertation is forwarded to the external examiner, doctoral supervisory committee members shall each declare in writing to the supervisor and the Office of Graduate Programs either that the dissertation is of adequate substance to warrant that the student proceed to the final examination or that the dissertation is unsatisfactory and that the student should not be allowed to proceed to the final oral examination. An evaluation of the dissertation's merits and deficiencies should accompany the declaration. A declaration of satisfactory does not constitute final approval of the dissertation. A judgement of unsatisfactory performance by a doctoral supervisory committee member is reviewed by the Dean, but normally constitutes grounds for not sending a copy of the dissertation to the external examiner.

7.10.2 External Examiner A distinguished scholar with particular experience, both in the field of the dissertation research and in supervising doctoral students, shall be chosen as the external examiner.

The proposed external examiner must be in a position to review the dissertation objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the graduate program which would hinder this type of objective analysis. The external examiner should hold a PhD and an appointment with a recognized university or be a recognized scholar in their field, and have no past, current or planned involvement or association with the student or the supervisor. The supervisor and the student must submit a declaration to the Office of Graduate Programs that neither party has performed collaborative research work with the

external examiner within the last five years. The external examiner is required to attend the defence in person.

The external examiner is from outside UNBC and has no association with the program, supervisor or doctoral student. 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.

The student's supervisory committee recommends the external examiner, and the supervisor then makes an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the supervisor supported by the appropriate Chair to the Dean who makes the formal invitation to the external examiner.

The formal request for defence shall be made to the Office of Graduate Programs no less than eight weeks before the chosen date of defence. The application will only be considered for approval if certain conditions have been fulfilled, including the approval of the external examiner and the identification of an appropriate defence date.

The Dean will request that the external examiner provide a detailed report on the merits and deficiencies of the dissertation, as well as an overall evaluation using the same categories as those used by internal examiners. The external examiner is requested to present the report to the Office of Graduate Programs within one month of the receipt of the dissertation. Adequate time must be allowed for the transmission of the dissertation and the receipt of the report. A judgement of unsatisfactory performance by the external examiner will be reviewed by the Dean, but normally constitutes a failed attempt of the dissertation defence.

7.10.3 Changes in the Examining Committee The Dean must also approve changes to the membership of the examining committee. No changes shall be made to the examining committee after the dissertation is distributed by the Office of Graduate Programs to the committee for examination. Should the dissertation not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new appointment shall be necessary.

7.10.4 Approval for Advancement to the Oral Examination

The Office of Graduate Programs must receive all examiners' reports at least two weeks prior to the intended date of the oral examination.

7.10.5 Guidelines for Advancement to the Oral Examination

When considering the candidate's advancement to the final oral examination, the doctoral supervisory committee members may wish to use the following guidelines:

- a. If all the reports judge the dissertation to be satisfactory, advancement to the oral examination should be automatic. The Office of Graduate Programs shall send copies of all reports to each doctoral supervisory committee member and to the candidate.
- b. If one or more of the reports judge the dissertation to need major revisions, the Office of Graduate Programs shall send copies of all the reports to the doctoral supervisory committee members and the Graduate Program Chair. Two copies of all the reports are sent to the supervisor who shall provide one copy to the candidate. The doctoral supervisory committee members should strive to provide the supervisor and the candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the

time that should elapse before the dissertation will be accepted for reconsideration).

c. If the doctoral supervisory committee members judge an unfavourable report by an external examiner to be unwarranted, they may recommend, through the Graduate Program Chair, that the Office of Graduate Programs submit the dissertation to a second external examiner.

7.10.6 Requirements Prior to Oral Examination Scheduling

The examination will normally be held at the Prince George Campus. Exceptions must have the unanimous agreement of all doctoral supervisory committee members and the student. Normally, the oral examination shall be open to all members of the UNBC community. In exceptional cases, the final oral examination may be closed, for example, when the results of the dissertation research must be kept confidential for a period of time. In such cases, the doctoral supervisory committee members and Graduate Program Chair shall recommend such action to the Dean who may then approve that the final oral examination be closed to all but the examining committee and the Dean.

Candidate Information At least two weeks prior to the oral examination, the candidate must submit to the Office of Graduate Programs the following information: biographical data (where and when born); outstanding points in career, awards, etc.; list of degrees obtained (where and when); the exact title of the dissertation; an abstract of the dissertation (not more than 350 words); and a list of publications. This information is used to advertise the oral examination. Note: The above documentation should be submitted in electronic form.

Notice of Examination Except in the case of a closed examination and provided the information is received in sufficient time to meet publication deadlines, a notice of the candidate's oral examination will be published. Students, staff and faculty members who are not members of the examining committee are invited and encouraged to attend the oral examination but are not permitted to participate in the formal questioning.

7.10.7 Format of the Examination The first part of the oral examination shall consist of 25- to 30-minute oral presentation by the candidate to include a summary of the salient points of the research, which is followed by the questioning and examination of the candidate by the examining committee. The question period is normally a maximum of two hours in duration. The initial questioner will be the external examiner, followed, if required, by the members of the supervisory committee. There will be two rounds of questions in total by all members of the examining committee followed by a final opportunity from the external examiner to ask any outstanding questions.

The Chair of the oral examination may exercise discretion in allowing questions from the audience following completion of the formal examination. The adjournment of a defence at any point is under the discretion of the Chair of the defence.

7.10.8 Decision of the Committee Following completion of the formal examination, the candidate and audience are required to withdraw from the examination room. The examining committee members will consider their report and will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the dissertation.

The examining committee may exercise its discretion on the following matters: who must approve the required revisions, time limits for the completion of revisions, the necessity for a second oral examination, and any other matters. These matters should be summarized in a

memorandum sent to the student by the Supervisor. Before being sent to the student, the memorandum should be circulated to the examining committee members for confirmation. It shall be the responsibility of a designated member of the oral examination committee (normally the supervisor) to ensure that all such revisions are completed before the final copy of the unbound dissertation is submitted to the Office of Graduate Programs. The candidate will be recommended for the PhD degree when the dissertation, accompanied by a signed statement from the supervisor that the required revisions are completed, is submitted to the Office of Graduate Programs, providing all other degree requirements have been satisfied.

7.10.9 Report of the Committee The final judgment of the examiners on the dissertation and the oral examination shall be reported to the Dean in the term “pass” or “fail”. The criteria for the nature of the pass or fail are as previously detailed in section 4.5.4. The dissertation must be passed by the external examiner and a majority of members of the examining committee. In the case of a failure for the dissertation at the PhD level a detailed written report will be prepared by the Chair and made available to the candidate and submitted to the Office of Graduate Programs.

A student who receives a failure on either the dissertation or the oral examination twice shall be Required to Withdraw from their doctoral program.

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

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.~~ Minimum required attendance for a defence, must include either in person or virtually. At a minimum, the people attending the defence in person, or virtually, must be include the Chair, the student, supervisor (or one of the co-supervisors), 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.

~~Before the dissertation is forwarded to the external examiner, doctoral supervisory committee members shall each declare in writing to the supervisor and the Office of Graduate Programs either that the dissertation is of adequate substance to warrant that the student proceed to the final examination or that the dissertation is unsatisfactory and that the student should not be allowed to proceed to the final oral examination. An evaluation of the dissertation’s merits and deficiencies should accompany the declaration. A declaration of satisfactory does not constitute final approval of the dissertation. A judgement of unsatisfactory performance by a doctoral supervisory committee member is reviewed by the Dean, but normally constitutes grounds for not sending a copy of the dissertation to the external examiner.~~

7.10.2 External Examiner ~~The external examiner must be a~~ distinguished scholar with particular experience, both in the field of the dissertation research and in supervising ~~d~~ Doctoral students. ~~shall be chosen as the external examiner.~~

The proposed external examiner must be in a position to review the dissertation objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the graduate program which would hinder this type of objective analysis. The external examiner should hold a PhD and an appointment with a recognized university, ideally at the associate or full professor rank, or be a recognized scholar in their field, ~~and have no past, current or~~

~~planned involvement or association with the student or the supervisor. The supervisor and the student must submit a declaration to the Office of Graduate Programs that neither party has performed collaborative research work with the external examiner within the last five years. The external examiner is required to attend the defence in person. Procedures regarding appointment of the external examiner and request for oral examination are on the Graduate Administration website.~~

~~The external examiner is from outside UNBC and has no association with the program, supervisor or doctoral student. 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.~~

~~The student's supervisory committee recommends the external examiner, and the supervisor then makes an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the supervisor supported by the appropriate Chair to the Dean who makes the formal invitation to the external examiner.~~

~~The formal request for defence shall be made to the Office of Graduate Programs no less than eight weeks before the chosen date of defence. The application will only be considered for approval if certain conditions have been fulfilled, including the approval of the external examiner and the identification of an appropriate defence date.~~

~~Once the Doctoral supervisory committee members have each declared that the dissertation is of adequate substance to warrant that the student proceed to the final examination, the dissertation is sent to the external examiner. At this point no changes to the examining committee are allowed. The Dean will requests that the external examiner provide an overall evaluation and a detailed report on the merits and deficiencies of the dissertation, as well as an overall evaluation using the same categories as those used by internal examiners. The external examiner is requested to present the report to the Office of Graduate Programs within one month of the receipt of the dissertation. Adequate time must be allowed for the transmission of the dissertation and the receipt of the report. A judgement of unsatisfactory performance by the external examiner will be is reviewed by the Dean, but normally constitutes a failed attempt of the dissertation defence. If the Doctoral supervisory committee members judge an unfavourable report by an external examiner to be unwarranted, they may recommend, through the Graduate Program Chair, engagement of a second external examiner.~~

~~Upon receipt of a favourable report from the external examiner, the candidate may proceed to the oral defence.~~

~~**7.10.3 Changes in the Examining Committee** The Dean must also approve changes to the membership of the examining committee. No changes shall be made to the examining committee after the dissertation is distributed by the Office of Graduate Programs to the committee for examination. Should the dissertation not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new appointment shall be necessary.~~

~~**7.10.4 Approval for Advancement to the Oral Examination**~~

~~The Office of Graduate Programs must receive all examiners' reports at least two weeks prior to the intended date of the oral examination.~~

~~**7.10.5 Guidelines for Advancement to the Oral Examination**~~

When considering the candidate's advancement to the final oral examination, the doctoral supervisory committee members may wish to use the following guidelines:

a. If all the reports judge the dissertation to be satisfactory, advancement to the oral examination should be automatic. The Office of Graduate Programs shall send copies of all reports to each doctoral supervisory committee member and to the candidate.

b. If one or more of the reports judge the dissertation to need major revisions, the Office of Graduate Programs shall send copies of all the reports to the doctoral supervisory committee members and the Graduate Program Chair. Two copies of all the reports are sent to the supervisor who shall provide one copy to the candidate. The doctoral supervisory committee members should strive to provide the supervisor and the candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the time that should elapse before the dissertation will be accepted for reconsideration).

c. If the doctoral supervisory committee members judge an unfavourable report by an external examiner to be unwarranted, they may recommend, through the Graduate Program Chair, that the Office of Graduate Programs submit the dissertation to a second external examiner.

7.10.6 Requirements Prior to Oral Examination Scheduling

The examination will normally be held at the Prince George Campus. Exceptions must have the unanimous agreement of all doctoral supervisory committee members and the student. Normally, the oral examination shall be open to all members of the UNBC community. In exceptional cases, the final oral examination may be closed, for example, when the results of the dissertation research must be kept confidential for a period of time. In such cases, the doctoral supervisory committee members and Graduate Program Chair shall recommend such action to the Dean who may then approve that the final oral examination be closed to all but the examining committee and the Dean.

Candidate Information At least two weeks prior to the oral examination, the candidate must submit to the Office of Graduate Programs the following information: biographical data (where and when born); outstanding points in career, awards, etc.; list of degrees obtained (where and when); the exact title of the dissertation; an abstract of the dissertation (not more than 350 words); and a list of publications. This information is used to advertise the oral examination. Note: The above documentation should be submitted in electronic form.

Notice of Examination Except in the case of a closed examination and provided the information is received in sufficient time to meet publication deadlines, a notice of the candidate's oral examination will be published. Students, staff and faculty members who are not members of the examining committee are invited and encouraged to attend the oral examination but are not permitted to participate in the formal questioning.

7.10.7 3 Format of the The Examination

Requirements and procedures for scheduling and conducting the oral examination are available on the Graduate Administration website.

The examination is normally held at the Prince George campus. Exceptions must have the unanimous agreement of all Doctoral supervisory committee members and the student. Normally, the oral examination shall be open to all members of the UNBC community. In exceptional cases, the final oral examination may be closed, for example, when the results of

the dissertation research must be kept confidential for a period of time. In such cases, the Doctoral supervisory committee members and Graduate Program Chair shall recommend such action to the Dean who may then approve that the final oral examination be closed to all but the examining committee and the Dean.

~~The first part of the oral examination shall consist of a 25- to 30-minute oral presentation by the candidate to include a summary of the salient points of the research, which is followed by the questioning and examination of the candidate by the examining committee. The question period is normally a maximum of two hours in duration. The initial questioner will be the external examiner, followed, if required, by the members of the supervisory committee. There will be two rounds of questions in total by all members of the examining committee followed by a final opportunity from the external examiner to ask any outstanding questions. Guidelines and procedures for the format of the final oral examination are available on the Graduate Administration website.~~

~~The Chair of the oral examination may exercise discretion in allowing questions from the audience following completion of the formal examination. The adjournment of a defence at any point is under the discretion of the Chair of the defence.~~

7.10.8 Decision of the Committee The decision of the examining committee is based on the dissertation and the candidate's ability to defend their work. The committee makes a recommendation for a pass or fail as previously detailed in section 4.5.4. The dissertation must be passed by the external examiner and a majority of members of the examining committee. In the case of a failure for the dissertation at the PhD level, a detailed written report is prepared by the Chair and made available to the candidate and submitted to the Dean via the Graduate Administration office. A student who receives a failure on either the dissertation or the oral examination twice is Required to Withdraw from their Doctoral program.

~~Following completion of the formal examination, the candidate and audience are required to withdraw from the examination room. The examining committee members will consider their report and will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the dissertation.~~

~~The examining committee may also make recommendations regarding authority for final approval of exercise its discretion on the following matters: who must approve the required revisions, time limits for the completion of revisions, the necessity for a second oral examination, and any other matters. These matters should be summarized in a memorandum sent to the student by the Supervisor. Before being sent to the student, the memorandum should be circulated to the examining committee members for confirmation. It shall be the responsibility of a designated member of the oral examination committee (normally the supervisor) to ensure that all such revisions are completed before the final copy of the unbound dissertation is submitted to the Office of Graduate Programs. The candidate will be recommended for the PhD degree when the dissertation, accompanied by a signed statement from the supervisor that the required revisions are completed, is submitted to the Office of Graduate Programs, providing all other degree requirements have been satisfied.~~

7.10.9 Report of the Committee ~~The final judgment of the examiners on the dissertation and the oral examination shall be reported to the Dean in the term "pass" or "fail". The criteria for the nature of the pass or fail are as previously detailed in section 4.5.4. The dissertation must be passed by the external examiner and a majority of members of the examining committee. In the case of a failure for the dissertation at the PhD level a detailed written report will be prepared by the Chair and made available to the candidate and submitted to the Office of Graduate~~

Programs.

~~A student who receives a failure on either the dissertation or the oral examination twice shall be Required to Withdraw from their doctoral program.~~

6. Authorization:

Program / Academic / Administrative Unit: Office of Research and Innovation

SCCC Reviewed: November 15, 2021

Faculty: N/A

Faculty Council Motion Number:

Faculty Council Approval Date:

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.: SCAAF202203.24

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

MATD

Date

Chair's Signature

For recommendation to ✓ , or information of Senate.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That, the memorandum of understanding between the University of Northern British Columbia and the Northern Health Authority be approved as proposed.

Effective Date: Upon the completion of signing by both parties

Rationale:

UNBC and NH signed a facilitating MOU on June 22, 2010. The MOU was subsequently renewed on December 5, 2016, and again on Nov. 1, 2018. This MOU renews and builds upon these earlier commitments in recognition of past achievements and new contexts, opportunities and challenges. All these MOUs reflect a shared commitment to furthering knowledge about, and developing the capacity for, the advancement of the health of northern British Columbians through the integration of practice, education and research.

Motion proposed by: Kathy Lewis, VP Research and Innovation

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.: SCAAF202203.26

Moved by: R. Camp II

Seconded by: L. Troc

Committee Decision: CARRIED

Approved by SCAAF: March 9, 2022

Date

MATD

Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Memorandum of Understanding - DRAFT

This agreement dated for reference the ____ day of ____, 2022
(effective date), between:

University of Northern British Columbia (UNBC)

-and-

Northern Health Authority (NH)

Preamble:

UNBC and NH signed a facilitating MOU on June 22, 2010. The MOU was subsequently renewed on December 5, 2016, and again on Nov. 1, 2018. This MOU renews and builds upon these earlier commitments in recognition of past achievements and new contexts, opportunities and challenges. All these MOUs reflect a shared commitment to furthering knowledge about, and developing the capacity for, the advancement of the health of northern British Columbians through the integration of practice, education and research.

Whereas:

1. NH and UNBC have developed strategic plans that outline their respective visions, missions, values and strategic directions;
2. UNBC is committed to improving the quality of life in its region, the province and beyond, by attaining the highest standards of teaching, learning and research;
3. UNBC is committed to building and enhancing partnerships in order to better respond to student and community needs through innovation and collaboration;
4. NH is committed to improving the health of people in the North;
5. NH is committed to fostering research (including clinical research) in the North;
6. NH is committed to working in partnership with organizations that will help further their mission;
7. UNBC and NH have co-terminus service areas, with the exception of Williams Lake and area;

8. UNBC and NH are committed to establishing and refining established structures and processes that enable accomplishment of shared goals through creativity and innovation;
9. Both organizations recognize evidence, trends and strengthening provincial/national infrastructure that reflects the benefits of deeper/richer involvement of people/patients, families and communities in prioritization and decision-making related to health and health service;
10. UNBC and NH believe that cross-institutional integration of practice, education and research will enhance the ability of both institutions to achieve their mission.

Therefore, the parties, UNBC and NH, agree to execute this Memorandum of Understanding to:

1. Renew the unique commitment between our organizations to collaboratively seek and develop opportunities to further education, research and innovation for the purpose of improving the quality of life for people who live in the North;
2. Establish a basis upon which stakeholders from both organizations can further explore and realize opportunities to stimulate innovation and transformation in both organizations that will foster closer integration of health services and policy, health provider and professional education, and health research;
3. Enable integration of practice, education and research with stakeholders beyond UNBC and NH. The MOU contemplates the potential that for some initiatives/instances:
 - a. UNBC and NH may need to engage partners beyond our two organization but within the governance purview of this bipartite agreement
 - b. UNBC and NH may act to facilitate, establish and support relationships/activities that extend beyond the reasonable governance purview of this bipartite agreement
4. Establish and continuously improve mechanisms that support system-wide involvement of northern people/patients, families and communities in health and health-service decision-making;
5. Build on achievements of the partnership to-date to further define its spirit, foci and mechanisms for prioritization and operationalization of activities that fulfill its purpose.

SECTION 1.0 – STATEMENT OF COMMON INTEREST

1. UNBC and NH have a shared interest in and commitment to further knowledge and develop capacity for the advancement of healthy outcomes for northern British Columbians through integration of practice, education and research;
2. UNBC and NH have a shared interest in creating an intellectually and professionally stimulating environment that supports recruitment and retention of skilled personnel;
3. UNBC and NH have an interest in promoting our unique relationship to:
 - a. Share knowledge with other Northern and rural academic and service organizations focused on improving the health and well-being of northern and rural populations;
 - b. Engage other partners and stakeholders;
 - c. Proactively seek resources and support to enhance the capacity for innovation and partnered education, research and practice from traditional and non-traditional funding organizations;
 - d. Implement education and research activities that improve experiences of cultural safety and reduce anti-indigenous racism in learning and practice environments across the North

SECTION 2.0 – PARTNERSHIP PRINCIPLES

The principles of the partnership between UNBC and NH include:

1. A collaborative relationship between researchers, educators and knowledge users for the purposes of improving the quality of health services and improving health;
2. A “systems” view toward the involvement of people/patients, families and communities in health and health-service decision-making;
3. Mutual respect and acknowledgement of the skills and expertise each party brings to the partnership including a commitment to respectfully resolving conflicts as they arise;
4. Open and transparent communication between the parties,
5. Attention to the needs and realities of northern British Columbia in the overall Provincial context;
6. Commitment to respectful engagement with Indigenous partners and to incorporating Indigenous perspectives in Northern health services, research and education/training;

7. Focus on building each organization's capacity to be a competent partner in new knowledge development and in knowledge translation endeavours;
8. Commitment from each party's leadership to support strong foundations of research, education/training and health service capacity in the North;
9. Mutual understanding and respect for the sustainability of each party's contribution to the partnership, including consideration of cost-sharing, research overhead and research support;
10. Commitment to creating an inclusive environment, where work is done "with" and not "for" or "to" peoples in the North;
11. Recognition of and respect for the intellectual property rights of individual researchers and each partner; and
12. Commitment to regular communication and information sharing with stakeholders and the public.

SECTION 3.0 – PARTNERSHIP MILESTONES/DELIVERABLES

Stakeholders of UNBC and NH are granted broad scope to undertake activities that fall within the spirit of the agreement provided appropriate paths are established for approval/oversight including but not limited to those set out in Section 4 of this agreement. This MOU sets out the following minimum set of milestones and deliverables to be developed with the oversight and guidance of the structures described below:

1. Steering Committee structure and Terms of Reference to be reviewed and approved by the Executive Oversight Committee and appended to this MOU (Appendix 1).
2. Development of a **guiding framework** for integrated research, education and practice that inspires and guides future work, and promotes and substantiates the partnership. The guiding framework will articulate the shared objectives of the parties. It will to be reviewed and approved by the Executive Oversight Committee and reviewed/endorsed by the Governors or Directors of each organization and appended to this MOU (Appendix 2)
3. Development of a **strategic plan** specifying key objectives for partnered activity from an overarching perspective and specifically with respect to education, research capacity building, and practice improvement/knowledge mobilization. It will to be reviewed and approved by the Executive Oversight Committee and appended to this MOU (Appendix 3).
4. Development and oversight for implementation of **annual action plans** with milestone/interim targets which together will guide implementation of the strategic

plan. These action plans will address the shared objectives and set out principal collaborative activities in each of the priority areas. The action plans will be reviewed and updated annually, and should include the following:

- a. A resource plan for the identified activities that includes applicable funding needs and human and capital resources;
- b. A plan to enhance the involvement of people/patients, families, students, educators and communities in partnered decision-making and research activities; and
- c. A partnership promotion and funding plan aligning activities to potential institutional or philanthropic funding entities.

SECTION 4.0 – STRUCTURE FOR THE PARTNERSHIP

1. An *Executive Oversight Committee* will conduct a semi-annual review of progress on the agreed strategic directions and the partnered initiatives underway to further the UNBC/NH partnership and will ensure regional, provincial, and national relationships are fostered with policy and funding partners.
 - a. Agreement Review: This agreement will be reviewed annually by the Executive Oversight Committee. Revisions will be mutually agreed to by both organizations and approved by the Board of Directors of NH and the Board of Governors of UNBC.
2. A *Steering Committee* will develop and oversee the implementation of the three-year strategic plan that addresses the shared guiding framework and shared objectives articulated in this agreement, along with annual work plans to that will guide implementation of the strategic plan.
3. The Steering Committee will develop an annual report of actions undertaken and the outcomes that have occurred by implementing the previous year's action plan, including recommendations for any changes to the subsequent year(s) action plan(s).
 - a. Reporting: The annual report will be submitted to the Executive Oversight Committee by June 30 each year. This report will include the revenue and expenditures that have occurred through execution of this MOU. Updates on implementation including progress with action plans (4 below) will be provided to stakeholders regularly.
 - b. Structure of the Steering Committee: The Steering Committee must reflect the breadth of involvement required to meet the objectives and principles described in this agreement. Membership, Chairmanship and support of the Steering Committee are outlined in the Steering Committee Terms of Reference, Appendix 1.

4. From time to time sub-committees or working groups may be struck by the Steering Committee to take on specific projects. Short term task forces could also be formed for specific initiatives, including those involving other organizations.
 - a. Membership, Chairmanship, mandate and term of service for such sub-groups will be specified by the Steering Committee in Terms of Reference for each sub-group.

SECTION 5.0 – TERM OF THE MEMORANDUM OF UNDERSTANDING

1. This MOU will commence on the Effective Date and will continue until superseded or cancelled by one or more party.

SECTION 6.0 – CHANGES TO THE MEMORANDUM OF UNDERSTANDING

1. Any changes to this MOU must be agreed to in writing by all parties. Any-and-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.

SECTION 7.0 – EXECUTION OF THE MEMORANDUM OF UNDERSTANDING

In Witness Whereof the parties have executed this agreement as of the date set out below:

<p>Date: _____</p> <p>University of Northern British Columbia</p> <p>_____</p> <p>Chair, Board of Governors</p> <p>_____</p> <p>President and Vice Chancellor</p>	<p>Date: _____</p> <p>Northern Health Authority</p> <p>_____</p> <p>Chair, Board of Directors</p> <p>_____</p> <p>President and Chief Executive Officer</p>
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Appendix 1: Terms of Reference, Steering Committee

1. Purpose

The purpose of the UNBC NH Memorandum of Understanding (MOU) Steering Committee (MOU SC) is to provide informed advice to the MOU Executive Oversight Committee (MOU EOC) on all matters supporting the successful advancement of the UNBC NH MOU and the shared priorities articulated therein.

2. Membership and Leadership

- 2.1. Members of the MOU SC will be appointed by the MOU EOC and will comprise no more than fifteen (15) members, including:
 - 2.1.1. The senior leader from each of UNBC and NH responsible for advancing research and teaching, who will serve as the co-chairs of the MOU SC;
 - 2.1.2. Up to thirteen (13) additional members from the Senior Leadership Teams representing each of the UNBC and NH workforce. In the selection of these additional members, consideration will be given to ensuring representation from equity-seeking groups; and representation from the occupational groups within the workplace and various geographic locations and sectors; and
 - 2.1.3. Such other members as the MOU EOC shall see fit to appoint from time to time at their sole discretion.
- 2.2. All members shall be appointed for a term of up to four (4) years, or until such time as their work is deemed by the MOU EOC to be completed.

3. Mandate and Duties

- 3.1. The MOU SC reports to and is accountable jointly to the MOU EOC.
- 3.2. The MOU SC has the authority to:
 - 3.2.1 Prepare a work plan outlining the tasks it will undertake to meet its duties and responsibilities, and schedule meetings ahead based on the work plan;
 - 3.2.2 Review its own activities, and abide by and uphold all relevant organizational policies and procedures (including but not limited to confidentiality and conflict of interest);
 - 3.2.3 Establish and oversee the activities of working groups that report to the MOU SC and to which it can delegate all or some of the responsibilities as defined in 3.3 below;
 - 3.2.4 Consider and make recommendations on any issues referred to it by the MOU EOC; and

- 3.2.5 Undertake an evaluation of its activities and of the extent to which the MOU has been successfully implemented.
- 3.3. The MOU SC has the responsibility to provide advice and recommendations to the MOU EOC on actions and decisions relating to:
- 3.3.1. Content of the 2021 revision to the 2018 MOU between UNBC and NH;
 - 3.3.2. Development of documents relating to the successful advancement of the priorities articulated in the MOU, including but not limited to a Strategic Plan and including:
 - 3.3.2.1. Articulating a draft vision for integrated research, education and practice;
 - 3.3.2.2. Establishing draft key objectives for partnered activities (research capacity building, practice improvement/knowledge mobilization and education);
 - 3.3.2.3. A draft three-year Action Plan to achieve key objectives;
 - 3.3.2.4. A draft three-year resource plan (funding, human and capital); and
 - 3.3.3. Any other issues referred to it from time to time by the MOU EOC.

4. Operations and Documentation

- 4.1. The MOU SC will meet no fewer than six times per year, at the call of the Co-Chairs.
- 4.1.1. Additional/special meetings may be called on an as-required basis by the Co-Chairs at their discretion.
 - 4.1.2. The Co-Chairs will alternate duties as meeting chair or otherwise share these duties as agreed.
- 4.2. All members shall serve voluntarily, without remuneration.
- 4.3. Delegates to the MOU SC may attend on behalf of any member, with prior notification to the Chair of the meeting at which the delegate will attend.
- 4.3.1. All Delegates are bound and directed by these Terms of Reference and the operating principles specified herein, and will conduct themselves accordingly.
 - 4.3.2. The MOU SC member for whom the delegate will attend is responsible for ensuring that the Delegate is fully briefed on matters to be discussed at the meeting(s) which they will attend.

- 4.4. Guests may be invited to attend all or parts of meetings of the MOU SC with prior notice and the agreement of the Co-Chairs.
- 4.5. Agendas for meetings of the MOU SC will be established and circulated to all members no less than five (5) business days prior to each meeting by the Co-Chairs.
 - 4.5.1. Members of the UNBC NH MOU Steering Committee wishing to have topics identified for discussion will aim to notify the convener two weeks prior to the meeting.
 - 4.5.2. Upon request from any member, agenda time will be scheduled for the group to discuss or share topics or concerns relating to the MOU SC's adherence to these terms of reference and/or any other matters relating to the group's effective functioning.
- 4.6. A majority of members (50% plus one) will constitute quorum for group meetings.
- 4.7. Administrative support for the group will be provided by the offices of Co-Chairs, including recording of minutes.
- 4.8. Brief meeting minutes will record decisions made and actions agreed to, and:
 - 4.8.1. Will be circulated electronically within five (5) days of the meeting to MOU SC and MOU EC members.
 - 4.8.2. Approved minutes will serve as the official record of the MOU SC's deliberations.
 - 4.8.3. No MOU SC member will share or distribute meeting minutes in whole or in part including their attachments, except as detailed herein or explicitly authorized in advance by the members of the MOU SC.

5. Monitoring and Evaluation

A full review of the Terms of Reference, deliberations and effectiveness of the group will be conducted at least once by the group or its designated representatives, with the results of that review to be presented to the group for discussion and development of recommendations to the MOU EC.

6. Document Control

<i>This draft</i>	Patricia Evans & Associates for NH/UNBC	February 14, 2022
<i>Original approved</i>	UNBC NH Executive Oversight Committee	<date>
<i>This draft</i>	Used when a revision is brought forward for approval	<date>
<i>Revision approved</i>	Added when it happens	<date>

Appendix 2: Guiding Framework

The Strategic Plan (Appendix 3) and its subsidiary annual Implementation Action Plans to operationalize this MOU will address the following priority areas:

Priority Areas

UNBC and NH have identified the following priority areas where health needs and service, research and education capacity align in northern British Columbia:

1. Recruitment and retention of people involved in delivery of health care in the north;
2. Integration of quality and improvement of practice with research and education programs;
3. Enhanced opportunities for research involving clinical trials and access to trials by northern patients as applicable;
4. Connecting people to services (e.g., telehealth, transportation, etc.);
5. Industry/resource economy and its impact on the health of northern peoples;
6. Training, education and capacity development to promote and support cultural safety and humility;
7. Rural health and rural networks of clinical services;
8. Generalism and inter-professionalism.

For the priority areas specified above, UNBC and NH have the following shared objectives:

Shared Objectives for Research and Knowledge Mobilization

1. Expanding the capacity and skill of both organizations to ask and answer questions
2. Developing a culture of research and capacity to translate knowledge into policy and practice in Northern Health, in which research becomes an integral part of care
3. Fostering a culture of research at UNBC that is inclusive of integrating knowledge into practice
4. Creating opportunities and dedicated time for academics and clinicians alike to engage and partner in clinical and research activities
5. Fostering a culture in which all people are valued as part of a research team (patients, students, families, staff, faculty)
6. Incorporating new knowledge and evidence into the way researchers, students and staff are educated in both organizations, inclusive of professional development and formal education
7. Providing opportunities for partnerships with other organizations and for linkages with the broader community for the purposes of expanding the development and integration of knowledge into practice.

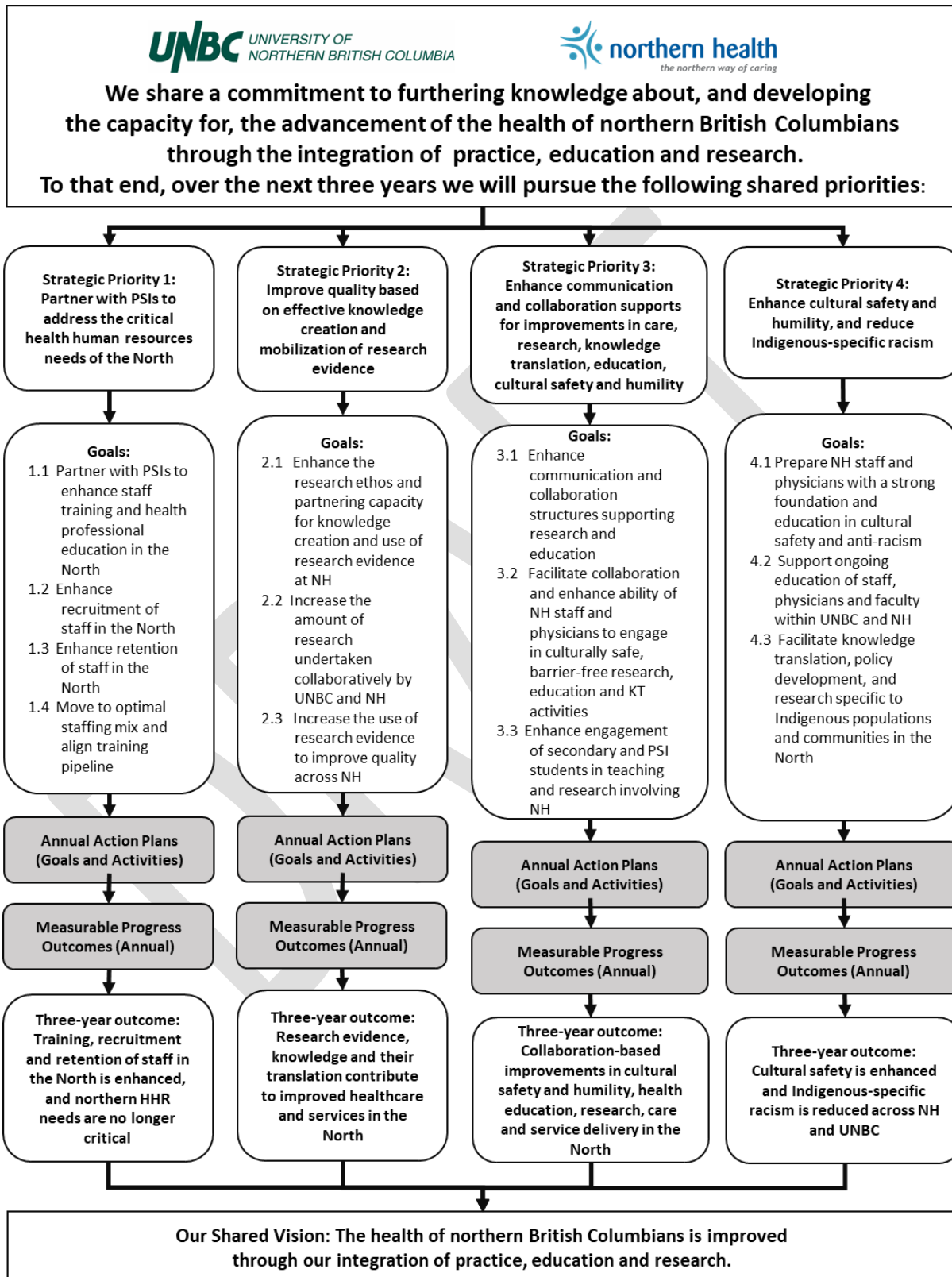
Shared Objectives for Education

1. Ensure that rural learners and practitioners receive the training and ongoing health professional education necessary to confidently practice in remote and rural settings;
2. Increase knowledge base within rural health care and health promotion practice by encouraging and supporting rural research;
3. Streamline pathway for Northern community members to access health care educational opportunities;
4. Build business case for increased health care professional education - more seats and more programs
5. Increase the number of seats that UNBC has for health professional programs. Jointly advocating to Ministry to highlight the need for the increased seats and programs.

Measurable outcomes in the Strategic Plan and the annual Implementation Action Plans will be aligned with and guided by these priority areas and shared objectives.

DRAFT

Appendix 3: Strategic Plan





Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Carolyn Ward HasteY Bursary be approved.

Rationale: To activate the Carolyn Ward HasteY 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: Yes (Determined by the Development Officer)

Date to SCSB: December 13, 2021

***SCII Vetting Process: (Section to be completed by SCFNAP Committee Recording Secretary)**

SCII Motion Number: SCFNAP/SCII2022.01.03

SCII Meeting Date: January 13, 2022

SCII Brief Summary of Committee Discussion: CARRIED

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20220223.03

Moved by: Hanlon

Seconded by: Gehloff

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 23, 2022

Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Carolyn Ward Hastey Bursary

Awards Guide Description/Intent: This award has been established in loving memory of Carolyn Ward Hastey who passed away November 11, 2021 after a brief battle with lung cancer. Carolyn was born on October 9, 1955 in Doaktown, New Brunswick. She was a beloved Mum, Sister, Auntie, and best friend to those who knew her. Carolyn will always be remembered for her witty sense of humour, warm laughter and gorgeous smile. She maintained a hopeful and optimistic outlook even in the face of adversity. Carolyn was a hard worker who enjoyed music, gardening, jewellery-making and DIY home improvement. She was an avid environmentalist who was very conscientious about minimizing her environmental footprint by recycling and educating others on the importance of preserving our planet. Carolyn would have been proud to support UNBC students pursuing an education and a career in the environmental field.

Donor: Family and friends of Carolyn Ward Hastey

Value: \$1,000

Number: One

Award Type: Bursary

Eligibility: Available to a full-time undergraduate or graduate student enrolled in a Faculty of Environment Program. First preference will be given to survivors of the Canadian residential school system. Second preference will be given to direct descendants of survivors of the Canadian residential school system.

Criteria: Demonstrated financial need and satisfactory academic standing

Effective Date: Established 2021

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Finning Canada Award be approved.

Rationale: To activate the Finning Canada Award 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: Yes (Determined by the Development Officer)

Date to SCSB: December 1, 2021

***SCII Vetting Process: (Section to be completed by SCFNAP Committee Recording Secretary)**

SCII Motion Number: SCFNAP/SCII202201.04

SCII Meeting Date: January 13, 2022

SCII Brief Summary of Committee Discussion: CARRIED

There was discussion if the eligibility should be, Indigenous and/or female. No change was made.

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20220223.04

Moved by: Mayes

Seconded by: Palmer

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 23, 2022

Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Finning Canada Award

Awards Guide Description/Intent: Finning is the world's largest Caterpillar dealer delivering unrivalled service since 1933. They sell, rent and provide parts and service for equipment and engines to customers in various industries, including mining, construction, petroleum, forestry and a wide range of power systems applications. Finning is committed to investing in communities where they live and work. They support and encourage underrepresented groups such as Indigenous and female students pursuing an education in science, technology, engineering, or mathematics (STEM).

Donor: Finning Canada

Value: \$3,000

Number: One

Award Type: Award

Eligibility: Available to a full-time undergraduate student entering or enrolled in a science, technology, engineering, or mathematics (STEM) program. First preference will be given to students who identify as Indigenous or female.

Criteria: Demonstrated financial need and academic proficiency

Effective Date: Endowed 1994, revised 2022

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Centerra Gold and Royal Gold Community Award be approved.

Rationale: To activate the Centerra Gold and Royal Gold Community Award 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: Yes (Determined by the Development Officer)

Date to SCSB: Jan 24, 2022

***SCII Vetting Process: (Section to be completed by SCII Committee Recording Secretary)**

SCII Motion Number: SCII202202.06

SCII Meeting Date: February 10, 2022

SCII Brief Summary of Committee Discussion: CARRIED

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20220223.05

Moved by: Mayes

Seconded by: Zhou

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 23, 2022
Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Centerra Gold and Royal Gold Community Award

Awards Guide Description/Intent: As part of their commitment to helping advance the areas of reclamation and environmental stewardship within the mining industry, Centerra Gold and Royal Gold are pleased to offer a two-year renewable award for \$5,000 to a student from one of Mount Milligan mine's local communities.

The purpose of the award program is to promote post-secondary education and careers related to the mining industry, particularly in environmental sciences.

Donor: Centerra Gold and Royal Gold

Value: \$5,000 (total value of \$10,000 over 2 years)

Number: One

Award Type: Award

Eligibility: Available to a student enrolled or enrolling in any undergraduate program at the University of Northern British Columbia. Preference will be given to students enrolled in environmental, science or engineering programs.

Additional preference will also be given to candidates from the following communities: McLeod Lake Indian Band; Nak'azdli Whut'en; Takla Nation; Fort St. James; Vanderhoof; Mackenzie; Fraser Lake; Prince George; Halfway River First Nation; West Moberly First Nation; and Yekooche First Nation.

Application Instructions: Applicants must submit a personal statement and one letter of support to the Awards Office via awards@unbc.ca. The personal statement must be 600 words or less and explain the student's need for an award and how their training or education will benefit their community and advance the mining industry's contributions to sustainable development.

Note: This award is renewable for up to one year, subject to the recipient maintaining the criteria of satisfactory academic standing.

Criteria: Satisfactory academic standing

Effective Date: Established 2022

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

UNBC Hybrid Course Delivery Pilot - Fall 2021

[Background]


In June 2021, the UNBC CTLT assembled faculty who have expressed an interest in helping define the terms and practices for hybrid course delivery at UNBC. It was determined that a hybrid course design pilot be established to explore the future of hybrid course design and delivery at UNBC. The following people began exploring possibilities and assembling resources for the broader UNBC teaching and learning community:

- Anne Sommerfeld
- Grant Potter
- Clarence Hofsink
- Shauna Stanyer
- Dana Wessell Lightfoot
- Ken Otter
- Charles Scott
- Jean Bowen

[Scope]

For the purposes of Fall 2021, members of the pilot have taken into consideration the possibilities and limitations of current campus infrastructure and supports and have defined Fall 2021 hybrid

designs as “Hybrid/Blended”. [See here for a table outlining all course delivery modes.](#)

Term	Hybrid/Blended 
Description	Curriculum is designed intentionally and thoughtfully to integrate F2F and online learning experiences. F2F teaching time is reduced, but not eliminated, with the balance of learning being facilitated asynchronously or synchronously through digital/web-based technologies, or offline learning opportunities. Typically, 50%-80% of learning outside of class.
Place	On-campus learning space AND online
Time	Meets at scheduled class time in physical location OR access content online through recorded lectures.

The first hybrid course delivery pilot will be conducted during Fall 2021 with 6 courses.

- BIOL 308 – Ken Otter
- HIST 190 – Dana Wessell Lightfoot
- COMM 341 – Charles Scott
- COMM 400 – Charles Scott
- XMAT Fall 2021 – Jean Bowen
- MATH 190 – Jean Bowen

Requirements for courses in the pilot

1. Attendance expectations

- Some on-campus attendance expected, flexible access option is intended to be accommodation for students with illness/health issues.
- Courses in the pilot did not assign *participation grades* for on-campus attendance.

2. Lecture recording expectations.

- All courses in the pilot engaged in lecture capture (in addition to automated captioning) with the methods outlined at <https://pressbooks.bccampus.ca/unbc/chapter/lecture-capture/>

To aid the work of the pilot, Ken Otter outlined practical solutions to lecture capture along with some recommendations and guidelines for lecture capture in the following video <https://bit.ly/F21-kenotter>

[Resources]

Hardware used

- USB Microphone
- Wired USB Microphone
- Blue Snowball USB Mic <https://www.bluemic.com/en-us/products/snowball/> (\$49.99 Amazon)
- Wireless USB Microphone

- Wire XPD2 Lavalier – USB Digital Wireless System
<http://www.samsontech.com/samson/products/wireless-systems/xpd-series/xpd2lav/> (Price: \$200)

Software used

- Kaltura Personal Capture launched integrated with <https://learn.unbc.ca>. UNBC lecture capture guide found at <https://pressbooks.bccampus.ca/unbc/chapter/lecture-capture/>

[Outcomes]

Faculty involved in the pilot noted the following advantages:

- Improvements in student attention as they were not struggling to keep up with taking notes.
- Lecture recording supplemented the class – most students still attended in person.
- Several students who were ill with covid or other things relied on posted lectures over the semester.
- Camera quality enabled live demonstrations via web-conference as well as the ability to record whiteboard/chalkboard as well.
- Students did re-watch lectures, especially in subjects MATH and HIST. Intro Biochemistry (CHEM-204-A1) 154 views over three courses.
- Students were very grateful for flexibility in their learning
- For the students who require accommodation, captions on lecture recordings were better than relying on an interpreter for notes.

- The lectures that were captioned really helped the students who needed accommodation. Helped them get the names and places.
- Enrolments were strong – students expressed that a hybrid option was a great way to make upper-level elective courses accessible to students that need them and require flexibility in their schedule.
- Some student struggles this semester were due to life in general. Hybrid delivery made it easier for them to access course materials and succeed in the course.
- Hybrid has a great capacity to be able to deliver on UNBC’s regional access mandate.
- Hybrid delivery needs institutional clarity around requirements, expectations, and course schedule listings to make such options clear to both instructors and students

Faculty involved in the pilot noted the following challenges:

- ITS needs to be aware of the techniques of hybrid delivery so they can better anticipate classroom needs.
- Instructors needed own laptop, and own touchscreen tablet (XP Surface tablet) if they wanted to use pen-based annotation and writing tools.
- Podium desktops are not currently configured appropriately to allow for lecture recording.
- Lecture recording requires some setup time before class when an instructor brings their own equipment. As such, if the class before runs late – setup runs into class time.
- Course schedule does not communicate hybrid options properly. There are 2 definitions of “hybrid” in the course schedule, neither of which are clearly defined nor provide students with clarity on their option(s). The CTLT found

cases of courses listed as “Hybrid: On-campus, and online” which were not running with that modality in practice.

- Student fees for online courses vs. on campus courses are an issue to be worked through. Kimberly Read (Assistant Registrar) confirmed that the current student fee structure effectively prohibits an institutional approach to listing hybrid courses in the course schedule. For example, if a student takes a hybrid course and rarely/never appears on campus in a semester, they have grounds to dispute fees related to campus services. Conversations with student associations and fees committees are required. The Office of the Registrar requires an 18 month lead time on any changes in course schedule planning.

[Recommended Action]

- Find a solution to the student fees issue. If fees are the same across all modes of delivery (no more distinction between online and on-campus) the Office of the Registrar would be able to clearly delineate hybrid options in the course schedule for students and bring clarity to institutional practices regarding hybrid course delivery.
- Invest in classroom equipment for faculty to choose to use, have updated computer capabilities in heavy use rooms, thin client options in others