

SENATE MEETING OPEN SESSION AGENDA

February 28, 2024
3:30 – 5:30 PM
Senate Chambers

1.0 Acknowledgement of Territory

2.0 S-202402.01

Approval of the Agenda †

Page 1 That the agenda for the February 28, 2024, 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:** No Presentation

4.0 Approval of the Minutes

S-202402.02

Approval of the Minutes

Page 7 That the Minutes for the January 24, 2024, Open Session of Senate be approved as presented.

5.0 Business Arising

5.1 Artificial Intelligence (AI) Applications

Rodgers

5.1.1 Update on the AI Task Force

Rodgers

6.0 President's Report (10 minutes)

Payne

6.1 Report from the Public Session of the Board of Governors

Payne

a. February 2, 2024 (Public)

- i. 2024/2025 UNBC Tuition Fees
 - ii. Delegation of Authority to the President to Approve Fees
 - iii. Scholarships, Bursaries and Awards
 - iv. Dual-Credit Agreement – UNBC, CNC, and SD57 – Technology Exploration Program
 - v. Land Trust Grid Promissory Note Extension
 - vi. Network Access Layer Replacement
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vii. UNBC Exempt Compensation Philosophy and Program

- b. November 16, 2023 (Closed)
 - i. Management Letter from KPMG
 - ii. UNBC Land Development Corporation: Re-appointment of Directors
 - iii. Board Attendance Report
 - iv. Annual Schedule of Board Meetings
 - v. Governance Action Items
 - vi. Annual Performance Review of the President
 - vii. Enrollment Management Discussion

7.0 Report of the Provost (5 minutes) Rodgers

8.0 Report of the Registrar (5 minutes) Read

9.0 Question Period (10 minutes)

9.1 Written questions submitted in advance

9.1.1 Request for a discussion on the effects of Microsoft Intune & Privileged Access Management (PAM) and a request that the planned changes be put on hold until after there has been meaningful and engaged consultation with faculty.
(submitted by Senator Kranz, Senator Roberts and the Faculty of Science and Engineering)

9.1.2 Associate Vice President People, Equity, and Inclusion **(submitted by Senator Robinson)**

9.1.2.1 The most senior position in Human Resources is a highly demanding *operational* focused role with defined deliverables to ensure core functions of the university are being realized and employer responsibilities are being met. Equity-related leadership positions, on the other hand, have an important role in mobilizing *strategic and integrative* institutional priorities to support the reduction of barriers for those from marginalized and underrepresented groups. How will this role, inclusive of two very different core functions, manage to objectively meet structural employment obligations and mitigate any conflicts of interest while simultaneously advancing systemic change?

9.1.2.2 Aside from the one faculty member, who else will be represented on the search committee (e.g. those from equity-deserving groups?).

9.1.2.3 Who will this position report to?

9.1 Questions from the floor

10.0 Approval of Motions on the Consent Agenda Payne

S-202402.03

Approval of Motions on the Consent Agenda

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

11.0 Committee Reports

11.1 Senate Committee on Student Appeals Klassen-Ross

11.2 Senate Committee on Academic Affairs Rodgers

For Approval:

Page 19 S-202402.04

- Regular* **Change(s) to Program Requirements** – Major in Environmental Science and Minors in Aquatic Science, Environmental Science, Soil and the Environment
That the listing of ENGR 451-3 Groundwater Hydrology be changed to ENVE 351-4 Groundwater Flow and Contaminant Transport in the Major in Environmental Science and in the Minors in Aquatic Science, Environmental Science, and in Soils and the Environment on pages 118, 119 and 120 in the 2023/24 undergraduate PDF calendar, be approved as proposed.
Effective Date: September 2024
- Page 27** **S-202402.05**
Consent **Change(s) to Course Prerequisites** – GEOG 450-3 Advanced Geospatial Analysis
That the changes to the course prerequisites for GEOG 450-3 Advanced Geospatial Analysis, on page 258 of the 2023/2024 undergraduate calendar, be approved as proposed.
Effective Date: September 2024
- Page 29** **S-202402.06**
Regular **Change(s) to Program Requirements** – MScN Family Nurse Practitioner Program
That the changes to the program information and program requirements for the MScN Family Nurse Practitioner Program on pages 91-93 of the PDF 2023-2024 UNBC Graduate Calendar be approved as proposed.
Effective Date: September 2024
- Page 37** **S-202402.07**
Regular **Change(s) to Program Requirements** – Rural Nursing Certificate Program
That the changes to the Rural Nursing Certificate Program requirements on page 180 of the PDF 2023-2024 UNBC Undergraduate Calendar be approved as proposed.
Effective Date: September 2024
- Page 39** **S-202402.08**
Regular **New Course Approval** – NURS 462-3 Chronic Disease Management and Wound Care
That the new course NURS 462-3 Chronic Disease Management and Wound Care be approved as proposed.
Effective Date: September 2024
- Page 44** **S-202402.09**
Consent **Change(s) to Course Description** – NURS 798-3 Nurse Practitioner Project
That the changes to NURS 798-3 Nurse Practitioner Project on page 146 of the PDF 2023-2024 Graduate Calendar be approved as proposed.
Effective Date: September 2024
- Page 46** **S-202402.10**
Regular **New Program Approval** – PhD in Engineering
That the new PhD in Engineering be approved as proposed.
Effective Date: September 2025
- Page 60** **S-202402.11**
Regular **New Program Approval** – PhD in Biochemistry
That the new PhD in Biochemistry and Molecular Biology be approved as proposed.
Effective Date: September 2025
- Page 70** **S-202402.12**
Regular **Change(s) to Program Requirements** – Joint Major in Computer Science and Mathematics (BSc)
That the change(s) to the program requirements for Joint Major in Computer Science and Mathematics (BSc) on pages 81-82 of the 2023/2024 undergraduate calendar, be approved as proposed.
Effective Date: September 2024
- Page 74** **S-202402.13**
Regular **New Course Approval** – ENGR 472-3 Pavement Engineering
That the new course ENGR 472-3 Pavement Engineering be approved as proposed.
Effective Date: September 2024

Page 79 **S-202402.14**
Regular **New Course Approval** – ENGR 672-3 Advanced Pavement Engineering
That the new course ENGR 672-3 Advanced Pavement Engineering be approved as proposed.
Effective Date: September 2024

Page 85 **S-202402.15**
Regular **Change to Course Credit Hours** – PHYS 798-3 Advanced Topics in Physics
That the change to the credit hours for PHYS 798-3 Advanced Topics in Physics, on page 148 of the 2023/2024 graduate calendar, be approved as proposed.
Effective Date: May 2024

Page 87 **S-202402.16**
Consent **Course Description Change(s)** – MATH 152-3 Calculus for Non-Majors
That the changes to the course description for MATH 152-3 Calculus for Non-Majors, on page 271 (in the [print](#) or PDF calendar accessible on the UNBC web page) of the 2023/2024 undergraduate calendar, be approved as proposed.
Effective Date: September 2024

Page 89 **S-202402.17**
Regular **Creation of Dean's List**
That the creation of a Dean's List to recognize the top 10% of students in each Program be approved as proposed.
Effective Date: September 2024

Page 95 **S-202402.18**
Regular **Academic Dates**
That the UNBC Academic Dates for the 2024-2025 academic years be approved as proposed.

11.3 Steering Committee of Senate

Payne

11.3.1 Search and Recommendation for the Selection of the President and Vice-Chancellor Procedures

For Approval:

Page 99 **S-202402.19**
Regular **Search and Recommendation for the Selection of the President Procedures**
That, on the recommendation of the Steering Committee of Senate, the Search and Recommendation for the Selection of the President Procedures be approved as proposed.
Effective Date: Upon approval of Senate and the Board of Governors

Page 101 **S-202402.20**
Regular **Repeal Selection Procedures for the Search Committee for the President and Vice-Chancellor**
That, on the recommendation of the Steering Committee of Senate, the Selection Procedures for the Search Committee for the President and Vice-Chancellor (2011) be repealed.
Effective Date: Upon approval of Senate and the Board of Governors

For Information

- 2021 Interim *Selection Procedures for the Search Committee for the President and Vice-Chancellor* – for information - [Page 112](#)
- Draft *Appointment and Reappointment of the President and Vice Chancellor Policy* – for information - [Page 113](#)
- Current *Appointment of Senior Academic and Administrative Officers of the University, and of Faculty Policy* – for information - [Page 117](#)
- Draft *Review of the President and Vice-Chancellor Prior to Reappointment Procedures* – for information - [Page 119](#)

- Current *Review of the President Prior to Reappointment Terms of Reference* – for information - [Page 125](#)
- Draft *Review of the President and Vice-Chancellor Policy* – for information - [Page 127](#)
- Draft *Review of the President and Vice-Chancellor Procedures* – for information - [Page 132](#)
- Current *Annual Presidential Review Policy and Procedures* - [Page 135](#)

11.3.2 [Senate Handbook](#)

For Approval:

Page 137 **S-202402.21**

Regular

Senate Committee on Curriculum and Calendar – Terms of Reference

That on the recommendation of the Steering Committee of Senate and the Senate Committee on Curriculum and Calendar (SCCC) the changes to the Terms of Reference for the Senate Committee on Curriculum and Calendar and subsequently the Senate Handbook be approved.

Effective Date: Upon approval of Senate

Page 140 **S-202402.22**

Regular

Senate Committee on University Budget – Terms of Reference

That on the recommendation of the Steering Committee of Senate and the Senate Committee on University Budget (SCUB) the changes to the Senate Committee on University Budget Terms of Reference and subsequently the Senate Handbook be approved as proposed.

Effective Date: Upon approval of Senate

Page 143 **S-202402.23**

Regular

Senate Handbook - Senior University Administrators and Other Representatives not otherwise elected or appointed to Senate

That on the recommendation of the Steering Committee of Senate the changes to the definitions of ‘Senior University Administrators not otherwise elected or appointed to Senate’ and ‘Other Representatives not otherwise elected or appointed to Senate’ and subsequently the Senate Handbook be approved.

Effective Date: Upon approval of Senate

For Information:

11.3.2 Joint Board and Senate Session – *UNBC: Preparing the 21st Century University Student for Research and the Labour Market* - Summary - [Page 144](#)

11.4 Senate Committee on Nominations

Regular

S-202402.24

Recommendation of Senate Committee Members to Senate

Durau

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: February 28, 2024

Senate Committee on Indigenous Initiatives

One Indigenous Undergraduate Student, appointed by Senate
Kurt Kristoffersen (effective immediately – 08/31/2024)

Senate Committee on Curriculum and Calendar

One additional Member appointed by Senate, who may be students, members of faculty, or the academic administrative staff
Heather Empey (effective immediately – 03/31/2026)

Steering Committee of Senate

One Student Senator
Student Senator, Faizaan Somani (effective immediately – 08/31/2024)

11.4.1 List of Senate Committee Vacancies

COMMITTEE	POSITION	TERM EXPIRY DATE
SCN	Faculty Senator	03/31/2024
	Lay Senator	03/31/2024
SCAD	Graduate Student	08/31/2024
SCCC	Student Senator	08/31/2024
SCAAF	Graduate Student	08/31/2024
	Undergraduate Student	08/31/2024
	Regional Representative	03/31/2026
SCUB	Graduate Student	08/31/2024
	Undergraduate Student	08/31/2024

- 11.5 Senate Committee on Curriculum and Calendar Read
- 11.6 Senate Committee on Admissions and Degrees Read
- 11.7 Senate Committee on Indigenous Initiatives Payne
- 11.8 Senate Committee on Honorary Degrees and Special Forms of Recognition Payne
- 11.9 Senate Committee on Scholarships and Bursaries Wood-Adams

For Information

Page 147 **SCSB20240124.03** (approved)

UNBC Chemistry and Biochemistry Alumni Award

That the NEW Terms and Conditions for the UNBC Chemistry and Biochemistry Alumni Award be approved.

Effective: 2024-2025 Academic Year

Page 149 **SCSB20240124.04** (approved)

Spectra Energy Bursary With Name Change to Enbridge Bursary

That the REVISED Terms and Conditions for the Spectra Energy Bursary with a name change to Enbridge Bursary be approved.

Effective: 2024-2025 Academic Year

- 11.10 Senate Committee on University Budget Gehloff

12.0 Information

13.0 Other Business

14.0 **S-202402.25** (10 minutes)

Move to the Closed Session

That the meeting move to Closed Session.

15.0 **S-202402.**

Adjournment

That the Senate meeting be adjourned.

Motion Number (assigned by
Steering Committee of Senate): **S-202402.04**

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the listing of ENGR 451-3 *Groundwater Hydrology* be changed to ENVE 351-4 *Groundwater Flow and Contaminant Transport* in the Major in Environmental Science and in the Minors in Aquatic Science, Environmental Science, and in Soils and the Environment on pages 118, 119 and 120 in the 2023/24 undergraduate PDF calendar, be approved as proposed.

1. **Effective date:** September 2024

2. **Rationale for the proposed revisions:** The School of Engineering has replaced ENGR 451-3 with ENVE 351-4; this motion is to make that change where those courses are mentioned in the Environmental Science Major and in the Minors in Aquatic Science, Environmental Science and in Soils and the Environment.

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

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

On calendar page 118, of the Major in Environmental Science:

[earlier material on page 117 that remains unchanged is not included here]

Upper-Division Requirements

ENPL 305-3 Environmental Impact Assessment
ENPL 401-3 Environmental Law
ENSC 308-3 Northern Contaminated Environments
ENSC 406-3 Environmental Modelling
ENSC 418-3 Environmental Measurement and Analysis
ENSC 440-(2-6) Internship*
or ENSC 499-(1-6) Independent Study
or an approved 3-credit field course
ENSC 450-3 Environmental and Geophysical Data Analysis
ENVS 414-3 Environmental and Professional Ethics
NREM 306-3 Society, Policy and Administration

Two of the following:

ENGR 451-3 Groundwater Hydrology
ENSC 404-3 Waste Management
ENSC 412-3 Air Pollution
ENSC 452-3 Reclamation and Remediation of Disturbed Environments

*Students with extensive experience related to the environment or who have completed a co-op work term may be waived from this degree requirement with approval from the Program Chair. Co-op students may receive credit for ENSC 440-(2-6) at the same time as they are completing a co-op work term with the following conditions: students must register in ENSC 440-(2-6) before the co-op work term starts, and meet both the co-op and the ENSC 440-(2-6) requirements.

On calendar page 118-119, of the Minor in Aquatic Science

Minor in Aquatic Science

The minor in Aquatic Science provides students with an opportunity to focus on aquatic processes associated with different water environments, such as rivers, lakes and groundwaters. Emphasis is given to physical, chemical and biological processes that govern the movement, fate and management of water on timescales of seconds to decades. Attention is also given to the role of water (and associated chemicals, nutrients and sediments) within ecosystems and society.

Students are required to take a minimum of 35 credit hours. Of these, 14 credit hours are foundational courses in Chemistry, Mathematics, and Physics; 12 credit hours are required aquatic science courses; and a minimum of 9 credit hours are selected from a list of suggested elective courses. Students may use 17 credit hours of lower-division courses and 6 credit hours of upper-division courses to meet the requirements of a major or another minor. Some upper-division courses may be taught in alternate years; students should consider this when planning their course sequences.

Required Courses

Lower-Division Requirement

CHEM 100-3 General Chemistry I
CHEM 120-1 General Chemistry Lab I
ENSC 202-3 Introduction to Aquatic Systems
MATH 100-3 Calculus I
MATH 101-3 Calculus II
PHYS 100-4 Introduction to Physics I
or PHYS 110-4 Introductory Physics I: Mechanics

Upper-Division Requirement

BIOL 302-3 Limnology
GEOG 310-3 Hydrology
ENGR 451-3 Groundwater Hydrology

Elective Courses*

A minimum of 9 credit hours from the following list:

BIOL 402-3 Aquatic Plants
BIOL 406-3 Fish Ecology
ENGR 254-4 Fluid Mechanics I
ENSC 450-3 Environmental and Geophysical Data Analysis
ENSC 454-3 Snow and Ice
GEOG 311-3 Drainage Basin Geomorphology
GEOG 405-3 Fluvial Geomorphology

*Students must ensure that all prerequisites are fulfilled prior to registering in any course.

On calendar page 119-120 of the Minor in Environmental Science

Minor in Environmental Science

The minor in Environmental Science is intended for students who are not majoring in Environmental Science and offers an introduction to pollution and management and the four environmental systems: aquatic, atmospheric, ecological, and terrestrial. Students are given the opportunity to develop more depth in one or two areas. Students in this minor gain an exposure to fundamental biological, chemical and physical aspects integral to the field of environmental science.

The minor in Environmental Science requires the completion of a minimum of 21 credit hours from the courses listed below, a minimum of 12 of which must be at the upper-division level. Students may use a maximum of two courses (a minimum of 6 credit hours) to fulfill the program requirements for a major or another minor.

Students must select at least one course from each of the following lists. All courses listed for the minor have prerequisites; students must ensure that all prerequisites are fulfilled prior to registering in any course. **Note:** Some upper-division courses may be taught in alternate years; students should consider this when planning their course sequences.

Aquatic Systems

BIOL 302-3 Limnology

BIOL 402-3 Aquatic Plants
BIOL 406-3 Fish Ecology
ENGR 254-4 Fluid Mechanics I
ENGR 451-3 Groundwater Hydrology
ENSC 202-3 Introduction to Aquatic Systems
ENSC 454-3 Snow and Ice
GEOG 310-3 Hydrology

Atmospheric Systems

ENSC 201-3 Weather and Climate
ENSC 312-3 Biometeorology
ENSC 408-3 Storms
ENSC 412-3 Air Pollution
ENSC 425-3 Climate Change and Global Warming
ENSC 454-3 Snow and Ice

Ecological Systems

BIOL 201-3 Ecology
BIOL 202-3 Invertebrate Zoology
BIOL 203-3 Microbiology
BIOL 210-3 Genetics
BIOL 301-3 Systematic Botany
BIOL 401-3 Plant-Microbial Interactions
BIOL 404-3 Plant Ecology
BIOL 410-3 Population and Community Ecology
BIOL 411-3 Conservation Biology

Terrestrial Systems

ENGR 451-3 Groundwater Hydrology
ENSC 325-3 Soil Physical Processes and the Environment
ENSC 435-3 Soil Biological Processes and the Environment
ENSC 452-3 Reclamation and Remediation of Disturbed Environments
FSTY 205-3 Introduction to Soil Science
GEOG 210-3 Introduction to Earth Science
GEOG 311-3 Drainage Basin Geomorphology
GEOG 405-3 Fluvial Geomorphology
GEOG 411-3 Quaternary and Surficial Geology

Environmental Pollution and Management

ENGR 451-3 Groundwater Hydrology
ENPL 305-3 Environmental Impact Assessment
ENSC 302-3 Low Carbon Energy Development
ENSC 308-3 Northern Contaminated Environments
ENSC 404-3 Waste Management
ENSC 406-3 Environmental Modelling
ENSC 412-3 Air Pollution
ENSC 452-3 Reclamation and Remediation of Disturbed Environments
NREM 410-3 Watershed Management

On calendar page 120 of the Minor in Soils and the Environment:

Minor in Soils and the Environment

Processes and their dynamics at the interface between the biosphere, atmosphere, hydrosphere and lithosphere are critical to the regulation of environmental quality from the micro-scale of millimeters to the macro-scale of climatic conditions. The minor in Soils and the Environment provides students with an opportunity to focus on the Earth's "Critical Zone," the thin outer layer which supports terrestrial life on the planet. The emphasis is on key biological, chemical and physical processes active in soils, and how they influence environmental conditions.

Students are required to take 34 credit hours. Of these, 16 credit hours are foundational courses in biology and chemistry, 15 credit hours are required soils and geochemistry courses, and 3 credit hours are selected from a list of suggested elective courses. Students may use 16 credit hours of 100-level courses and 6 credit hours of other courses to meet the requirements of a major or another minor. **Note:** Some upper-division courses may be taught in alternate years; students should consider this when planning their course sequences.

Required Courses

BIOL 103-3 Introductory Biology I
BIOL 104-3 Introductory Biology II
BIOL 123-1 Introductory Biology I Laboratory
BIOL 124-1 Introductory Biology II Laboratory
CHEM 100-3 General Chemistry I
CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Lab I
CHEM 121-1 General Chemistry Lab II
ENSC 307-3 Introduction to Geochemistry
ENSC 325-3 Soil Physical Processes and the Environment
ENSC 435-3 Soil Biological Processes and the Environment
FSTY 205-3 Introduction to Soil Science
FSTY 425-3 Soil Formation and Classification

Elective Courses*

Three credit hours from the following list:

ENGR 451-3 Groundwater Hydrology
ENSC 404-3 Waste Management
ENSC 452-3 Reclamation and Remediation of Disturbed Environments
FSTY 415-3 Forest Soils

*Students must ensure that all prerequisites are fulfilled prior to registering in any course.

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

On calendar page 118, of the Major in Environmental Science:

[earlier material on page 117 that remains unchanged is not included here]

Upper-Division Requirements

ENPL 305-3 Environmental Impact Assessment
ENPL 401-3 Environmental Law
ENSC 308-3 Northern Contaminated Environments
ENSC 406-3 Environmental Modelling
ENSC 418-3 Environmental Measurement and Analysis
ENSC 440-(2-6) Internship*
 or ENSC 499-(1-6) Independent Study
 or an approved 3-credit field course
ENSC 450-3 Environmental and Geophysical Data Analysis
ENVS 414-3 Environmental and Professional Ethics
NREM 306-3 Society, Policy and Administration

Two of the following:

~~ENGR 451-3 Groundwater Hydrology~~
ENSC 404-3 Waste Management
ENSC 412-3 Air Pollution
ENSC 452-3 Reclamation and Remediation of Disturbed Environments
ENVE 351-4 Groundwater Flow and Contaminant Transport

*Students with extensive experience related to the environment or who have completed a co-op work term may be waived from this degree requirement with approval from the Program Chair. Co-op students may receive credit for ENSC 440-(2-6) at the same time as they are completing a co-op work term with the following conditions: students must register in ENSC 440-(2-6) before the co-op work term starts, and meet both the co-op and the ENSC 440-(2-6) requirements.

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Students are required to take a minimum of ~~35~~ 36 credit hours. Of these, 14 credit hours are foundational courses in Chemistry, Mathematics, and Physics; ~~42~~ 13 credit hours are required aquatic science courses; and a minimum of 9 credit hours are selected from a list of suggested elective courses. Students may use 17 credit hours of lower-division courses and ~~6~~ 7 credit hours of upper-division courses to meet the requirements of a major or another minor. **Note:** Some upper-division courses may be taught in alternate years; students should consider this when planning their course sequences.

Required Courses

Lower-Division Requirement

CHEM 100-3 General Chemistry I
CHEM 120-1 General Chemistry Lab I
ENSC 202-3 Introduction to Aquatic Systems
MATH 100-3 Calculus I
MATH 101-3 Calculus II
PHYS 100-4 ~~Introduction to Physics I~~ Physics for Life Sciences I
or PHYS 110-4 Introductory Physics I: Mechanics

Upper-Division Requirement

BIOL 302-3 Limnology
ENVE 351-4 Groundwater Flow and Contaminant Transport
GEOG 310-3 Hydrology
~~ENGR 451-3 Groundwater Hydrology~~

Elective Courses*

A minimum of 9 credit hours from the following list:

BIOL 402-3 Aquatic Plants
BIOL 406-3 Fish Ecology
ENGR 254-4 Fluid Mechanics I
ENSC 450-3 Environmental and Geophysical Data Analysis
ENSC 454-3 Snow and Ice
GEOG 311-3 Drainage Basin Geomorphology
GEOG 405-3 Fluvial Geomorphology

*Students must ensure that all prerequisites are fulfilled prior to registering in any course.

On calendar page 119-120 of the Minor in Environmental Science

Minor in Environmental Science

The minor in Environmental Science is intended for students who are not majoring in Environmental Science and offers an introduction to pollution and its management and the four environmental systems: aquatic, atmospheric, ecological, and

terrestrial. Students are given the opportunity to develop more depth in one or two areas. Students in this minor gain an exposure to fundamental biological, chemical, and physical aspects integral to the field of environmental science.

The minor in Environmental Science requires the completion of a minimum of 21 credit hours from the courses listed below, a minimum of 12 of which must be at the upper-division level. Students may use a maximum of two courses (a minimum of 6 credit hours) to fulfill the program requirements for a major or another minor.

Students must select at least one course from each of the following lists. All courses listed for the minor have prerequisites; students must ensure that all prerequisites are fulfilled prior to registering in any course. **Note:** Some upper-division courses may be taught in alternate years; students should consider this when planning their course sequences.

Aquatic Systems

BIOL 302-3 Limnology
BIOL 402-3 Aquatic Plants
BIOL 406-3 Fish Ecology
ENGR 254-4 Fluid Mechanics I
~~ENGR 451-3 Groundwater Hydrology~~
ENSC 202-3 Introduction to Aquatic Systems
ENSC 454-3 Snow and Ice
ENVE 351-4 Groundwater Flow and Contaminant Transport
GEOG 310-3 Hydrology

Atmospheric Systems

ENSC 201-3 Weather and Climate
ENSC 312-3 Biometeorology
ENSC 408-3 Storms
ENSC 412-3 Air Pollution
ENSC 425-3 Climate Change and Global Warming
ENSC 454-3 Snow and Ice

Ecological Systems

BIOL 201-3 Ecology
BIOL 202-3 Invertebrate Zoology
BIOL 203-3 Microbiology
BIOL 210-3 Genetics
BIOL 301-3 Systematic Botany
~~BIOL 401-3 Plant-Microbial Interactions~~
BIOL 404-3 Plant Ecology
BIOL 410-3 Population and Community Ecology
BIOL 411-3 Conservation Biology

Terrestrial Systems

~~ENGR 451-3 Groundwater Hydrology~~
ENSC 325-3 Soil Physical Processes and the Environment
ENSC 435-3 Soil Biological Processes and the Environment
ENSC 452-3 Reclamation and Remediation of Disturbed Environments
ENVE 351-4 Groundwater Flow and Contaminant Transport
FSTY 205-3 Introduction to Soil Science
GEOG 210-3 Introduction to Earth Science
GEOG 311-3 Drainage Basin Geomorphology
GEOG 405-3 Fluvial Geomorphology
GEOG 411-3 Quaternary and Surficial Geology

Environmental Pollution and Management

~~ENGR 451-3 Groundwater Hydrology~~
ENPL 305-3 Environmental Impact Assessment
ENSC 302-3 Low Carbon Energy Development
ENSC 308-3 Northern Contaminated Environments
ENSC 404-3 Waste Management
ENSC 406-3 Environmental Modelling

ENSC 412-3 Air Pollution
ENSC 452-3 Reclamation and Remediation of Disturbed Environments
ENVE 351-4 Groundwater Flow and Contaminant Transport
NREM 410-3 Watershed Management

On calendar page 120 of the Minor in Soils and the Environment:

Minor in Soils and the Environment

Processes and their dynamics at the interface between the biosphere, atmosphere, hydrosphere, and lithosphere are critical to the regulation of environmental quality from the micro-scale of millimeters to the macro-scale of climatic conditions. The minor in Soils and the Environment provides students with an opportunity to focus on the Earth's "Critical Zone," the thin outer layer which supports terrestrial life on the planet. The emphasis is on key biological, chemical, and physical processes active in soils, and how they influence environmental conditions.

Students are required to take 34 credit hours. Of these, 16 credit hours are foundational courses in biology and chemistry, 15 credit hours are required soils and geochemistry courses, and 3 credit hours are selected from a list of suggested elective courses. Students may use 16 credit hours of 100-level courses and 6 credit hours of other courses to meet the requirements of a major or another minor. **Note:** Some upper-division courses may be taught in alternate years; students should consider this when planning their course sequences.

Required Courses

BIOL 103-3 Introductory Biology I
BIOL 104-3 Introductory Biology II
BIOL 123-1 Introductory Biology I Laboratory
BIOL 124-1 Introductory Biology II Laboratory
CHEM 100-3 General Chemistry I
CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Lab I
CHEM 121-1 General Chemistry Lab II
ENSC 307-3 Introduction to Geochemistry
ENSC 325-3 Soil Physical Processes and the Environment
ENSC 435-3 Soil Biological Processes and the Environment
FSTY 205-3 Introduction to Soil Science
FSTY 425-3 Soil Formation and Classification

Elective Courses*

A minimum of 3 ~~Three~~ credit hours from the following list:

~~ENGR 451-3 Groundwater Hydrology~~
ENSC 404-3 Waste Management
ENSC 452-3 Reclamation and Remediation of Disturbed Environments
ENVE 351-4 Groundwater Flow and Contaminant Transport
FSTY 415-3 Forest Soils

*Students must ensure that all prerequisites are fulfilled prior to registering in any course.

6. **Authorization:**

SCCC Reviewed: December 14, 2023

Program / Academic / Administrative Unit: Environmental Science / GEES

Faculty(ies): Environment

Faculty Council Motion Number(s): FEFC 2024:01:11:05

Faculty Council Approval Date(s): January 11, 2024

Senate Committee on Indigenous Initiatives Motion Number:

Senate Committee on Indigenous Initiatives Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF 202402.03

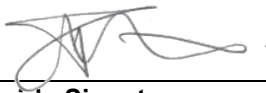
Moved by: Trina Fyfe

Seconded by: Ronald Camp

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024

Date



Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202402.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the course prerequisites for GEOG 450-3 Advanced Geospatial Analysis, on page 258 of the 2023/2024 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2024
2. **Rationale for the proposed revisions:** The proposed changes provide a path for students who have already completed computer programming courses to take GEOG 450-3 without first needing to complete the lower division GEOG 250-3. As GEOG 250-3 presents an introduction to programming with the application of Remote Sensing, students who have completed both programming, and remote sensing materials will already have completed the core of course content included in GEOG 250-3 thus making it unnecessary to complete before entering GEOG 450-3.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

GEOG 450-3 Advanced Geospatial Analysis

Students work with and analyze large geospatial remotely-sensed datasets learning and using advanced Python functional programming. In addition to laboratory exercises, students participate in a weekly seminar to critically evaluate research on geospatial algorithms and analyses. Students work together to use geospatial analyses to solve a problem relevant to non-academic stakeholders.

Prerequisites: GEOG 250-3 or permission of the instructor

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

GEOG 450-3 Advanced Geospatial Analysis

Students work with and analyze large geospatial remotely-sensed datasets, learning and using advanced Python functional programming. In addition to laboratory exercises, students participate in a weekly seminar to critically evaluate research on geospatial algorithms and analyses. Students work together to use geospatial analyses to solve a problem relevant to non-academic stakeholders.

Prerequisites: GEOG 250-3; or GEOG 357-3 and (CPSC 101-3 or CPSC 110-3); or permission of the instructor

6. **Authorization:**

SCCC Reviewed: December 14, 2023

Program / Academic / Administrative Unit: Geography

Faculty(ies): Environment

Faculty Council Motion Number(s): FEFC 2024:01:11:04

Faculty Council Approval Date(s): Jan 11, 2024

Senate Committee on Indigenous Initiatives Motion Number: N/A

Senate Committee on Indigenous Initiatives 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 202402.04

Moved by: Trina Fyfe

Seconded by: Ronald Camp

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-202402.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program information and program requirements for the MScN Family Nurse Practitioner Program on pages 91-93 of the PDF 2023-2024 UNBC Graduate Calendar be approved as proposed.

1. **Effective date:** September 2024

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

The rationale for each revision is provided in the same order as the revision appears below.

The first revision is to reflect the changing sequence of the FNP program; starting September 2024 we plan to offer just one sequence based on a) 100% seat increase, b) 70% of students are completing through the part-time option, c) the opportunity to support a cohort-based model that complete all their learning in the same sequence, d) to reduce complication in projecting class sizes which impacts hiring needs, e) to improve the sequencing to reflect years of student and instructor feedback on improved ordering and grouping of courses.

The words “site contact” are removed as students must contact their clinical faculty or preceptor as primary contacts.

A CRC is not required prior to admission as students are not interacting with vulnerable populations prior to their clinical courses.

Immunizations are updated to reflect PHO (public health officer) requirements for COVID-19 vaccination in health care settings, added wording so that if future immunizations are required for health care settings, calendar changes are not required.

The on site instruction and rural and northern placement info is deleted as students are required to be on campus x 2 presently, but this may increase to 3 next year, so removing the number of courses on campus sessions are associated with means we do not have to update the calendar if a change is made. While we strive to secure rural and northern placements for students, this is not always possible and clinical placements are determined in part through a provincial process, so we cannot guarantee the location of the placements.

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

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

The Master of Science in Nursing: Family Nurse Practitioner Program is a practice-oriented, theory-based degree that prepares graduates to be autonomous practitioners, leaders, role models, and educators in primary health care. The focus of the Family Nurse Practitioner Program is general family practice—that is care for individuals, families, groups and communities across all life stages. Family Nurse Practitioners are health professionals who have achieved advanced nursing practice competencies at the graduate level of nursing education. Nurse Practitioners, who are regulated by the British Columbia College of Nurses and Midwives, provide health care services from a holistic nursing perspective, integrated with the autonomous diagnosis and treatment of acute and chronic illness, including ordering diagnostic tests and prescribing medications.

The Master of Science in Nursing Program (Thesis or Project) leads to an advanced nursing practice degree that focuses on preparing graduates across a range of areas and specialties to act as autonomous practitioners. In addition, this program aims to prepare graduates as interprofessional collaborators, nurse researchers, leaders, educators, change agents, and role models. Graduates of this program work in a variety of health care settings as clinical nurse specialists, educators, administrators, and researchers, and work with diverse populations across all age groups.

Both programs focus on the preparation of graduates for advanced nursing practice in rural and northern communities. Courses address the following: community and program development and evaluation; debates influencing health care policy; application of research and evidence-based practice; promotion of the health of Indigenous Peoples; and development of nursing knowledge in relation to advanced practice nursing.

Required courses for the MScN (FNP) and MScN are available by distance, with some on-site (face-to-face) requirements and required clinical practice in the MScN (FNP) Program. The programs are designed to allow professional nurses to complete their degree on a full-time or part-time basis.

Clinical Practica Scheduling and Expectations

The MScN (FNP) Program focuses on practice in rural and northern settings. Clinical practica at sites across British Columbia are arranged by the School of Nursing. Students must be prepared to complete clinical hours where and when assigned.

Clinical practica sites are based on availability as well as student learning needs towards achieving Entry-Level Competencies for Nurse Practitioners in Canada.

Attendance for all 752 clinical hours is required through 12 credit hours of practicum and 9 credit hours of consolidating internship. Students who do not complete their total required hours in each semester are at risk of failure. Students who are unable to attend their practicum for any reason must contact their clinical faculty and preceptor or site contact with as much notice as possible.

For those in the MScN (Thesis or Project option): NURS 701-6 Advanced Clinical Practice Nursing clinical hours and practice sites are tailored to the specific clinical focus.

Program Costs

Costs associated with study in the MScN (FNP) Program or the MScN Program—Thesis or Project Option are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. These expenses may include travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face (on campus) coursework. See the Fees section in this calendar.

Criminal Records Search

All students in the Master of Science in Nursing program are required to submit a Criminal Record Check search prior to the first day of classes in their entry semester and prior to the commencement of their first clinical courses.

Domestic applicants must supply a Criminal Record Check search result after receiving an offer of admission and before the first day of classes; the search result is not required with the application. International applicants must submit a Criminal Record Check search result provided by their local police authority upon application, and are also required to submit a British Columbia Criminal Record Check if offered admission. The Office of the Registrar provides instructions to domestic and international applicants who have accepted offers of admission on how to complete a British Columbia Criminal Record Check.

Immunizations

All students undertaking clinical learning experiences must submit records of current status of the following immunizations prior to commencement of the clinical courses: diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, varicella, and COVID-19. A Mantoux test (PPD) for tuberculosis is also

recommended within one month of entering the clinical setting. Failure to have up- to-date immunizations may result in the student not being permitted to practice in a clinical setting.

CPR Certification

All students undertaking clinical learning experiences must provide proof of current CPR certification, level C, prior to commencement of the clinical courses.

British Columbia College of Nurses and Midwives Requisite Skills and Abilities

All students who apply to the UNBC MScN (FNP) and MScN Programs must demonstrate the capacity to meet British Columbia College of Nurses and Midwives (BCCNM) Requisite Skills and Abilities, and sign the BCCNM form attesting to that capacity.

Standards of Professional Conduct

In addition to fulfilling all University and Program expectations, all students are expected to abide by professional standards as set forth in the current BCCNM Professional Standards for Registered Nurses and Nurse Practitioners and the Canadian Nurses Association (CNA) Code for Ethics for Registered Nurses.

Violation of

professional standards may result in suspension or dismissal from the program or the educational institution.

Misconduct

Any conduct that violates the ethical or legal standards of UNBC or BCCNM, particularly those related to academic dishonesty and professional conduct, are considered serious offenses. Academic misconduct and/or professional misconduct may result in the student being required to withdraw from the MScN Program and possibly the University. Satisfactory academic performance is not the sole criterion for progression or graduation. The UNBC School of Nursing reserves the right to require a student to withdraw from the student's program if the student is considered to be unsuited to proceed with the study or practice of advanced practice nursing.

Academic Performance

All MScN students must adhere to all Graduate Program Admissions and Regulations as outlined in the UNBC Graduate Calendar. Students may be removed from a clinical learning experience or setting due to "unsafe or unprofessional" performance or conduct and may receive a final grade of F in that course.

MScN (FNP) Family Nurse Practitioner Program

Admission to Family Nurse Practitioner Program

In addition to the application requirements outlined in *General Admission* of the Graduate Academic Calendar, applicants for the Family Nurse Practitioner Program are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting;
- An academic transcript showing undergraduate courses in nursing theory, health assessment, community health nursing, and research;
- Nursing practice résumé or curriculum vitae;
- Criminal records searches;
- Successful completion of the San'yas Indigenous Cultural Safety Training within the previous two years prior to the semester of admission to the MScN (FNP) Program;
- Evidence of at least two years' full-time practice experience, or equivalent, following completion of the Baccalaureate Nursing degree;
- Evidence of active registration as a nurse in British Columbia. Note that annual documentation of current, practicing BCCNM licensure is required while enrolled in the program.

Recommendations:

The following recommendations, if undertaken, may strengthen applications to the UNBC MScN (FNP) Program, and may be beneficial in preparing applicants for the demands of an MScN (FNP) graduate

program. Applicants are strongly encouraged to successfully complete the following within three years prior to the semester of admission to the MScN (FNP) Program:

- an upper-division or graduate-level anatomy and physiology course
- an academic writing course
- a graduate-level research methods course

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at www.unbc.ca/calendar/graduate/admissions.

The MScN (FNP) Program accepts students for the September Semester.

Family Nurse Practitioner Program Requirements

51 credit hours of MScN and Nurse Practitioner courses are required. On-site instruction is a required component of five courses. Placements for clinical experiences are in rural and northern communities. A final project completes the degree.

NURS 602-3	Pathophysiology
NURS 603-3	Health Assessment and Diagnostic Reasoning
NURS 604-3	The Healing and Well-being of Indigenous Peoples
NURS 605-3	Pharmacological Management and Therapeutic Interventions
NURS 606-3	Developing Nursing Knowledge
NURS 607-3	Appraising and Synthesizing Evidence for Practice
NURS 608-3	Nurse Practitioner Professional Practice
NURS 703-3	Health Program Planning, Community Development and Evaluation
NURS 704-3	Leadership in Health Care and Practice
NURS 720-6	Practicum: Integrating Primary Health Care I
NURS 730-6	Practicum: Integrating Primary Health Care II
NURS 790-9	Nurse Practitioner Internship
NURS 798-3	Nurse Practitioner Project

MScN Program - Thesis or Project Option

Admission to MScN Program

In addition to the application requirements outlined in *General Admission* of the Graduate Academic Calendar, applicants for the Academic Master's Program are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting.
- An academic transcript showing undergraduate courses in nursing theory, health assessment, community health nursing, and research.
- Nursing practice résumé or curriculum vitae.
- Criminal records searches prior to being admitted.
- Evidence of active registration in the jurisdiction in which the student resides while taking the program. Note that annual documentation of current licensure is required while enrolled in the program.

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at www.unbc.ca/calendar/graduate/admissions.

The MScN Program accepts students for the September and January Semester.

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

The Master of Science in Nursing: Family Nurse Practitioner Program is a practice-oriented, theory-based degree that prepares graduates to be autonomous practitioners, leaders, role models, and educators in

primary health care. The focus of the Family Nurse Practitioner Program is general family practice—that is care for individuals, families, groups, and communities across all life stages. Family Nurse Practitioners are health professionals who have achieved advanced nursing practice competencies at the graduate level of nursing education. Nurse Practitioners, who are regulated by the British Columbia College of Nurses and Midwives, provide health care services from a holistic nursing perspective, integrated with the autonomous diagnosis and treatment of acute and chronic illness, including ordering diagnostic tests and prescribing medications.

The Master of Science in Nursing Program (Thesis or Project) leads to an advanced nursing practice degree that focuses on preparing graduates across a range of areas and specialties to act as autonomous practitioners. In addition, this program aims to prepare graduates as interprofessional collaborators, nurse researchers, leaders, educators, change agents, and role models. Graduates of this program work in a variety of health care settings as clinical nurse specialists, educators, administrators, and researchers, and work with diverse populations across all age groups.

Both programs focus on the preparation of graduates for advanced nursing practice in rural and northern communities. Courses address the following: community and program development and evaluation; debates influencing health care policy; application of research and evidence-based practice; promotion of the health of Indigenous Peoples; and development of nursing knowledge in relation to advanced practice nursing.

Required courses for the MScN (FNP) and MScN are available by distance, with some on-site (face-to-face) requirements and required clinical practice in the MScN (FNP) Program. ~~The programs are designed to allow professional nurses to complete their degree on a full-time or part-time basis.~~

Clinical Practica Scheduling and Expectations

The MScN (FNP) Program focuses on practice in rural and northern settings. Clinical practica at sites across British Columbia are arranged by the School of Nursing. Students must be prepared to complete clinical hours where and when assigned.

Clinical practica sites are based on availability as well as student learning needs towards achieving Entry-Level Competencies for Nurse Practitioners in Canada.

Attendance for all 752 clinical hours is required through 12 credit hours of practicum and 9 credit hours of consolidating internship. Students who do not complete their total required hours in each semester are at risk of failure. Students who are unable to attend their practicum for any reason must contact their clinical faculty and preceptor ~~or site contact~~ with as much notice as possible.

For those in the MScN (Thesis or Project option): NURS 701-6 Advanced Clinical Practice Nursing clinical hours and practice sites are tailored to the specific clinical focus.

Program Costs

Costs associated with study in the MScN (FNP) Program or the MScN Program—Thesis or Project Option are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. These expenses may include travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face (on campus) coursework. See the Fees section in this calendar.

Criminal Records Search

All students in the Master of Science in Nursing program are required to submit a Criminal Record Check search ~~prior to the first day of classes in their entry semester and prior to the commencement of their first clinical courses.~~

~~Domestic applicants must supply a Criminal Record Check search result after receiving an offer of admission and before the first day of classes; the search result is not required with the application. International applicants must submit a Criminal Record Check search result provided by their local police authority upon application, and are also required to submit a British Columbia Criminal Record Check if offered admission.~~

~~The Office of the Registrar provides instructions to domestic and international applicants who have accepted offers of admission on how to complete a British Columbia Criminal Record Check.~~

Immunizations

All students undertaking clinical learning experiences must submit records of current status of the following immunizations prior to commencement of the clinical courses: diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, varicella, and COVID-19, and any other immunization that may become required for practice by order of the Provincial Health Officer. A Mantoux test (PPD) for tuberculosis is also recommended within one month of entering the clinical setting. Failure to have up-to-date immunizations may result in the student not being permitted to practice in a clinical setting.

CPR Certification

All students undertaking clinical learning experiences must provide proof of current CPR certification, level C, prior to commencement of the clinical courses.

British Columbia College of Nurses and Midwives Requisite Skills and Abilities

All students who apply to the UNBC MScN (FNP) and MScN Programs must demonstrate the capacity to meet British Columbia College of Nurses and Midwives (BCCNM) Requisite Skills and Abilities, and sign the BCCNM form attesting to that capacity.

Standards of Professional Conduct

In addition to fulfilling all University and Program expectations, all students are expected to abide by professional standards as set forth in the current BCCNM Professional Standards for Registered Nurses and Nurse Practitioners and the Canadian Nurses Association (CNA) Code for Ethics for Registered Nurses. Violation of professional standards may result in suspension or dismissal from the program or the educational institution.

Misconduct

Any conduct that violates the ethical or legal standards of UNBC or BCCNM, particularly those related to academic dishonesty and professional conduct, are considered serious offenses. Academic misconduct and/or professional misconduct may result in the student being required to withdraw from the MScN Program and possibly the University. Satisfactory academic performance is not the sole criterion for progression or graduation. The UNBC School of Nursing reserves the right to require a student to withdraw from the student's their program if the student is considered to be unsuited to proceed with the study or practice of advanced practice nursing.

Academic Performance

All MScN students must adhere to all Graduate Program Admissions and Regulations as outlined in the UNBC Graduate Calendar. Students may be removed from a clinical learning experience or setting due to "unsafe or unprofessional" performance or conduct and may receive a final grade of F in that course.

MScN (FNP) Family Nurse Practitioner Program

Admission to Family Nurse Practitioner Program

In addition to the application requirements outlined in *General Admission* of the Graduate Academic Calendar, applicants for the Family Nurse Practitioner Program are required to submit the following for consideration of admission:

- ~~Three~~ Two Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting;
- An academic transcript showing undergraduate courses in nursing theory, health assessment, community health nursing, and research;
- Nursing practice résumé or curriculum vitae;
- ~~Criminal records searches;~~
- Successful completion of the San'yas Indigenous Cultural Safety Training within the previous two years prior to the semester of admission to the MScN (FNP) Program;

- Evidence of at least two years' full-time practice experience, or equivalent, following completion of the Baccalaureate Nursing degree;
- Evidence of active registration as a nurse in British Columbia. Note that annual documentation of current, practicing BCCNM licensure is required while enrolled in the program.

Recommendations:

The following recommendations, if undertaken, may strengthen applications to the UNBC MScN (FNP) Program, and may be beneficial in preparing applicants for the demands of an MScN (FNP) graduate program. Applicants are strongly encouraged to successfully complete the following within three years prior to the semester of admission to the MScN (FNP) Program:

- an upper-division or graduate-level anatomy and physiology course
- an academic writing course
- a graduate-level research methods course

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at www.unbc.ca/calendar/graduate/admissions.

The MScN (FNP) Program accepts students for the September Semester.

Family Nurse Practitioner Program Requirements

~~A minimum of 51 credit hours of MScN and Nurse Practitioner courses are required. On-site instruction is a required component of five courses. Placements for clinical experiences are in rural and northern communities.~~ A final project completes the degree.

NURS 602-3	Pathophysiology
NURS 603-3	Health Assessment and Diagnostic Reasoning
NURS 604-3	The Healing and Well-being of Indigenous Peoples
NURS 605-3	Pharmacological Management and Therapeutic Interventions
NURS 606-3	Developing Nursing Knowledge
NURS 607-3	Appraising and Synthesizing Evidence for Practice
NURS 608-3	Nurse Practitioner Professional Practice
NURS 703-3	Health Program Planning, Community Development and Evaluation
NURS 704-3	Leadership in Health Care and Practice
NURS 720-6	Practicum: Integrating Primary Health Care I
NURS 730-6	Practicum: Integrating Primary Health Care II
NURS 790-9	Nurse Practitioner Internship
NURS 798-3	Nurse Practitioner Project

6. Authorization:

SCCC Reviewed: January 11, 2024

Program / Academic / Administrative Unit: School of Nursing

Faculty(ies): Faculty of Human and Health Sciences

Faculty Council Motion Number(s): FHHS.2024.01.18.06

Faculty Council Approval Date(s): 2024.01.18

Senate Committee on Indigenous Initiatives Motion Number: N/A

Senate Committee on Indigenous Initiatives 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 202402.05

Moved by: Grant Potter

Seconded by: Fei Tong

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202402.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Rural Nursing Certificate Program requirements on page 180 of the PDF 2023-2024 UNBC Undergraduate Calendar be approved as proposed.

1. **Effective date:** September 2024
2. **Rationale for the proposed revisions:** NURS 452-6 has been split into two separate courses – NURS 462-3 Chronic Disease Management and Wound Care and NURS 463-3 Palliative Care for three key reasons:

First, students and instructors found the content very heavy to cover a high volume of material in a six credit course and the various topics/concepts covered could be quite disparate at times. Instructors wanted to improve depth and time spent on different content areas.

Second, the undergraduate program(s) in the School of Nursing does not include a palliative course. By creating a new 3-credit course focused on palliative care, an elective that fills a critical gap in education can be offered in a way that is tailored to northern and rural contexts.

Most RN students (i.e. not undergraduate students) taking rural nursing certificate courses are looking for a particular topic area because they are changing practice settings or desire an update in their knowledge or skills. Separating palliative care from wound care and chronic disease management helps meet learning needs of RN students.

3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Certificate Requirements

NURS 451-3 Health Assessment and RN First Call
NURS 452-6 Chronic Disease Management, Palliative Care and Wound Care
NURS 453-3 Nursing Practice with Older Persons
NURS 454-6 Perinatal Care
NURS 455-6 Foundations in Emergency and Trauma Nursing
NURS 456-3 Mental Health and Addictions
NURS 457-3 Living and Working in a Rural Community

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

Certificate Requirements

NURS 451-3 Health Assessment and RN First Call
~~NURS 452-6 Chronic Disease Management, Palliative Care and Wound Care~~
NURS 453-3 Nursing Practice with Older Persons
NURS 454-6 Perinatal Care

NURS 455-6 Foundations in Emergency and Trauma Nursing
NURS 456-3 Mental Health and Addictions
NURS 457-3 Living and Working in a Rural Community
NURS 462-3 Chronic Disease Management and Wound Care
NURS 463-3 Palliative Care

6. Authorization:

SCCC Reviewed: January 11, 2024

Program / Academic / Administrative Unit: School of Nursing

Faculty(ies): Faculty of Human and Health Sciences

Faculty Council Motion Number(s): FHHS.2024.01.18.07

Faculty Council Approval Date(s): 2024.01.18

Senate Committee on Indigenous Initiatives Motion Number: N/A

Senate Committee on Indigenous Initiatives 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 202402.06

Moved by: Grant Potter

Seconded by: Fei Tong

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024

Date



Chair's Signature

For recommendation to ✓ , or information of Senate.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course NURS 462-3 Chronic Disease Management and Wound Care be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2024
2. **Academic Program:** Nursing
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** NURS 462-3
4. **Course Title:** Chronic Disease Management and Wound Care
5. **Goal(s) of Course:** Upon completion of this course, students will be able to:
 - Demonstrate an understanding of the complexity of chronic care necessitating a long term, person-oriented, team approach to health care services.
 - Identify the specific competencies that will be required of nurses working with patients and families experiencing chronic, non-communicable conditions in a non-acute, rural setting.
 - Be able to apply the components of the Expanded Chronic Care Model in the care of those living with chronic, non-communicable conditions.
 - Use critical thinking to apply current, evidence-based, knowledge, skills and management tools to care for people with chronic health challenges.
 - Describe and integrate a health promotion/population-centred approach to care of persons living in rural areas with chronic, non-communicable conditions.
 - Integrate a Quality Improvement approach to the nursing care of those living with chronic, non-communicable conditions.
 - Develop the therapeutic and interpersonal skills to be able to work collaboratively with clients in a patient-centred, empowering, supportive, non-judgmental, and effective manner.
 - Understand and support the development of self-management skills in empowering clients to be partners in their own health care
 - Although the focus of the course is rural community, the student will be able to apply these principles to other practice settings.
 - Apply wound care principles in the management of wound care in rural home and community settings.

6. Calendar Course Description:

This course focuses on management and care of people with chronic disease and/or multimorbidity in rural community settings. Learners use evidence-based principles to care for people with chronic disease through relational, team-based, and shared decision-making approaches. Strategies that support patient and family-centred care and effective self-management are emphasized. Three weeks of this course are dedicated to learning how to assess and manage wounds for people at home in rural settings.

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

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

Yes* _____ No X

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

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar 0

Laboratory 0

Other (please specify) _____

9. **Prerequisites (taken prior):** NURS 330-4, or Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair

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

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

12. **Preclusions:** NURS 452-6, NURS 652-3

13. **Course Equivalencies:** None

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

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

16. **Proposed text / readings:** Text: possibly Living with Chronic Illness and Disability. Readings: from academic lit, clinical practice guidelines, shared-decision making tools. Wound care text TBD.

B. Significance Within Academic Program

1. **Anticipated enrolment** 15

2. **If there is a proposed enrolment limit, state the limit and explain:** 24 to align with RNCP seat caps

3. **Required for:** Major: BScN Post Diploma Minor: _____ Other: Rural Nursing Certificate
4. **Elective in:** Major: NCBNP 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?** BScN; Rural Nursing Certificate
8. **What other courses are being proposed within the Program this year?** NURS 463-3
9. **What courses are being deleted from the Program this year?** NURS 452-6

C. Relation to Other Program Areas

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** None
2. **Is a preclusion required?** Yes _____ No X
3. **If there is an overlap, and no preclusion is required, please explain why not:** N/A
4. **Has this overlap been discussed with the Program concerned?** Yes _____ No _____ 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. **Faculty Staffing:** No additional resources are required as this course is replacing part of an existing course.
 - ii. **Space (classroom, laboratory, storage, etc.):** No additional resources are required as this course is replacing part of an existing course.
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** No additional resources are required as this course is replacing part of an existing course.

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 Faculty Council(s).*

****If “yes,”** refer the motion to the Senate Committee on Indigenous Initiatives **prior to** SCAAF.

2. **Other Information:**

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

G. Authorization

SCCC Reviewed: January 11, 2024

1. **Faculty(ies):** Faculty of Human and Health Sciences

2. **Faculty Council Motion Number(s):** FHHS.2024.01.18.08

3. **Faculty Council Approval Date(s):** 2024.01.18

4. **Senate Committee on Indigenous Initiatives Motion Number:** N/A

5. **Senate Committee on Indigenous Initiatives 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 202402.07

Moved by: Grant Potter

Seconded by: Fei Tong

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

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

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

PROPOSED NEW COURSE: NURS 462-3 Chronic Disease Management and Wound Care

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

6 December 2023

Date

Motion Number (assigned by
Steering Committee of Senate): S-202402.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to NURS 798-3 Nurse Practitioner Project on page 146 of the PDF 2023-2024 Graduate Calendar be approved as proposed.

1. **Effective date:** September 2024
2. **Rationale for the proposed revisions:** The revisions below reflect wording to improve clarity, intent, and overarching objectives for the Nurse Practitioner Project. The description came under review as the FNP program re-designed how the course is delivered although the products, learning objectives, and outcomes remain the same. Due to the course revisions, the Nurse Practitioner Project is now completed in two semesters instead of three.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

NURS 798-3 Nurse Practitioner Project In this course, which spans the final three semesters of the program, students undertake a practice-based project that examines and synthesizes knowledge in a critical area of concern to care practitioners. The project is completed under the supervision of a faculty member within the options and guidelines established by the program.

Prerequisites: NURS 607-3

Major Restriction: MScN (Family Nurse Practitioner) students

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

NURS 798-3 Nurse Practitioner Project ~~In this course, which spans the final three semesters during the final year of the program, students undertake a practice-based project informed by clinical practice to that examines and synthesizes and present knowledge that is in an area of critical area of concern to care family nurse practitioners. The project is self-directed and completed under the supervision of a faculty members within the options and guidelines established by the program.~~ In this course, which is completed over two the final three semesters during the final year of the program, students undertake a practice-based project informed by clinical practice that examines and synthesizes and present knowledge that is in an area of critical area of concern to care family nurse practitioners. The project is self-directed and completed under the supervision of a faculty member within the options and guidelines established by the program.

Prerequisites: NURS 607-3

Major Restriction: MScN (Family Nurse Practitioner) students

6. **Authorization:**

SCCC Reviewed: January 11, 2024

Program / Academic / Administrative Unit: School of Nursing

Faculty(ies): Faculty of Human and Health Sciences

Faculty Council Motion Number(s): FHHS.2024.01.18.10

Faculty Council Approval Date(s): 2024.01.18

Senate Committee on Indigenous Initiatives Motion Number: N/A

Senate Committee on Indigenous Initiatives 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 202402.08

Moved by: Grant Potter

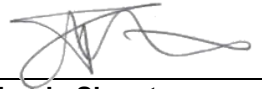
Seconded by: Fei Tong

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024

Date

Chair's Signature



For recommendation to ✓ , or information of Senate.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new PhD in Engineering be approved as proposed.

A. General Information

Program Title: PhD in Engineering

Program Objectives: Upon completion of the program, the student will:

1. Be competent in the critical review and analysis of the literature, the design of a research question, and the data collection and analysis required to answer the research question.
2. Demonstrate competency in oral, written, and electronic modes of communication.
3. Demonstrate professional skills such as research grant proposal writing, research project management, teaching methods and techniques, course and curriculum development, student supervision, and community interfacing.
4. Have made an original contribution to the engineering discipline.

Credential upon Completion of the Program: Doctor of Philosophy in Engineering

Program Offering the Degree: School of Engineering

Proposed Start Date: September 2025

Suggested Institutional Priority: Imperative. This proposed degree program is an essential part of the evolution of UNBC as a research-intensive University. The School of Engineering was formed to deliver two new engineering undergraduate programs, civil and environmental engineering which started in 2019, in conjunction with the joint UNBC/UBC environmental engineering program, which started in 2002. The School of Engineering also offers a Master of Engineering in Integrated Wood Design since 2015, and a Master of Applied Science in Engineering since 2022. All current Engineering PhD students are housed within the NRES PhD program.

Currently, Engineering Faculty struggle to recruit strong applicants because they are looking for a doctoral program in engineering and their intended research topic does not fit within the scope of NRES. A PhD program is an important part of recruiting and retaining engineering faculty to teach in the undergraduate programs, and a natural evolution of the School's current graduate programs. In addition to meeting the needs of Faculty and their career progression, the addition of a PhD program in Engineering will strengthen the "green" and "sustainable" research at UNBC, since many of the PhD candidates will conduct research in sustainable engineering. A doctoral program in Engineering will help strengthen the relationship between the School of Engineering and the regional community, as the majority of the research projects will seek to solve regional problems and add value to regional industry, benefitting BC's northern community, since no institutions in the region offer a doctoral program in engineering.

Relationship of Proposed Program to the Mandate of the Institution: The focus of the engineering faculty on sustainable construction, sustainable wastewater treatment, distributed systems, sustainable management of infrastructure, and remediation of contaminated soils is in direct alignment with UNBC's core mission and vision of being in the north and for the north and Canada's Green University. The PhD

program is specifically designed around northern and rural issues but applicable globally.

Implications for the Cooperative Education Option: PhD programs do not usually include a cooperative education option but may include significant interactions with industry – depending on the nature of the research.

Specialties within Program: Civil Engineering and Environmental Engineering

Related Programs at Other Institutions: UBC offers Engineering PhD programs in Biomedical, Chemical and Biological, Civil, Electrical and Computer, Materials, Mechanical, and Mining. UBC-O offers Engineering PhD programs in Civil, Electrical, and Mechanical. Simon Fraser University offers Engineering PhD programs in Engineering Science, Mechatronics Systems, and Sustainable Energy. The University of Victoria offers Engineering PhD programs in Biomedical, Civil, Electrical and Computer, and Mechanical. UNBC will be the only institution in northern BC to offer a doctoral program in Engineering.

Relation to Existing Programs: While there is no direct relation to other PhD programs, the students will be encouraged to interact with other PhD students on campus through the Graduate Students Society, in seminars and through professional development courses. The proposed PhD in Engineering will share resources with the existing graduate programs in the School of Engineering, viz., the MASc in Engineering, for whose students the PhD program will be a conduit for further work, and the MEng in Integrated Wood Design.

Articulation Arrangement: There are no articulation arrangements.

Consultations with Other Institutions: We have consulted with UBC Faculty of Applied Science, UVic Faculty of Engineering and Computer Science and they are in support of this proposal. Industry support is also being sought.

B. Program Description

General Calendar Description: The PhD in Engineering at UNBC provides breadth in the substantive and methodological areas of Civil and Environmental Engineering. The PhD provides advanced research and experiential training so that graduates gain academic and practical skills.

More specifically, the objective of the PhD program in Engineering is to develop scholars and researchers who can contribute to the larger body of scientific knowledge of Civil and Environmental Engineering through research and have an advanced level of understanding of the applications of their research in practice.

Curriculum: The PhD is a research-intensive degree developed for students with a strong background in the fundamental knowledge required for engineering. The supervisory committee assesses the student's preparedness to conduct research and recommends additional requirements for technical courses. These courses may be offered on campus, through the Western Dean's agreement, or through reputable online learning platforms such as EdX.

The following courses will be required:

- ENGR 700-3 Technical Writing
- ENGR 801-3 Research Methods
- ENGR 802-3 Dissertation Seminar
- ENGR 803-3 Professional Development
- ENGR 890-12 Dissertation

Once per year after taking ENGR 802-3

- ENGR 804-0 Dissertation Seminar Presentation

ENGR 804, and ENGR 890 will be Pass/Fail. All other courses will be grade-based. A minimum of 24 CH in total will be required.

ENGR 700-3 Technical Writing may be waived by the supervisory committee.

Technical courses may be recommended by the supervisory committee.

Professional development is an important aspect of PhD programs. Students must take at least 60 hours of professional development activities. Examples are courses, workshops or seminars to gain and improve teaching, communication, leadership and management skills.

Certificates for the professional development activities will be submitted to the program Chair for approval and recorded by the School of Engineering. The Office of the Registrar will be informed once the professional development requirement is met by the student.

Students are required to successfully complete a comprehensive exam at most 18 months after the start of the program. The comprehensive exam is tailored to ensure each student is adequately prepared to complete the PhD research. The comprehensive exam will assess the breadth and depth of the student's knowledge in their area of research, and their ability to communicate knowledge of the discipline. The supervisory committee will provide four questions to the student. The comprehensive exam will be of the take-home type, lasting 96 hours. Within one week after the submission of the responses, the committee will meet with the student for an oral defence of the answers. The possible results of the exam will be: a) clear pass; b) conditional pass with the requirement of additional courses to be taken; c) adjourn with the exam to be repeated within six months; ; and d) fail with the student required to withdraw from the program.

Students are required to submit and defend a PhD proposal by the end of the second year. In this proposal, they must demonstrate the ability to conduct independent and original research. The proposal must include a literature review summarizing the state of the art, formulate a research question, discuss the methods used to address the question(s), and present deliverables and timelines.

Upon passing the comprehensive exam and successfully defending the dissertation proposal to their supervisory committee, a student is granted PhD Candidate status and works towards completion of the dissertation under the supervision of the Supervisory committee. A doctoral dissertation must be submitted and defended. The defence of the dissertation by full-time PhD Candidates normally takes place between three and five years of acceptance into the program. Part-time students usually take longer to complete the degree. The final defence shall be conducted according to the rules established in the UNBC Graduate Calendar (4.5.1, e).

The PhD supervisory committee consists of a primary supervisor and at least three other members who are experts in the area of research. At least one committee member must be from within the UNBC School of Engineering and at least one committee member must be from outside the UNBC School of Engineering.

C. Need for Program

This program is required for the success of our faculty as research in engineering is typically conducted as professor student partnerships. The training of master's students is important, but they are ready to graduate as soon as they have the skills to embrace the research. Having a PhD program is required to provide the individual with the time to make in-depth contributions to the field.

UNBC currently has three doctoral degree programs: one in Health Sciences, one in Natural Resources

and Environmental Studies, and the other in Psychology. Although some members of the School of Engineering can attract students to a PhD program in NRES, the majority of the students that our members would like to attract do not see themselves within the descriptions of those programs.

A PhD program is a research-intensive degree and the researchers in the School of Engineering fit well in to UNBC’s visions of “Leading a Sustainable Future” and “Canada’s Green University”. A PhD program developed for Engineering will allow us to achieve the two objectives of 1. attracting excellent PhD students, and 2. performing “green” and “Northern-relevant” research.

Enrolment Projections:

The School of Engineering currently has 21 faculty members with the qualifications to supervise students within the context of a PhD in engineering. Each faculty could be expected to have between one and tree PhD students, some will have more. There are currently 23 PhD students in the NRES program which are supervised by School of Engineering faculty members, and we expect some of these to request to change to the new program. We expect to be at a steady state of between 20 and 40 PhD students within the first few years of the program’s inception. The students currently in the NRES PhD program will be given the option to transfer to the Engineering PhD program. For the transfer, course requirements may be waived or substituted by other courses, as judged by each student’s supervisory committee considering the student’s previous coursework or research experience. Based on the evidence of the NRES MSc students who transferred to the Engineering MASc program, it is expected that at least half the cohort will opt to transfer. Table 1 shows enrolment projections considering the assumptions and that each faculty member will attract a new PhD student every two years. Actual enrolments may vary depending on funding opportunities received by faculty members.

Table 1 – Projected enrolment in the proposed PhD program

Year	Faculty members	PhD Students				Assumptions
		Returning	New	Total	Graduating	
1	20	10*	10	20	5	Of the 23 students in the NRES PhD - some will graduate before year 1, and 10 will transfer 3 of the transferred students will graduate 2 of the transferred students will graduate From here onwards, half the students will graduate in 3 years, half in 4 years
2	21	15	10	25	3	
3	22	22	10	32	2	
4	22	30	10	40	5	
5	22	35	10	45	10	
6	22	35	10	45	10	
7	24	35	12	47	10	
8	24	37	12	49	10	
9	24	39	12	51	10	
10	24	41	12	53	11	

*transfers from the NRES PhD program

Cultural, Social and Economic Needs:

Labour Market Demands:

The labour market for PhD students is hard to predict. The students will at least be sought after in universities that are offering engineering programs as well as in Industry as consultants for engineering projects in Canada and worldwide. A PhD degree is often required for engineers in consulting and

research jobs to advance their careers into senior level engineering positions. Students in this program will graduate with advanced skills often needed in senior level positions. Several engineering industry branches indicate replacing personnel as one of the key challenges they face. One such statement was recently made during the 2023 Canadian Dam Association Conference, during the “Challenges of the Industry” session. Replacing an aging workforce of senior engineers has been repeatedly indicated as a current and future challenge in North America by the American Society of Civil Engineers (ASCE). PhD degree-holders are able to supply this demand.

Other Benefits:

The proposed program will support societal and cultural values of protecting the environment through the dissemination of knowledge. The program is expected to improve the understanding and collaboration between the communities and institutions to better utilize natural resources. At the same time, new knowledge will be actively sought for the development and adoption of innovative technology and ultimately achieve tangible positive changes in the environment.

The program will aid in the recruitment and retention of outstanding faculty. UNBC recognizes the importance of attracting and retaining high-quality faculty. UNBC strives to develop an institutional culture and specific resources to support the activities of existing and arriving faculty and graduate students.

The PhD program in Engineering will strengthen the “green” and “sustainable” research at UNBC, since many of the PhD candidates will conduct research in sustainable engineering. A doctoral program in Engineering will help strengthen the relationship between the School of Engineering and the regional community, as the majority of the research projects will seek to solve regional problems and add value to regional industry, benefitting BC’s northern community, since no institutions in the region offer a doctoral program in engineering.

D. Faculty

Faculty list:

Ali, Faran
Branscomb, Richard
Cherian, Chinchu
Dziedzic, Mauricio
El-Hakim, Mohab
Garcia-Becerra, June
Helle, Steve
Iorhemen, Oliver
Iqbal, Asif
Kamali, Mohammad
Li, Jianbing
Linklater, Natalie
Raoufi, Mohammad
Roberts, Deborah
Sui, Jueyi
Tannert, Thomas
Thring, Ron
Tong, Fei
Wood-Adams, Paula
Zheng, Wenbo
Zhou, Jianhui

Expected Teaching Loads:

The supervision of graduate students falls under the category of informal teaching. Faculty members determine how many graduate students they can successfully supervise. A level of 5 graduate students (a combination of PhD and Masters) in different stages of their programs is typical.

The School of Engineering has an intention of including at least one graduate course as part of the teaching load of each Tenure Track faculty member. These courses will be organized by the faculty members depending on their individual expertise and the needs of the graduate students. The intent will be to have a few “standard” courses such as ENGR 803-3 Professional Development that are typically needed by graduate students.

Research Funding:

School of Engineering Faculty members have been very successful in attracting funding for their research. In the past academic year alone, over \$1.3 million were received to fund our research projects.

E. Program Delivery

In addition to the required courses listed in item B, any deficiencies identified by the supervisory committee may lead to the recommendation of additional courses. Students will be encouraged to take courses in-house or from any reputable educational delivery organization such as EDX or the Western Dean’s agreement if the material is deemed relevant to their research and not offered at UNBC.

Distance Learning Components:

Students will be allowed to take advantage of any courses offered through any reputable educational delivery organization.

Class Size and Structure:

Class size will typically be geared towards classes of 5-20. Some classes will be applicable at the master’s level as well and so may be closer to the 20-student level.

Experiential Learning:

The PhD is a research-intensive degree and so is experiential learning at its core. Any course work is in support of the experiential learning component.

F. Program Resources

Administrative Requirements:

1. The time of one Administrative Assistant for the School of Engineering will be required to support this program.
2. Resources in the Graduate Office will be required to process applications, admissions, maintenance, and graduation administrative processes.
3. Resources in the International office will be required since we predict that many of our students will be international.
4. Resources for professional development of students’ teaching portfolios from the CTLT will be appreciated.
5. Students will take advantage of any University-wide professional development that is offered, if none is offered then the School of Engineering will source and develop these programs.

Operating Requirements:

The School of Engineering will support all operational requirements for this program. The current faculty have been developing research proposals and many have already succeeded in obtaining funding. Laboratory space is also required, and the Office of Research and Innovation has cooperated in freeing up research space for these faculty members and their students. As the programs grow, they will need more research space, which is not unique to engineering.

Capital Requirements:

There are no capital requirements from UNBC. The faculty are writing proposals to purchase capital equipment that will be important for the PhD students to carry out their research. There will be, however, requirements for office and research space for these graduate students.

Start-up Costs:

There are no start-up costs associated with this program.

Special Resource Requirements:

G. Library Resource Requirements (See attached form)

H. Evaluation

Academic Quality of Program:

The academic quality of the PhD program will be evaluated using multiple methods.

1. Course feedback from students to professors.
2. Program feedback from students and professors in a yearly “program review” meeting.
3. Collection and analysis of program outputs (student led publications, student success in the employment market).

Methods of Internal Institutional Review:

We will follow the internal UNBC DQAB program review policy and procedure.

Relevant External Program Experts:

This is part of the internal DQAB review process.

I. Miscellaneous

Special Features:

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

J. Authorization

SCCC Reviewed: September 14, 2023

Faculty: Science and Engineering

Faculty Council Motion Number(s): FSE FC 2023.10.20.03

Faculty Council Approval Date(s): October 20, 2023

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF 202402.09

Moved by: Ronald Camp

Seconded by: Clarence Hofsink

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

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

**Library Resource Requirements and Consultation Form
(to be submitted with SCAAF New Academic Program Proposal Motion Form)**

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

Completing the Library Resource Requirements and Consultation Form is a critical step in ensuring that the Library can support the program through its resources, teaching, and services. The Library is committed to identifying existing and needed resources that support students in their educational journeys at UNBC.

This form must be submitted to the Library **21 days (3 weeks)** prior to SCAAF New Program Approval deadline.

NEW ACADEMIC PROGRAM PROPOSAL *(to be completed by Faculty Member/Chair/Dean)*

Name of proposed Program or degree: PhD in Engineering

Anticipated start date of program: September, 2025

Anticipated enrolment: 20

Are the SCAAF Program forms attached: x YES _____ NO

Please provide keywords associated with the discipline:

Engineering, Civil, Construction, Environmental, Hydraulic, Hydrotechnical, Geotechnical, Transportation, Pavement, Water Resources, Energy, Water, Wastewater, Waste, Soil, Structural, Building, Timber, Concrete, Steel, Materials

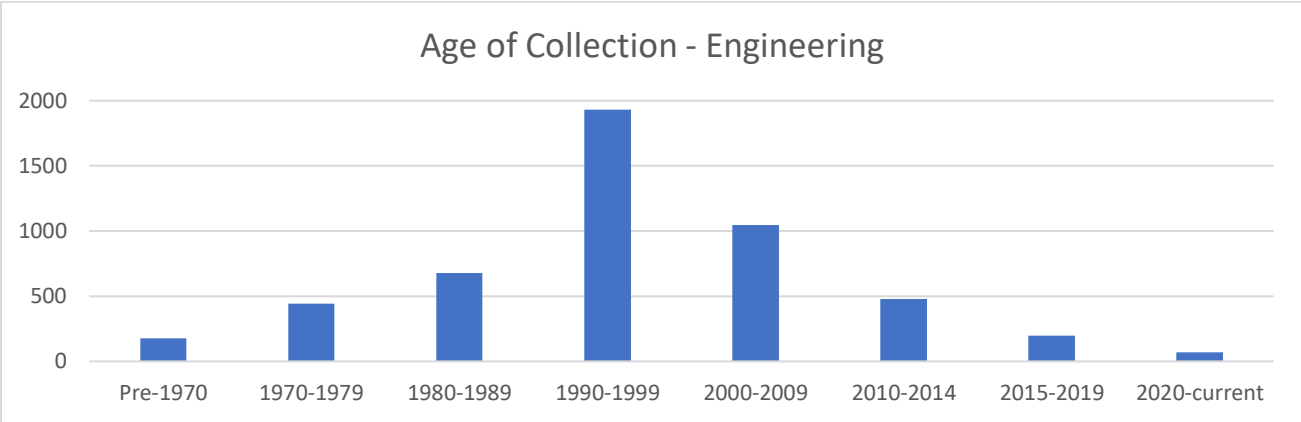
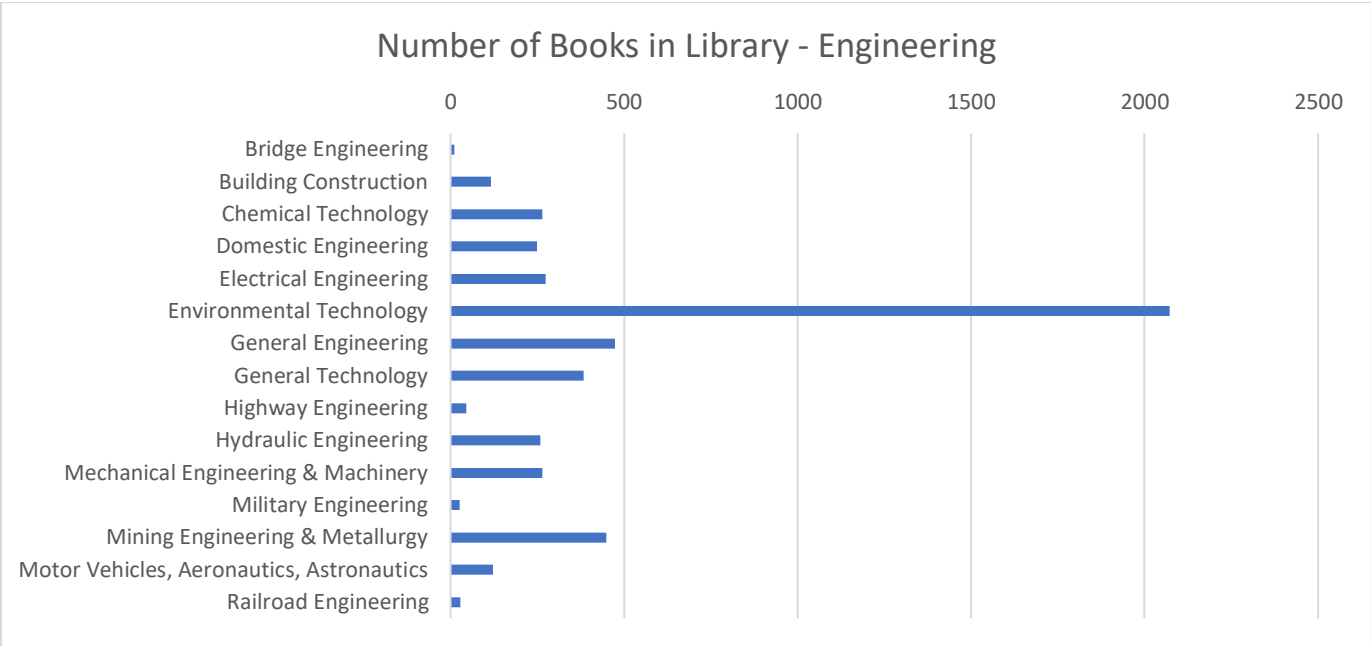
Library Resource Requirements *(to be completed by Librarians)*

Please describe the impact of the following Library service(s) or resource(s):

1. Collections:

- a) Required and/or recommended readings and course reserves.
- b) Depth of the collection in relevant areas.

- Monographs: LCSH



- Electronic resources (*Will the addition of this program impact the electronic resources required and licenses, ex. impact on simultaneous users, contract considerations:*)
- Available Databases:

Name	Description	Cost
Academic Search Complete	A large multidisciplinary resource that includes the full text for most of the publications in its index	~\$28,000/yr
ASTM Compass	Access to standards published by the American Society for Testing and Materials	~\$11,000/yr
CSA Online	Standards developed by the Canadian Standards Association	~\$7500/yr
IEEE Xplore	IEEE journals and conference proceedings	~\$39,000/yr
Science Direct	Elsevier journals	~\$220,000/yr

SpringerLink	Springer journals	~\$96,000/yr
Web of Science	Current and retrospective bibliographic information, author abstracts, and cited references	~\$26,000/yr
Wiley Online Library	Wiley journals	~\$140,000/yr

It is possible that the IEEE Xplore subscription may increase by ~\$11,000/yr as a result of additional engineering usage. Our current subscription includes engineering content at significantly reduced costs due to negotiation related to our small number of students and low usage of that content. If our usage of engineering content increased significantly, IEEE would reach out to upwardly adjust our subscription based on standard costs for engineering content.

- Available online journals available by subject:
 - Engineering - General: 258 online journals
 - Civil Engineering: 396 online journals
 - Environmental Engineering: 226 online journals
 - Mechanical Engineering: 349 online journals
 - Hydraulic Engineering: 30 online journals
 - Transportation Engineering: 81 online journals

- UNBC's journal collection is adequate to support the proposed PhD program in the areas of civil and environmental engineering. According to JCR, UNBC has access to all of the most highly cited journals in both civil and environmental engineering, mostly due to our ongoing subscriptions to ScienceDirect and IEEE.

Top highest impact journal in Civil Engineering (from JCR based on 2022 JIF)

Journal Title	UNBC Availability
Construction and Building Materials	1995-present
Journal of Hydrology	1997-present
Engineering Structures	1995-present
Energy and Buildings	1995-present
Building and Environment	1995-present
Ocean Engineering	1995-present
IEEE Transactions on Intelligent Transportation Systems	2000-present
Transportation Research Record	1996-present
Automation in Construction	1995-present
Journal of Structural Engineering	1983-present

Top highest impact journal in Environmental Engineering (from JCR based on 2022 JIF)

Journal Title	UNBC Availability
Chemical Engineering Journal	1997-present
Journal of Cleaner Production	1995-present
Environmental Science and Technology	1967-present

Journal of Hazardous Materials	1995-present
Applied Catalysis B-Environmental	1995-present
Water Research	1995-present
Building and Environment	1995-present
Waste Management	1995-present
Journal of Environmental Chemical Engineering	2013-present
Resources Conservation and Recycling	1995-present

- Are there discipline or subject specific resources (databases, software) required for pedagogical and/or accreditation purposes? Yes ___ No X

No additional subject specific resources are required for the proposed PhD program assuming the topics stay within our current resources. However, there are a couple of recommended resources if the Engineering program continues to expand and become more comprehensive.

- If yes, provide name of resource(s) required and total cost:
- Compendex
 - Comprehensive engineering bibliographic index covering journal articles, technical reports, conference papers and proceedings. This is a standard resource in most institutions with comprehensive engineering programs. UNBC has not subscribed to it in the past due to the extreme cost and the fact that the current engineering programs are quite narrow in focus. If the Engineering program expands their offerings to become more comprehensive, this resource is highly recommended.
 - Ongoing annual cost: ~\$50,000/yr
 - One-time cost for backfile: ~\$33,000
- Techstreet or IHS Standards
 - An information management system for standards to build a collection of selected standards from selected organizations. UNBC has a subscription to CSA Standards, but there are many other international standards bodies (e.g., ISO, ASCE, etc.) Currently the Library has purchased requested standards (other than through CSA) on an as-requested basis. However, these are static (not updated) and usually in print. If the program desired expanded access to standards, a subscription to a standards management system is recommended.
 - Annual cost: unknown as this is dependent on number of publishers and standards

2. Human Resources:

a) Instruction (*i.e. research guide development, online tutorials, embedded instruction, tours, etc*):

Currently, the instruction support for the Engineering program is minimal with ~2-3 instruction sessions/year and a basic libguide. It is expected that the PhD program proposal would add another 1-2 instruction sessions/yr which can be accommodated within the current support.

It is anticipated that one-on-one in-depth research support from a librarian will be required by most PhD students as it is in other doctoral programs across disciplines. This would have an increased impact on the current librarian's time and would require this librarian to become more familiar with engineering research, resources and databases, and collection development in this area.

b) The level of expertise required to support the program (*please provide rationale*):

Generalist

Subject Specialist (*i.e. specific skills and/or knowledge are required to support the program*)

The majority of the existing library support work (ad hoc instruction sessions, purchasing resources as needed, providing Library- or research-related advice, etc.) to support the Engineering program is being done by a Generalist librarian who has competing priorities. The addition of ~20-50 graduate students can be minimally accommodated within the current ad hoc support. However, if the Engineering program would like a more comprehensive bibliographic instruction program tied to curricular needs or there is an expectation that PhD students will do in-depth research projects, then additional subject specialist support will be needed. The School of Engineering has provided annual funding to help support the library and it is anticipated that the funding will be put toward a part-time subject specialized librarian position that can further support the program. The library is currently seeking further funding to ensure that this is a full-time position (with additional responsibilities) for recruitment purposes and to meet the growing needs of the library.

c) Reference assistance (*i.e. individual or group support, ongoing support*)

Reference assistance for the Engineering program is currently provided by the main Library reference desk. It is expected that this will continue with the proposed PhD. However, additional subject specialist support will be needed to ensure that they are supported at the level of specialization that is required.

3. Physical space (*i.e. sufficient collaborative study space, individual study areas in the library, etc*):

Students in the proposed PhD program will compete with other students for space in the Library. Group study and collaboration space is likely to be the most desirable.

4. Collaboration with other libraries or institutions (*i.e. regional programs, distributed programs, libraries in the community, etc*):

Unknown

5. Other (*i.e. special equipment and/or software*):

Unknown

Library's recommendation (check one option):

Proposal has an impact on the Library and can be supported within the Library's current budget.

Proposal cannot be supported without additional budgetary resources; see details above or appended.

Proposal has no impact on the Library.



University Librarian (or designate) signature

Date

Motion Number (assigned by Steering Committee of Senate): S-202402.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new PhD in Biochemistry and Molecular Biology be approved as proposed.

A. General Information

Program Title: PhD, Biochemistry and Molecular Biology

Program Objectives: Upon completion of the program, the student will:

1. Be familiar with the critical review and analysis of the literature.
2. Be accustomed to the design of a research program, performing the relevant experiments and data analysis required.
3. Demonstrate competency in oral, written, and electronic modes of communication.
4. Have made an original contribution to biochemistry and/or molecular biology.
5. Significantly improve problem-solving skills.

Credential upon Completion of the Program: Doctor of Philosophy in Biochemistry and Molecular Biology

Program Offering the Degree: Department of Chemistry and Biochemistry

Proposed Start Date: September 2025

Suggested Institutional Priority: High. With the restructuring of the institution into five faculties and the deconstruction of the MCPMS program, graduate studies have devolved in the Faculty of Science and Engineering to a departmental responsibility. This means previous mechanisms for supporting Ph.D. level students (through NRES or Health Sciences) are increasingly problematic. In addition, with the renewal of faculty in the program which will occur over the next few years, having a Ph.D. degree option will be an essential recruiting tool to attract highly qualified personnel and for new faculty to be able to build strong, robust, competitively funded research programs.

Relationship of Proposed Program to the Mandate of the Institution: The University mandate for serving the north means that UNBC should be a full-service university with degree programs ranging across the full spectrum. Further, with the institutional focus on sustainability and health, a Ph.D. in Biochemistry and Molecular Biology will serve both of these missions. From a health perspective, COVID 19 was a wake-up call to the Canadian establishment that the country needs a robust biotechnology sector capable of responding rapidly to emerging disease vectors. There is a strong need to be educating the leaders of tomorrow today. With respect to sustainability, understanding the diversity of life and the possibilities presented by biotechnological solutions is critical in order to find alternative sources for materials critical to a sustainable economy. It has been said that the 21st century will belong to biotechnology and having skilled scientists with advanced degrees in biochemistry and molecular biology is critical to the development of biotechnological solutions, particularly within the university's region.

Implications for the Cooperative Education Option: Ph.D. programs do not usually include a cooperative education option but collaboration with industrial partners may be part of the overall research program (for example, students involved in government funded programs such as Mitacs.)

Specialties within Program: none.

Related Programs at Other Institutions: Most research universities offer a Ph.D. in either Biochemistry or Biochemistry and Molecular Biology. Within British Columbia, UBC and SFU have a Ph.D. in Biochemistry and Molecular Biology with their Departments of Biochemistry while UVic offers a Ph.D. in Biochemistry.

Relation to Existing Programs: As a PhD program this will be similar to other PhD programs and the students will be encouraged to interact with other PhD students on campus through social events, the graduate students' society, and through both internal and external seminars. None of the existing programs will have significant overlap with the proposed degree.

Articulation Arrangement: There are no articulation arrangements.

Consultations with Other Institutions: To be done.

B. Program Description

General Calendar Description:

The PhD in Biochemistry and Molecular Biology at UNBC provides students with a breadth of experience across a range of experimental techniques and capacity. The PhD requires advanced research and provides an experiential education, preparing graduates for future careers as research scientists in either academia or industry. The objective of the PhD program in Biochemistry and Molecular Biology is to develop scholars and researchers who can contribute to the larger body of scientific knowledge and advance our understanding of the fundamental roles biochemistry and molecular biology play in life.

Curriculum

The PhD is a research degree developed for incoming students with a rich background in the fundamental knowledge required for biochemistry. The supervisory committee assesses the student's readiness to conduct research, and recommends coursework. These courses may be offered on campus by faculty, through the Western Dean's agreement, or through reputable online learning platforms such as edX.

Courses

BCMB 804-3 Graduate Seminar

BCMB 890-12 Dissertation

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

Candidacy

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

Other requirements

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

Dissertation

Students must have an identified supervisor at the time of application. Within six months of admission, a supervisory committee consisting of their supervisor and three faculty members (one of whom should be an external faculty member from a related academic discipline) must be created. Students are expected

to work with their supervisor and committee in the development and execution of their research. Students are expected to publish the results of their research in refereed scientific journals and present them at conferences.

Oral Examination

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

Normal Time Required for Completion

The completion time for the PhD between initial admittance and final defence will normally range from three to five years.

C. Need for Program

UNBC currently has two relevant doctoral degrees, one in Health Sciences and one in Natural Resources and Environmental Studies. While two faculty members are presently listed within Health Sciences, many students interested in pursuing a doctoral degree in Biochemistry and Molecular Biology do not see themselves within the descriptions of either program.

A PhD program is a research degree. For the researchers studying biochemistry and molecular biology, it fits well within UNBC's mandate for a sustainable, healthy future. Further, such a degree program will assure that new faculty have the opportunity to fully develop their research potential. Working with HQP, particularly at the graduate level, is a critically important aspect of research for faculty members in the sciences and highly educated HQP are extremely important component of the Canadian research development sector.

Enrolment Projections: It is anticipated that the program would typically accept 3 new students every year and given the duration of the degree, enrolment would be between 10 and 15 students at any given time.

Cultural, Social and Economic Needs: As Canada's population increases and global connectedness advances, the need for biomedical research in health and agricultural science will result in greater and greater demands. This social demand for medicine and life improving biochemicals along with a fundamental understanding of the biochemistry and molecular biology within organisms will only increase over the next century. New medicines, derived from a further understanding of biochemistry and molecular biology, along with the techniques and methods for mass production, rely heavily upon an educated research community in biochemistry and molecular biology. Economic diversification is fundamentally dependent upon having a diverse workforce and a Ph.D. program in Biochemistry and Molecular Biology would open new opportunities in the north.

Labour Market Demands: Making predictions about labour market demand is always fraught with difficulties. However, job sites presently say there are 44 positions in the lower mainland area seeking candidates with a Ph.D. in Biochemistry. Life Sciences BC lists 2000 companies in the province employing 20,000 people with annual revenue of \$6.7 billion, suggesting there will be a perpetual market for graduates. Canada's largest biotechnology company, Stemcell, is also located in the lower mainland and their business plan calls for a doubling of their number of employees by 2030 which will result in an ongoing need for research scientists as turnover due to retirements occurs.

Other Benefits:

D. Faculty

Faculty list:

Daniel Erasmus
Kendra Furber
Andrea Gorrell
Sarah Gray
Dezene Huber
Chow Lee
Brent Murray
Michael Preston
Stephen Rader
Mark Shrimpton

Expected Teaching Loads: The supervision of graduate students falls under Category II teaching. Faculty members determine how many graduate students they can successfully supervise. A level of 3-5 graduate students (a combination of PhD and Masters) in different stages of their programs is typical, although some faculty may have more.

The Department of Chemistry and Biochemistry intends to include one Category I graduate course as part of the teaching load of each Tenured or Tenure-Track faculty member (depending upon demand). These courses will be organized by the faculty members in alignment with their individual expertise and the needs of the graduate students. The graduate seminar (BCMB 804-3) will be run concurrently with the BCMB 704-3 course which is already offered annually as part of regular teaching loads.

Research Funding: Research funding in support of this program is on the order of \$6 million over a three-year period.

E. Program Delivery

As described above in the teaching loads section, some courses will be offered by faculty within the department on an annual basis. Note that these courses will be available to all graduate students within the program and in cognate disciplines. Other courses, as appropriate, may be offered in separate Ph.D. degree programs.

Distance Learning Components: Students will also be allowed to take advantage of any courses offered through any reputable educational delivery organization, principally through the Western Deans agreement.

Class Size and Structure: Class size will typically be geared towards classes of 3-10. Some classes may include Master's students as well.

Experiential Learning: The PhD is a research degree. At its core is experimentation and the analysis of the resulting data, both of which are key components of experiential learning. Course work is intended to support the student's research while expanding their knowledge of the discipline from both a theoretical and practical aspect.

F. Program Resources

Operating Requirements: The Department of Chemistry and Biochemistry is willing to support all operational requirements for this program. Most faculty have externally funded research programs. Laboratory space is also required but can be managed within the existing space allocation structure. As the program grows, it may require additional research space but that is not unique to this particular degree.

Special Resource Requirements: none

G. Library Resource Requirements (See attached form)

H. Evaluation

Academic Quality of Program:

The academic quality of the PhD program will be evaluated using multiple methods.

1. Course feedback from students to professors.
2. Program feedback from students and professors in a yearly "program review" meeting.
3. Collection and analysis of program outputs (student led publications and conference presentations, student success in the employment market, etc.)

Methods of Internal Institutional Review: We will follow the internal UNBC DQAB program review policy and procedure.

Relevant External Program Experts: Part of the internal DQAB review process. It would be anticipated that the first review by External Reviewers would occur shortly after the first graduates have successfully completed the program.

I. Miscellaneous

Special Features: N/A

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

J. Authorization

SCCC Reviewed: October 12, 2023

Faculty (ies): Science and Engineering

Faculty Council Motion Number(s):

Faculty Council Approval Date(s):

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF 202402.10

Moved by: Ronald Camp

Seconded by: Clarence Hofsink

Committee Decision: CARRIED (abstention by T. Whitcombe)

Approved by SCAAF: February 14, 2024

Date

Chair's Signature

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

Library Resource Requirements and Consultation Form
(to be submitted with SCAAF New Academic Program Proposal Motion Form)

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

Completing the Library Resource Requirements and Consultation Form is a critical step in ensuring that the Library can support the program through its resources, teaching, and services. The Library is committed to identifying existing and needed resources that support students in their educational journeys at UNBC.

This form must be submitted to the Library **21 days (3 weeks)** prior to SCAAF New Program Approval deadline.

NEW ACADEMIC PROGRAM PROPOSAL *(to be completed by Faculty Member/Chair/Dean)*

Name of proposed Program or degree: PhD in Biochemistry and Molecular Biology

Anticipated start date of program: Sept 2025

Anticipated enrolment: 3

Are the SCAAF Program forms attached: ____ YES ____ NO

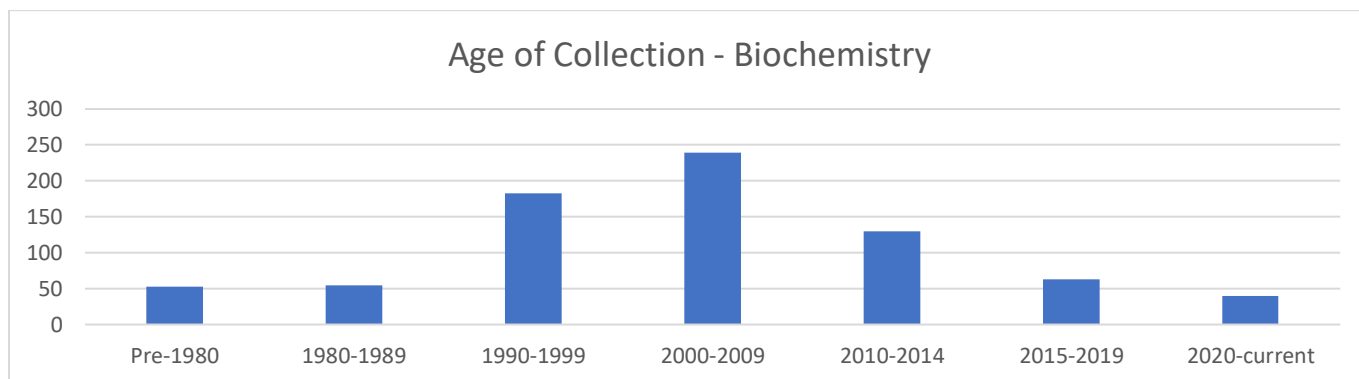
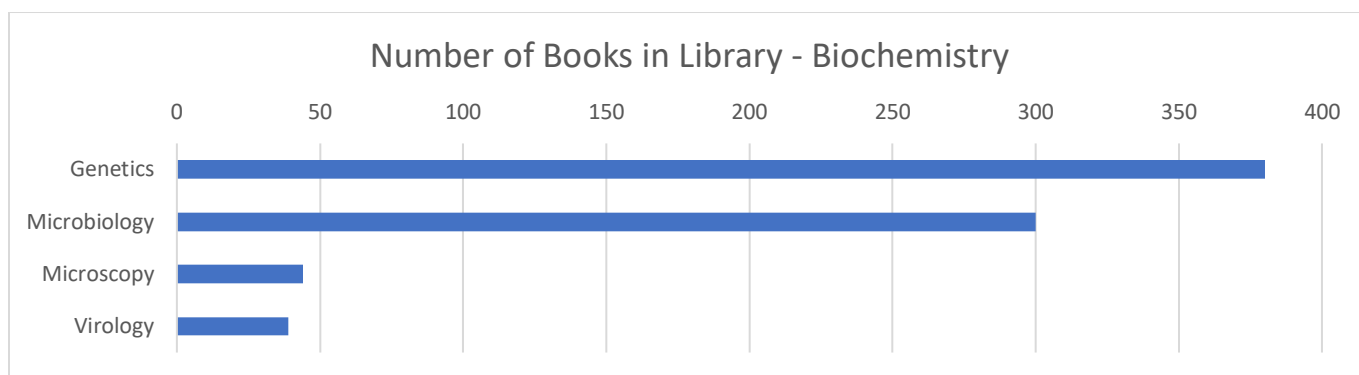
Please provide keywords associated with the discipline:

Library Resource Requirements *(to be completed by Librarians)*

Please describe the impact of the following Library service(s) or resource(s):

1. Collections:

- a) Required and/or recommended readings and course reserves.
- b) Depth of the collection in relevant areas.
 - Monographs: LCSH



- Electronic resources (*Will the addition of this program impact the electronic resources required and licenses, ex. impact on simultaneous users, contract considerations:*)
- Available Databases:

Name	Description	Current Subscription Cost
American Society for Microbiology	American Society for Microbiology journals.	~\$7500
BioOne Digital Library	Indexes peer-reviewed research in the biological, ecological, and environmental sciences.	Freely available
Merck Index	Reference source for chemical, pharmaceutical and biomedical information	One-time purchase in 2020
Microbiology Society	Microbiology Society journals (up for review in 2024, see notes below)	~\$4500
ScienceDirect	Elsevier journals, including selected Cell Press titles	~\$220,000/yr
SciFinder-n	Access to the Chemical Abstracts Service (CAS) database	~\$33,000/yr
SpringerLink	Springer journals	~\$96,000/yr
Web of Science	Current and retrospective bibliographic information, author abstracts, and cited references	~\$26,000/yr

- The Microbiology Society subscription is currently licensed as a 3-year transformative Read-and-Publish license. This license is up for review in 2024 to determine if UNBC authors are in fact reading and publishing with this publisher. Continuation of this subscription will depend on the level of engagement of UNBC authors with this publisher.

Top highest impact journal in Biochemistry & Molecular Biology (from JCR based on 2022 JIF)

Journal Title	UNBC Availability
Nature Medicine	1998-2023 (cancelled in 2024 due to high cost/low usage. Current available through OA or ILL)
Cell	1985-1 year ago (current available through OA or ILL)
Signal Transduction and Targeted Therapy	2016-current
Molecular Cancer	2002-current
Molecular Plant	2009-current
Nature Structural and Molecular Biology	2004-2023 (cancelled in 2024 due to high cost/low usage. current available through OA or ILL)
Annual Review of Biochemistry	1932-present
Molecular Cell	1997-1 year ago (current available through OA or ILL)
Trends in Microbiology	1995-current
Nucleic Acids Research	1974-current

UNBC's journal collection is adequate to support the proposed PhD program in biochemistry and molecular biology. According to JCR, UNBC has access to the majority of the most highly cited journals in biochemistry and molecular biology. However, subscriptions to the relevant Nature and Cell Press journals have recently been cancelled due to high cost/low usage. It is very likely that access to current contents of these journals will be available through Open Access. However, ILL is a viable option, especially given the speed of fulfilment these days (often 1-2 days). The Library can reinstate subscriptions to these journals if there is an increase in ILL requests for articles to these journals.

- Are there discipline or subject specific resources (databases, software) required for pedagogical and/or accreditation purposes? Yes ___ No X
 - If yes, provide name of resource(s) required and total cost:

2. Human Resources:

a) Instruction (*i.e. research guide development, online tutorials, embedded instruction, tours, etc*):

Currently, the instruction support for the Biochemistry program is minimal, with library instruction sessions in relevant BIO and CHEM prerequisite classes and a basic libguide. The PhD program proposal is not expected to add additional instruction sessions. However, any additional requested sessions can be accommodated within the current support.

It is anticipated that one-on-one in-depth research support from a librarian will be required by most PhD students as it is in other doctoral programs across disciplines. This would have an increased impact on the current librarian's time and would require this librarian to become more familiar with biochemistry research, resources and databases, and collection development in this area.

b) The level of expertise required to support the program (*please provide rationale*):

Generalist

Subject Specialist (*i.e. specific skills and/or knowledge are required to support the program*)

Most of the existing library support work (ad hoc instruction sessions, purchasing resources as needed, providing Library- or research-related advice, etc.) to support the BCMB program is being done by a Generalist librarian who has competing priorities. The addition of ~3-10 graduate students can be minimally accommodated within the current ad hoc support. However, if the BCMB program would like a more comprehensive bibliographic instruction program tied to curricular needs or there is an expectation that PhD students will do in-depth research projects, then additional subject specialist support will be needed. The Faculty of Science and Engineering has provided annual funding to help support the library and it is anticipated that the funding will be put toward a part-time subject specialized librarian position that can further support STEM programs. The library is currently seeking further funding to ensure that this is a full-time position (with additional responsibilities) for recruitment purposes and to meet the growing needs of the library.

c) Reference assistance (*i.e. individual or group support, ongoing support*)

Reference assistance for the BCMB program is currently provided by the main Library reference desk. It is expected that this will continue with the proposed PhD. However, additional subject specialist support may be needed to ensure that the students are supported at the level of specialization that is required.

3. Physical space (*i.e. sufficient collaborative study space, individual study areas in the library, etc*):

Students in the proposed PhD program will compete with other students for space in the Library. Group study and collaboration space is likely to be the most desirable.

4. Collaboration with other libraries or institutions (i.e. regional programs, distributed programs, libraries in the community, etc):

Unknown

5. Other (i.e. special equipment and/or software):

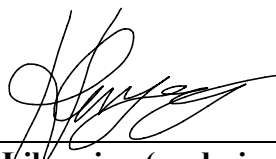
Unknown

Library's recommendation (check one option):

Proposal has an impact on the Library and can be supported within the Library's current budget.

Proposal cannot be supported without additional budgetary resources; see details above or appended.

Proposal has no impact on the Library.



University Librarian (or designate) signature

24Jan24
Date

Motion Number (assigned by
Steering Committee of Senate): S-202402.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the program requirements for Joint Major in Computer Science and Mathematics (BSc) on pages 81-82 of the 2023/2024 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2024

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

This change is consistent with the change to the program requirements for BSc Mathematics. MATH 202-3 and MATH 204-3 replaced MATH 200-3, and the renumbering of MATH 201-3 to MATH 301-3.

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

This change affects the Computer Science program. They have been consulted and the departments are in agreement.

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

Program Requirements

Literacy Requirement

One of the following:

- ENGL 170-3 Writing and Communication Skills
- ENGL 270-3 Expository Writing

Lower-Division Requirement

- CPSC 100-4 Computer Programming I
- CPSC 101-4 Computer Programming II
- CPSC 141-3 Discrete Computational Mathematics
- CPSC 200-3 Algorithm Analysis and Development
- CPSC 230-4 Introduction to Logic Design
- CPSC 231-4 Computer Organization and Architecture
- CPSC 242-3 Mathematical Topics for Computer Science
- CPSC 281-3 Data Structures I
- MATH 100-3 Calculus I
- MATH 101-3 Calculus II
- MATH 200-3 Calculus III
- MATH 201-3 Introduction to Complex Analysis
- MATH 220-3 Linear Algebra
- MATH 224-3 Foundations of Modern Mathematics
- MATH 230-3 Ordinary Differential Equations and Boundary Value Problems

General Science Requirement

Two of the following:

BIOL 103-3 Introductory Biology I
and BIOL 123-1 Introductory Biology I Laboratory

BIOL 104-3 Introductory Biology II
and BIOL 124-1 Introductory Biology II Laboratory

CHEM 100-3 General Chemistry I
and CHEM 120-1 General Chemistry Lab I

CHEM 101-3 General Chemistry II
and CHEM 121-1 General Chemistry Lab II

PHYS 100-4 Introduction to Physics I
or PHYS 110-4* Introductory Physics I: Mechanics

PHYS 111-4* Introductory Physics II: Waves and Electricity

***Note:** PHYS 110-4 (Introductory Physics I: Mechanics) and PHYS 111-4 (Introductory Physics II: Waves and Electricity) are strongly recommended for all majors.

Upper-Division Requirement

CPSC 320-3 Programming Languages
CPSC 321-3 Operating Systems
CPSC 370-3 Functional and Logic Programming

****Six credit hours of 300 or 400 level Computer Science; and 6 credit hours of 400 level Computer Science (excluding seminar, project, and special topics courses).**

MATH 320-3 Survey of Algebra
MATH 326-3 Advanced Linear Algebra
MATH 335-3 Introduction to Numerical Methods
STAT 371-3 Probability and Statistics for Scientists and Engineers

****Three credit hours of 300 or 400 level Mathematics; and 6 credit hours of 400 level Mathematics.**

****Note:** Three of these 9 credit hours must be at the 400 level so that the total number of Computer Science and Mathematics credit hours at the 400 level is at least 15.

Note: CPSC 340-3 (Theory of Computation) is recommended.

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

Program Requirements

Literacy Requirement

One of the following:

ENGL 170-3 Writing and Communication Skills
ENGL 270-3 Expository Writing

Lower-Division Requirement

CPSC 100-4 Computer Programming I
CPSC 101-4 Computer Programming II
CPSC 141-3 Discrete Computational Mathematics
CPSC 200-3 Algorithm Analysis and Development
CPSC 230-4 Introduction to Logic Design
CPSC 231-4 Computer Organization and Architecture
CPSC 242-3 Mathematical Topics for Computer Science
CPSC 281-3 Data Structures I
MATH 100-3 Calculus I
MATH 101-3 Calculus II
~~MATH 200-3 Calculus III~~
MATH 202-3 Multivariable Calculus I
MATH 204-3 Multivariable Calculus II
~~MATH 201-3 Introduction to Complex Analysis~~
MATH 220-3 Linear Algebra
MATH 224-3 Foundations of Modern Mathematics
MATH 230-3 Ordinary Differential Equations and Boundary Value Problems

General Science Requirement

Two of the following:

BIOL 103-3 Introductory Biology I
and BIOL 123-1 Introductory Biology I Laboratory

BIOL 104-3 Introductory Biology II
and BIOL 124-1 Introductory Biology II Laboratory

CHEM 100-3 General Chemistry I
and CHEM 120-1 General Chemistry Lab I

CHEM 101-3 General Chemistry II
and CHEM 121-1 General Chemistry Lab II

~~PHYS 100-4 Introduction to Physics I~~ PHYS 100-4 Physics for Life Sciences I
or PHYS 110-4* Introductory Physics I: Mechanics

PHYS 111-4* Introductory Physics II: Waves and Electricity

***Note:** PHYS 110-4 (Introductory Physics I: Mechanics) and PHYS 111-4 (Introductory Physics II: Waves and Electricity) are strongly recommended for all majors.

Upper-Division Requirement

CPSC 320-3 Programming Languages
CPSC 321-3 Operating Systems
CPSC 370-3 Functional and Logic Programming

****Six credit hours of 300_ or 400_-level Computer Science; and 6 credit hours of 400_-level Computer Science (excluding seminar, project, and special topics courses).**

MATH 320-3 Survey of Algebra
MATH 326-3 Advanced Linear Algebra
MATH 335-3 Introduction to Numerical Methods
STAT 371-3 Probability and Statistics for Scientists and Engineers

****Three credit hours of 300_ or 400_-level Mathematics; and 6 credit hours of 400_-level Mathematics.**

~~**Note: Three of these 9 credit hours must be at the 400 level so that the total number of Computer Science and Mathematics credit hours at the 400 level is at least 15. Between the two disciplines, a minimum of 15 credit hours at the 400-level must be completed.~~

Note: CPSC 340-3 (Theory of Computation) is recommended.

6. Authorization:

SCCC Reviewed: December 14, 2023

Program / Academic / Administrative Unit: Mathematics & Statistics

Faculty(ies): Science & Engineering

Faculty Council Motion Number(s): FSE FC 2024.01.19.07

Faculty Council Approval Date(s): January 19, 2024

Senate Committee on Indigenous Initiatives Motion Number: N/A

Senate Committee on Indigenous Initiatives 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 202402.11

Moved by: Allan Kranz

Seconded by: Stacey Linton

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

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

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 472-3 Pavement Engineering be approved as follows:

A. Description of the Course This is a cross referenced senior undergraduate and graduate course presenting the fundamentals of pavement engineering. The undergraduate course number is ENGR 472-3 and the graduate course number is ENGR 672-3. Graduate students will be assigned additional reading material and will be assigned additional questions on the assignments and exams. The course is based on Canadian standards such as Design guides from Transportation Association of Canada (TAC), British Columbia Standard Specifications for Highway Construction issued by BC Ministry of Transportation and Infrastructure (MoTI), the American Association of State Highway and Transportation Officials (AASHTO) design guides, and the American Society for Testing and Materials (ASTM) testing methods. The undergraduate course will focus on three subtopics:

- a) **Structural Design**
Students learn Empirical pavement design method (AASHTO 93) in CIVE 370. This elective course introduces Mechanistic Structural Design of pavements (based on Finite-Element modelling) using open-source software packages (e.g. Weslea for Windows, ELSYM5, or KenPave). Then, students will learn fundamentals of Mechanistic-Empirical pavement design and applications using either AASHTOWare Pavement ME (free 25 licences for educational versions are offered by AASHTO per academic institution) or FlexPave (Freeware).
- b) **Asphalt Mixture Design**
Students will learn volumetric properties and Quality Control (QC) standard tests to perform Marshall and/or SuperPave asphalt mixture design. Preference is to offer laboratory sessions to perform the experiments but if the laboratory is not available during the course offering, supplemental video recordings of the experiments and data could be obtained from Asphalt Institute (AI).
- c) **Pavement Performance Testing and in-situ Non-Destructive Testing**
Students will learn the standard tests to evaluate the asphalt mixture's resistance to distresses (e.g. rutting, fatigue cracking, thermal cracking, and moisture susceptibility). In addition, students will learn the back-calculation formulas and process to analyse data obtained from Falling Weight Deflectometer (FWD) and Ground Penetrating Radar (GPR) analysis. Preference is to arrange field demonstration with an industrial partners or MoTI, If field instrumentation is not available, the topic will be explained using supplemental online videos from equipment manufacturer and analysis of data obtained from previous testing.

1. **Proposed semester of first offering:** September 2024
2. **Academic Program:** Civil Engineering
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 472-3
4. **Course Title:** Pavement Engineering

5. Goal(s) of Course: Offer fundamental knowledge about pavement engineering. The course will advance student knowledge about pavement structural design, asphalt mixture design, performance testing of asphalt mixtures, and non-destructive testing of roadway pavements.

6. Calendar Course Description:

This course introduces fundamental undergraduate-level knowledge about pavement engineering. Topics include structural pavement design, asphalt mixture design, and performance evaluation / non-destructive testing of roadway pavements. Lecture and laboratory sessions are included to perform standard Quality Control (QC) tests on pavement specimens as well as advanced performance testing to evaluate pavement resistance to distresses. Students perform analysis of testing results and present laboratory reports. In-situ data collection or site visits are arranged with industrial partners based on availability.

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

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

No X

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

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

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

b) Is variable credit available for this course? No 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

Seminar #

Laboratory

Other (please specify) 3 lecture/lab*

* Some weeks will be used as 3 hour lectures then after covering several experiments, one 3-hour laboratory session would be scheduled to perform these experiments. This scheduling process is efficient and connects the laboratory experiments as a series of experiments.

9. Prerequisites (taken prior): CIVE 241-3 and CIVE 370-3

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

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

12. Preclusions: None

13. Course Equivalencies: None

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

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

16. Proposed text / readings:

- a) Asphalt Institute, "MS-2 Asphalt Mix Design Methods", 7th edition, 2015.
<https://bookstore.asphaltinstitute.org/catalog/book/ms-2-asphalt-mix-design-methods>
- b) AASHTO, "Mechanistic-Empirical Pavement Design Guide: A Manual of Practice", 3rd Edition with 2021 Supplement, <https://store.transportation.org/item/collectiondetail/196>
- c) Gonzalo Rada, et al., "Guide for Conducting Forensic Investigations of Highway Pavements", National Cooperative Highway Research Program (NCHRP), National Academies for Sciences, Engineering and Medicine, Report 747, 2013, <https://nap.nationalacademies.org/catalog/22507/guide-for-conducting-forensic-investigations-of-highway-pavements>

B. Significance Within Academic Program

- 1. **Anticipated enrolment** _____ 8 _____
- 2. **If there is a proposed enrolment limit, state the limit and explain:** _____ 10 – To ensure safe operation of experiments in the laboratory and in-situ data collection _____
- 3. **Required for:** Major: _____ None _____ Minor: _____ None _____ Other: _____
- 4. **Elective in:** Major: _____ CIVE and ENVE _____ Minor: _____ None _____ Other: _____
- 5. **Course required by another major/minor:** None
- 6. **Course required or recommended by an accrediting agency:** None
- 7. **Toward what degrees will the course be accepted for credit?**
BASc in Civil Engineering
BASc in Environmental Engineering
BASc in Environmental Engineering (UNBC/UBC)
- 8. **What other courses are being proposed within the Program this year?** ENGR 672-3 (cross-listed)
- 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:** This course does not overlap with any other courses offered at UNBC. This is an elective course that offers fundamental knowledge about pavement engineering. An introduction to pavement engineering is offered through 3 weeks in Transportation Systems (CIVE 370).
- 2. **Is a preclusion required?** Yes _____ No X _____
- 3. **If there is an overlap, and no preclusion is required, please explain why not:**
- 4. **Has this overlap been discussed with the Program concerned?** N/A X _____
- 5. **In offering this course, will UNBC require facilities or staff at other institutions?**
No X _____

If yes, please describe requirements: Collaboration with an industrial partner or Ministry of Transportation would be preferred to offer testing demonstrations if some lab/field equipment is not available at UNBC.

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

No X

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

D. Resources required

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

i. Faculty Staffing: N/A

ii. Space (classroom, laboratory, storage, etc.): Pavement Engineering Laboratory: Asphalt mixture laboratory with capability to mix and compact asphalt specimen

iii: Library Holdings: See attached form

a) Asphalt Institute, “MS-2 Asphalt Mix Design Methods”, 7th edition, 2015.

<https://bookstore.asphaltinstitute.org/catalog/book/ms-2-asphalt-mix-design-methods>

b) AASHTO, “Mechanistic-Empirical Pavement Design Guide: A Manual of Practice”, 3rd Edition with 2021 Supplement, <https://store.transportation.org/item/collectiondetail/196>

c) Gonzalo Rada, et al., “Guide for Conducting Forensic Investigations of Highway Pavements”, National Cooperative Highway Research Program (NCHRP), National Academies for Sciences, Engineering and Medicine, Report 747, 2013, <https://nap.nationalacademies.org/catalog/22507/guide-for-conducting-forensic-investigations-of-highway-pavements>

iv. Computer (time, hardware, software):

- Educational License of AASHTOWare Pavement ME – AASHTO offers 25 free educational versions of the software to academic institutions upon request

- Installation of Some freeware packages: Weslea for Windows and/ or ELSYM5

-

E. Additional Attached Materials None

F. Other Considerations

1. First Nations Content*: No X

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

****If “yes,”** refer the motion to the Senate Committee on Indigenous Initiatives **prior to** SCAAF.

2. Other Information: None

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

G. Authorization

SCCC Reviewed: December 14, 2023

- 1. **Faculty(ies):** Science and Engineering
- 2. **Faculty Council Motion Number(s):** FSE FC 2024.01.19.03
- 3. **Faculty Council Approval Date(s):** January 19, 2024
- 4. **Senate Committee on Indigenous Initiatives Motion Number:** N/A
- 5. **Senate Committee on Indigenous Initiatives 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.: SCAAF202402.12

Moved by: Allan Kranz

Seconded by: Stacey Linton

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 672-3 Advanced Pavement Engineering be approved as follows:

A. Description of the Course This is a cross referenced senior undergraduate and graduate course presenting the fundamentals of pavement engineering. The undergraduate course number is ENGR 472-3 and the graduate course number is ENGR 672-3. The course is based on Canadian standards such as Design guides from Transportation Association of Canada (TAC), British Columbia Standard Specifications for Highway Construction issued by BC Ministry of Transportation and Infrastructure (MoTI), the American Association of State Highway and Transportation Officials (AASHTO) design guides, and the American Society for Testing and Materials (ASTM) testing methods. The general course offering will focus on three subtopics:

- a) **Structural Design**
Students learn Empirical pavement design method (AASHTO 93) in CIVE 370. This elective course introduces Mechanistic Structural Design of pavements (based on Finite-Element modelling) using open-source software packages (e.g. Weslea for Windows, ELSYM5, or KenPave). Then, students will learn fundamentals of Mechanistic-Empirical pavement design and applications using either AASHTOWare Pavement ME (free 25 licences for educational versions are offered by AASHTO per academic institution) or FlexPave (Freeware).
- b) **Asphalt Mixture Design**
Students will learn volumetric properties and Quality Control (QC) standard tests to perform Marshall and/or SuperPave asphalt mixture design. Preference is to offer laboratory sessions to perform the experiments but if the laboratory is not available during the course offering, supplemental video recordings of the experiments and data could be obtained from Asphalt Institute (AI).
- c) **Pavement Performance Testing and in-situ Non-Destructive Testing**
Students will learn the standard tests to evaluate the asphalt mixture's resistance to distresses (e.g. rutting, fatigue cracking, thermal cracking, and moisture susceptibility). In addition, students will learn the back-calculation formulas and process to analyse data obtained from Falling Weight Deflectometer (FWD) and Ground Penetrating Radar (GPR) analysis. Preference is to arrange field demonstration with an industrial partner or MoTI, If field instrumentation is not available, the topic will be explained using supplemental online videos from equipment manufacturer and analysis of data obtained from previous testing.

Graduate students will receive additional reading material for each chapter and additional question on each assignment. The additional topics for each chapter are:

- a) **Structural Design:** Perform Life-Cycle Cost Analysis (LCCA) by designing maintenance and rehabilitation program based on the projected distresses from AASHTOWare Pavement ME
- b) **Asphalt Mixture Design:** Integration of recycled materials (plastics, geopolymers, shingles, rubber, glass, etc.) in the mixture design. The mixture properties would exhibit significant changes and potential segregation if the particle size or percentage of recycled material exceeds certain limits.
- c) **Pavement Performance Testing and non-destructive testing:** Learn additional performance testing experiments (IDEAL CT, IDEAL RT, Semi-Circular Bending (SCB), Interlayer shear strength). These are not typical experiments performed for all projects. These are experiments performed when deeper

investigations are needed due to doubts or uncertainties about long-term performance of asphalt mixtures.

1. **Proposed semester of first offering:** September 2024

2. **Academic Program:** MASC in Engineering

3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 672-3

4. **Course Title:** Advanced Pavement Engineering

5. **Goal(s) of Course:** Offer fundamental knowledge about pavement engineering. The course will advance student knowledge about pavement structural design, asphalt mixture design, performance testing of asphalt mixtures, and non-destructive testing of roadway pavements.

6. Calendar Course Description:

This advanced course introduces graduate-level knowledge about pavement engineering. Topics include structural pavement design, asphalt mixture design, and performance evaluation / non-destructive testing of roadway pavements. Lecture and laboratory sessions are included to perform standard Quality Control (QC) tests on pavement specimens as well as advanced performance testing to evaluate pavement resistance to distresses. Students perform analysis of testing results and present laboratory reports. In-situ data collection or site visits are arranged with industrial partners based on availability.

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

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

No X

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

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

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

Seminar #

Laboratory

Other (please specify) 3 lecture/lab*

* Some weeks will be used as 3 hour lectures then after covering several experiments, one 3-hour laboratory session would be scheduled to perform these experiments. This scheduling process is efficient and connects the laboratory experiments as a series of experiments.

9. Prerequisites (taken prior): CIVE 241-3 and CIVE 370-3, or equivalent

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

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

12. Preclusions: None

13. Course Equivalencies: None

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

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

16. Proposed text / readings:

- a) Asphalt Institute, "MS-2 Asphalt Mix Design Methods", 7th edition, 2015.
<https://bookstore.asphaltinstitute.org/catalog/book/ms-2-asphalt-mix-design-methods>
- b) AASHTO, "Mechanistic-Empirical Pavement Design Guide: A Manual of Practice", 3rd Edition with 2021 Supplement, <https://store.transportation.org/item/collectiondetail/196>
- c) Gonzalo Rada, et al., "Guide for Conducting Forensic Investigations of Highway Pavements", National Cooperative Highway Research Program (NCHRP), National Academies for Sciences, Engineering and Medicine, Report 747, 2013, <https://nap.nationalacademies.org/catalog/22507/guide-for-conducting-forensic-investigations-of-highway-pavements>

B. Significance Within Academic Program

1. Anticipated enrolment _____ 8 _____

2. If there is a proposed enrolment limit, state the limit and explain: _____ 10 – To ensure safe operation of experiments in the laboratory and in-situ data collection _____

3. Required for: Major: _____ None _____ Minor: _____ None _____ Other: _____

4. Elective in: Major: _____ CIVE and ENVE _____ Minor: _____ CIVE and ENVE _____ Other: _____

5. Course required by another major/minor: None

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

7. Toward what degrees will the course be accepted for credit? MSc in Engineering

8. What other courses are being proposed within the Program this year? ENGR 472-3 (cross-listed)

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: This course does not overlap with any other courses offered at UNBC. This is an elective course that offers fundamental knowledge about pavement engineering. An introduction to pavement engineering is offered through 3 weeks in Transportation Systems (CIVE 370).

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

If **yes**, please describe requirements: Collaboration with an industrial partner or Ministry of Transportation would be preferred to offer testing demonstrations if some lab/field equipment is not available at UNBC.

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

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

D. Resources required

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

i. **Faculty Staffing:** N/A

ii. **Space (classroom, laboratory, storage, etc.):** Pavement Engineering Laboratory: Asphalt mixture laboratory with capability to mix and compact asphalt specimen

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

- a) Asphalt Institute, “MS-2 Asphalt Mix Design Methods”, 7th edition, 2015.
<https://bookstore.asphaltinstitute.org/catalog/book/ms-2-asphalt-mix-design-methods>
- b) AASHTO, “Mechanistic-Empirical Pavement Design Guide: A Manual of Practice”, 3rd Edition with 2021 Supplement, <https://store.transportation.org/item/collectiondetail/196>
- c) Gonzalo Rada, et al., “Guide for Conducting Forensic Investigations of Highway Pavements”, National Cooperative Highway Research Program (NCHRP), National Academies for Sciences, Engineering and Medicine, Report 747, 2013, <https://nap.nationalacademies.org/catalog/22507/guide-for-conducting-forensic-investigations-of-highway-pavements>

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

- Educational License of AASHTOWare Pavement ME – AASHTO offers 25 free educational versions of the software to academic institutions upon request
- Installation of Some freeware packages: Weslea for Windows and/ or ELSYM5

E. Additional Attached Materials None

F. Other Considerations

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

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

****If “yes,”** refer the motion to the Senate Committee on Indigenous Initiatives **prior to** SCAAF

- 2. **Other Information:** None
- 3. **Attachment Pages (in addition to required "Library Holdings" Form):** 0 pages

G. Authorization

SCCC Reviewed: December 14, 2023

- 1. **Faculty(ies):** Science and Engineering
- 2. **Faculty Council Motion Number(s):** FSE FC 2024.01.19.04
- 3. **Faculty Council Approval Date(s):** January 19, 2024
- 4. **Senate Committee on Indigenous Initiatives Motion Number:** N/A
- 5. **Senate Committee on Indigenous Initiatives 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 202402.13

Moved by: Allan Kranz **Seconded by:** Stacey Linton

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024 

Date **Chair's Signature**

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

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

PROPOSED NEW COURSE: ENGR 472 Pavement Engineering & ENGR 672 Advanced Pavement Engineering

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

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

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

- [American Association of State highway and Transportation Officials \(AASHTO\), "Mechanistic-Empirical Pavement Design Guide: A Manual of Practice", 3rd Edition with 2021 Supplement, https://store.transportation.org/item/collectiondetail/196](https://store.transportation.org/item/collectiondetail/196)

Cost per hard copy (\$186.00 USD plus taxes). One copy for reserve

- [Asphalt Institute, "MS-2 Asphalt Mix Design Methods", 7th edition, 2015. https://bookstore.asphaltinstitute.org/catalog/book/ms-2-asphalt-mix-design-methods](https://bookstore.asphaltinstitute.org/catalog/book/ms-2-asphalt-mix-design-methods)

Cost per hard copy (\$75.00 USD plus taxes). One copy for reserve

Total Required budget = (1 x \$186) + (1 x \$75) = \$261 USD (\$360 CAD) plus taxes. A total estimation and budget request is \$500 CAD.

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

[Engineering Monograph Acquisitions Budget](#)



University Librarian (or designate) signature

November 9th, 2023

Date

Motion Number (assigned by
Steering Committee of Senate): S-202402.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the credit hours for PHYS 798-3 Advanced Topics in Physics, on page 148 of the 2023/2024 graduate calendar, be approved as proposed.

1. **Effective date:** May 2024
2. **Rationale for the proposed revisions:** There is a need to offer physics courses that are less than 3 credit hours in the MSc Physics degree program. The Department offers 'short courses' that help fill the knowledge gap with graduate students where the course does not need to be a 3-credit hour offering. The Department has used MCPM 798 1-3 in the past and since the Department of Physics is responsible for course delivery, it makes sense to have the variable credit hours for an advanced topics course in physics and not to use MCPM courses.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

PHYS 798-3 Advanced Topics in Physics This course covers topics of current interest in physics research, which vary from year to year.
5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

PHYS 798-3 (1-3) Advanced Topics in Physics This course covers topics of current interest in physics research, which vary from year to year. This course may be repeated provided that all topics are distinct.
6. **Authorization:**

SCCC Reviewed: December 14, 2023

Program / Academic / Administrative Unit: Physics

Faculty(ies): Science and Engineering

Faculty Council Motion Number(s): FSE FC 2024.01.19.05

Faculty Council Approval Date(s): January 19, 2024

Senate Committee on Indigenous Initiatives Motion Number: N/A

Senate Committee on Indigenous Initiatives 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:

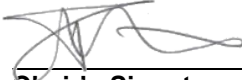
Motion No.: SCAAF 202402.14

Moved by: Allan Kranz

Seconded by: Stacey Linton

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-202402.16

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the course description for MATH 152-3 Calculus for Non-Majors, on page 271 (in the print or PDF calendar accessible on the UNBC web page) of the 2023/2024 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2024

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

Instructors and many students of MATH 152 have experienced that the course covers too much material. The Curriculum Committee of Mathematics and Statistics and MATH 152 instructors agree that the current offering exceeds being a one semester course. Other institutions either cover the material over two semesters or offer a one semester course with less material than MATH 152. We think that a single semester course is best for the programs that MATH 152 serves. We propose removing Lagrange Multipliers from MATH 152, as this is usually a topic covered in a Calculus 3 course, and reducing the time spent on the integration portion of the course. The proposed changes reflect the choices we made after consulting with several instructors who have taught the course as well as with other programs at UNBC.

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

MATH 152 is a requirement of the BSc (integrated), Biology, Forest Ecology and Management, and Wildlife and Fisheries degree programs.

MATH 152 can be used to fill a requirement of Commerce, Landscape Conservation and Management, Economics, and Geography degree programs.

MATH 152 can be used as a prerequisite for COMM 251, COMM 320, ECON 310, ECON 311, ECON 312, ECON 320, ECON 435, ENGR 254, ENGR 406, ENGR 451, ENSC 250, ENSC 406, and ENVE 351.

The following programs have been contacted and they all indicated that this motion was acceptable to them: Biology, Business, Conservation Science and Practice, Economics, Forest Ecology and Management, Geography, Wildlife and Fisheries, Engineering, Environmental Science.

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

MATH 152-3 Calculus for Non-majors This course covers limits, the derivative, techniques of differentiation, exponential functions and exponential growth, maxima and minima, curve sketching, first order linear differential equations, definite and indefinite integrals, partial derivatives, optimization of functions of several variables, Lagrange multipliers, with applications in the social and physical sciences. Applications may vary among sections, depending on students' disciplines. This course is not open to MATH or CPSC majors.

Prerequisites: Pre-calculus 12 or MATH 115-3

Precluded: MATH 100-3, MATH 105-3

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

MATH 152-3 Calculus for Non-majors This course covers limits, the derivative, techniques of differentiation, exponential functions and exponential growth, maxima and minima, introductory curve sketching, ~~first order linear differential equations~~, introduction to definite and indefinite integrals and their properties, integration by substitution, partial derivatives, and optimization of functions of several variables, ~~Lagrange multipliers~~, with applications in the social and physical sciences. Applications may vary among sections, depending on students' disciplines. This course is not open to MATH or CPSC majors.

Prerequisites: Pre-calculus 12 or MATH 115-3
Precluded: MATH 100-3, MATH 105-3

6. Authorization:

SCCC Reviewed: December 14, 2023

Program / Academic / Administrative Unit: Mathematics & Statistics

Faculty(ies): Science & Engineering

Faculty Council Motion Number(s): FSE FC 2024.01.19.16

Faculty Council Approval Date(s): January 19, 2024

Senate Committee on Indigenous Initiatives Motion Number: N/A

Senate Committee on Indigenous Initiatives 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 202402.15

Moved by: Allan Kranz

Seconded by: Stacey Linton

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024

Date

Chair's Signature

For recommendation to ✓ , or information of Senate.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the creation of a Dean's List to recognize the top 10% of students in each Program be approved as proposed.

Proposed Calendar Entry

UNBC recognizes the outstanding achievement of undergraduate students who earn superior grades in either the Fall or Winter semester as Dean's List students. These students are sent a letter of recognition and "Dean's List" is noted on their transcript. For the purpose of the Dean's List, eligible students are defined as students with a minimum required GPA, as defined by the program, who are in the top 10% of their program and have enrolled in and completed at least 9 credit hours of graded coursework in either the Fall and/or Winter semester.

Effective Date: (September 2025)

Rationale:

UNBC does not currently have language in the Calendar describing a Dean's list, nor do we have an active Dean's List. A Dean's list would be valuable for recognizing and encouraging student success.

Many Universities have a Dean's List to recognize the top students. These are typically for each faculty and in some cases each faculty has slightly different criteria (mostly in larger Universities) in smaller Universities they are typically the same for each faculty. See appended notes from other Universities for some examples.

The Deans recommend using the top 10% of each program to minimize the effect of any program specific grading differences. A review of the current data showed that the GPA of the top 10% of students over the last 5 years was between 4 and 4.33. If we use 3.67 as the cut off the number of students on the Dean's list would be a significant fraction of students. This would downplay the significance of making the Dean's list.

Motion proposed by: Deborah Roberts on behalf of all Deans.

Academic Program: All

Implications for Other Programs / Faculties? Yes All programs will benefit

Faculty: All Faculties

Faculty Council / Committee Motion Number:

FBE – FBEFC 2024.01.18.03

FE – FEFC.2023.10.12.03 (evote)

FHHS - FHHS.2022.09.15.3

FISSSH - FISSSHFC.2023.09.21.04

FSE – FSE FC 2022: 09.22.04

Attachment Pages (if applicable): 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:


Motion No.: SCAAF 202402.16

Moved by: Todd Whitcombe

Seconded by: Ronald Camp

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Some data for Deans Lists copied from other University's calendars

UBC

Faculty of Arts/Vancouver School of Economics/Faculty of Pharmaceutical Sciences

Dean's list designation recognizes exceptional academic achievement in the Faculty of Arts.

Students who complete at least 27 percentage-graded credits in a Winter Session, and who achieve an average of 85% or higher on at least 27 of these credits, will receive the notation "Dean's List" on their permanent record.

Students in the Arts Co-operative Education program who complete a Co-operative work placement in either Term of a Winter Session and at least 15 percentage-graded credits in the other Term, and who achieve an average of 85% or higher on at least 15 of these credits, will receive the notation "Dean's List" on their permanent record.

Faculty of Food and Land Systems/Faculty of Commerce and Business Administration

Students with a standing of 80% or better in the previous Winter Session will receive the notation "Dean's Honour List" on their records. A program of at least 24 approved percentage-graded credits must have been completed during the session to receive this designation. Courses taken during the Summer Session are not included in this assessment.

Faculty of Science

Graduating students and students promoted to second, third, or fourth year with a standing of 80% or better in the previous Winter Session will receive the notation "Dean's List" on their records if they passed all courses completed and carried a course load of at least 27 percentage-graded credits. For students in a cooperative education or an education abroad program who are registered at UBC for only one term in Winter Session, the minimum is 15 percentage-graded credits.

U of A

Faculty of ALES

Dean's List: This designation is given to students who achieve a GPA of at least 3.7 on a minimum of ★18 in Fall/Winter. Students who attend for only one term of Fall/Winter are eligible if they complete at least ★9 with a minimum GPA of 3.7.

Faculty of Business

First-Class Standing and Dean's List All interpretations of the following sections made ensuring that the principles of the Duty to Accommodate under the *Alberta Human Rights Act* are applied. This may include considering a reduced course load as a full course load. In those cases, students are entitled to be considered for First Class Standing and/or Dean's List when they have accumulated the credits required by each category, regardless of the number of terms.

- a. **First-Class Standing** is awarded to each student who achieves a GPA of at least 3.5 on ★27 or more of academic study during a Fall/Winter.
- b. The **Dean's List** commends the superior academic performance of each student who has completed ★30 during the Fall/Winter with a GPA of 3.7 or more.

Faculty of Kinesiology

Dean's List: This designation is assigned to undergraduate students who achieve a GPA of at least 3.7. Students must take a minimum ★24 in Fall/Winter. A minimum ★12 of the ★24 must be graded work. Students who attend in only one term of Fall/Winter are eligible if they complete at least ★12 of graded work with a minimum GPA of 3.7.

University of Calgary

No percent conversion given 3.3 = B+ 3.7 = A-

Faculty of Arts

The Dean's List recognizes outstanding academic achievement. The Dean's List is compiled annually at the end of Winter term. A statement of inclusion on the Dean's List is recorded on students' transcripts.

To qualify for the Dean's List, students must complete a sufficient number of courses at the University of Calgary during the preceding academic review period and achieve a GPA of 3.60 or above over all University of Calgary courses taken during that period. The course load requirements are as follows:

- (a) A minimum of 24 units taken at the University of Calgary, OR
- (b) A minimum of 12 units taken at the University of Calgary plus completion of two four-month Co-operative Education work placements, OR
- (c) A minimum of 12 units taken at the University of Calgary plus completion of one approved full-time term abroad, OR
- (d) A program of study assessed by Student Accessibility Services to be equivalent to full-time studies for a particular student.

Notes:

- The GPA is calculated to two decimal places and will not be rounded up.
- Where it is appropriate to be assessed under provisions (c) or (d), students must arrange for all necessary documentation to be received by the Associate Dean no later than May 15.
- Only University of Calgary grades are used in the calculation of GPA for the Dean's List.
- Courses for which a student has taken the flexible grading option (Credit Granted/CG) will be included in the minimum units to be considered for the Dean's List but will not be included in the GPA calculation.
- Students on disciplinary sanctions as outlined in the [Student Academic Misconduct Policy](#) are not eligible for the Dean's List.

Students with deferred examinations and/or term work for Winter Term courses must notify the Associate Dean when their grade(s) are recorded to be considered for the Dean's List.

Schulich School of Engineering

To be included in the Dean's List, a student must achieve a grade point average of 3.60 or higher during the review period, with at least 30 units taken at the University of Calgary (excluding any [Internship 513](#) courses) over the immediately preceding 12-month period of May 1 to April 30. Students who have completed fewer than 30 units during the 12-month period are eligible for the Dean's list only if their program of study has been assessed by Student Accessibility Services to be equivalent to full-time studies for a particular student. Students on academic sanctions as outlined in the [Student Academic Misconduct Policy](#) are not eligible for the Dean's List.

Faculty of Science

The Dean's List recognizes the outstanding achievement of students in the Faculty. It is compiled annually at the end of the Winter Term. A statement of inclusion on the Dean's List will be recorded on the student's transcript.

To qualify for the Dean's List, a student must achieve a grade point average of 3.60 or higher over all University of Calgary courses taken in the preceding Summer (including Spring Intersession), Fall and Winter Terms on:

- (a) A minimum of 24 units taken at the University of Calgary (while registered in a program in the Faculty of Science), OR
- (b) A minimum of 24 units taken at the University of Calgary plus successful completion of one four-month Co-operative Education work placement (while registered in a program in the Faculty of Science), OR
- (c) A minimum of 12 units taken at the University of Calgary (while registered in a program in the Faculty of Science), plus two Co-op work placements.
- (d) A minimum of 12 units taken at the University of Calgary (while registered in a program in the Faculty of Science), plus successful completion of one or more approved full-time terms abroad, OR
- (e) A program of study assessed by the Student Accessibility Services to be equivalent to (a), (b), (c) or (d) for a particular student.

TRU

The University may recognize eligible students who earn superior grades in a semester/study term as "Dean's List" students. 1. For the purpose of the Dean's List, eligible students are defined as: a. those students in programs that follow the Undergraduate Academic/Career/Developmental or the Faculty of Law grading systems, who enroll in and successfully complete at least 80% of a full course load (60% for students with a recognized disability which prevents them from studying at an 80% course load) in their primary program level during a semester, or b. those students in programs that follow the Vocational grading system who enroll in and successfully complete 80% of a full course load (60% for students with a recognized disability which prevents them from studying at an 80% course load), as defined by the program, during the study term. 2. For the purpose of the Dean's List, full-time students with superior grades are defined as: a. those students, except for JD students in the Faculty of Law, who, at the time of adjudication, have at least a 3.50 GPA. Furthermore, no more than 20% of students enrolled in a program can be on the Dean's List. In non-semesterized programs, students who enroll and successfully complete 80% of a full course load (60% for students with a recognized disability which prevents them from studying at an 80% course load), and who meet appropriate performance standards, may be identified by the Dean as Dean's List students. Individual Faculties/Schools may exceed these standards and define "superior grades" more stringently. b. those TRU JD students in the Faculty of Law who, at the time of adjudication, are in the top 10% of the class (determined by weighted GPA) for the academic year. i. Where more than one student achieves the same weighted GPA and that average would make one of those students eligible for the Dean's List, all such students shall be included on the Dean's List. ii. Where 10% of the class is not an even number, the number of students eligible for the Dean's List shall be rounded up or down accordingly (e.g. 10% of 75 students will be rounded to 8 students and 10% of 74 students will be rounded to 7 students). 3. Dean's List students will be sent congratulatory letters by their respective Deans and will have the notation "Dean's List" posted on their transcripts at the end of each semester/study term in which they have met the relevant performance standard.

U of T (3.5 = between B+ and A- (77-84))

This designation is given to U of T Mississauga degree students having a Cumulative Grade Point Average (CGPA) of 3.50 or higher, at the end of the Fall/Winter or Summer Session in which the fifth, tenth, fifteenth, and twentieth credit offered by the university has been passed. A notation will be added to the student's academic transcript in late June (for students who satisfy the requirements at the end of Fall/Winter session) and in late October (for students who satisfy the requirements at the end of Summer session). There is no monetary value associated with the Dean's List Scholar recognition.

Dean's List Scholar

This designation is given at the end of the Fall/Winter Session and/or Summer Session to Faculty of Arts & Science degree students who complete their fifth, tenth, fifteenth, or twentieth degree credits in the Faculty and obtain a [Cumulative Grade Point Average](#) of 3.50 or higher.

The following courses are included in the credit count for the Dean's List, as long as the student receives a final mark of 50% or higher or a status of CR or P:

- Faculty of Arts & Science courses (H1/Y1/H0/Y0) completed for degree credit
- [Courses in other divisions](#) (for example the University of Toronto Mississauga (UTM), University of Toronto Scarborough (UTSC), or the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels)) completed by a degree student registered in the Faculty of Arts & Science
- Faculty of Arts & Science courses (H1/Y1/H0/Y0) completed while a student was registered in another division (for example, UTM/UTSC/Daniels) and the student subsequently transferred to the Faculty of Arts & Science

The following courses are not included in the credit count for the Dean's List:

- Transfer credits from secondary school (e.g. AP, IB, GCE, etc.) and/or post-secondary institutions
- Courses in other divisions completed while a student was registered in the other division
- Courses designated [Extra](#)
- Courses with a final mark of 49% or lower, or with a status of NCR or F
- EDU courses taken as part of the Concurrent Teacher Education Program (CTEP)

A "Dean's List Scholar" notation is added to each qualifying student's transcript in late June (for students who satisfy the criteria at the end of the Fall/Winter Session) and in late October (for students who satisfy the criteria at the end of the Summer Session). Dean's List Scholar notations are not applied at the end of the Fall term. There is no monetary value.

Students who satisfy the criteria but do not receive a transcript notation by the dates above for the appropriate session can contact the Office of the Faculty Registrar, Faculty of Arts & Science, at ask.artsci@utoronto.ca.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the UNBC Academic Dates for the 2024-2025 academic years be approved as proposed.

Effective Date: Upon approval of Senate

Rationale: To adjust our upcoming academic calendar to address the following issues that were found with the previously passed academic calendar dates:

- Too many additional instructional days were added to the September semester to accommodate for one added day of commemoration (Truth & Reconciliation Day, September 30);
- The number of semester instructional days should be balanced to a standard 13 weeks, or approximately 62 instructional days. In the previous motion, the September semester had 66 days of instruction, while the January semester had 60;
- The September exam period must allow for end of semester grade processing, as our student systems are unavailable during the December holiday break due to mandatory year end upgrades;
- The withdrawal deadline was arbitrarily shortened by a week, which disadvantages students. The withdrawal deadline recently has been 50% + a week, which allows students time to receive feedback on assignments and midterms;
- Exam periods abutted the last day of classes. Because we attempt not to schedule exams within two days of a student's last class, this means the exam schedule is significantly condensed, thereby disadvantaging students and potentially compromising the overall exam schedule. We attempt to put a minimum of one non-instructional day between the last day of classes and first day of exams where we can (we can accommodate this in the September semester);
- January orientation should be scheduled on a business day to encourage participation from the campus community.

Motion proposed by: Office of the Registrar

Academic Program: All programs

Implications for Other Programs / Faculties? All programs

Faculty: Presented at all Faculty Councils

Faculty Council / Committee Motion Number: -

Faculty Council / Committee Approval Date:

FBE: January 18, 2024

FE: February 8, 2024

FHHS: January 18, 2024

FISSSH: January 18, 2024

FSE: January 19, 2024

Attachment Pages (if applicable): 1 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF 202402.17

Moved by: Todd Whitcombe

Seconded by: Ronald Camp

Committee Decision: CARRIED

Approved by SCAAF: February 14, 2024

Date



Chair's Signature

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

2024-2025 Revised Academic Dates for Senate Approval

University Registrar, Kimberly Read, January 3, 2024

Original September 2024 Semester Dates (Fall)														
September 2024							October 2024							Orientation Day: Tuesday, September 3 Start of Classes: Wednesday, September 4 Add/Drop Date: Wednesday, September 18 Withdrawal Date: Thursday, October 17 Last Day of Classes: Monday, December 9 First Day of Exams: Tuesday, December 10 Last Day of Exams: Saturday, December 21 Total Exam Days: 11 Tentative Maintenance: Sunday, December 22 # of Monday Instructional Days: 11 # of Tuesday Instructional Days: 13 # of Wednesday Instructional Days: 14 # of Thursday Instructional Days: 14 # of Friday Instructional Days: 14 # of Instructional Days: 66 (11-13-14-14-14)
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	
29	30						27	28	29	30	31			
November 2024							December 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	
24	25	26	27	28	29	30	29	30	31					
Proposed September 2024 Semester Dates (Fall)														
September 2024							October 2024							Orientation Day: Tuesday, September 3 Start of Classes: Wednesday, September 4 Add/Drop Date: Wednesday, September 18 Withdrawal Date: Thursday, October 17 Thursday, October 24 Last Day of Classes: Monday, December 9 Tuesday, December 3 First Day of Exams: Tuesday, December 10 Thursday, December 5 Last Day of Exams: Saturday, December 21 Monday, December 16 Total Exam Days: 11 10 Tentative Maintenance: Sunday, December 22 # of Monday Instructional Days: 11 10 # of Tuesday Instructional Days: 13 # of Wednesday Instructional Days: 14 13 # of Thursday Instructional Days: 14 13 # of Friday Instructional Days: 14 13 # of Instructional Days: 66 (11+13+14+14+14) 62
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	
29	30						27	28	29	30	31			
November 2024							December 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	
24	25	26	27	28	29	30	29	30	31					

Original January 2025 Semester Dates (Winter)

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Orientation Day: Saturday, January 4

Start of Classes: Monday, January 6

Add/Drop Date: Monday, January 20

Withdrawal Date: Tuesday, February 18

Last Day of Classes: Friday, April 4

First Day of Exams: Saturday, April 5

Last Day of Exams: Thursday, April 17

Total Exam Days: 11

Reading Break: February 18-21

Easter: April 18-21

of Monday Instructional Days: 12

of Tuesday Instructional Days: 12

of Wednesday Instructional Days: 12

of Thursday Instructional Days: 12

of Friday Instructional Days: 12

of Instructional Days: 60 (12+12+12+12+12)

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Proposed January 2025 Semester Dates (Winter)

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Orientation Day: ~~Saturday, January 4~~ Friday, January 3

Start of Classes: Monday, January 6

Add/Drop Date: Monday, January 20

Withdrawal Date: ~~Tuesday, February 18~~ Tuesday, February 25

Last Day of Classes: Friday, April 4

First Day of Exams: ~~Saturday, April 5~~ Tuesday, April 8

Last Day of Exams: Thursday, April 17

Total Exam Days: ~~11~~ 9

Reading Break: February 18-21

Easter: April 18-21

of Monday Instructional Days: 12

of Tuesday Instructional Days: 12

of Wednesday Instructional Days: 12

of Thursday Instructional Days: 12

of Friday Instructional Days: 12

of Instructional Days: 60 (12+12+12+12+12)

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the recommendation of the Steering Committee of Senate, the Search and Recommendation for the Selection of the President Procedures be approved as proposed.

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

Rationale:

- The current *Selection Procedures for the Search Committee for the President and Vice-Chancellor* document has not been revised since 2011.
- For the 2021 Presidential Search, interim changes were made to the Procedures to respect and reflect the new five faculty model, while still ensuring a balance of all stakeholder voices (Senate Motion #S-202108.05 / Board of Governors Motion #2021BP09.03.01).
- At that time, the Board of Governors recognized these Procedures and the parent policy (*Appointment of Senior Academic Administrative Officers of the University, and of Faculty*) required a substantial review, and the Board made a commitment to review the policy and procedures per the *Policy on University Policies and Procedures*.
- In late 2022, the Board's Governance and Human Resources Committee and the Office of University began work on drafting new Presidential related policies and procedures.
- The meeting package includes the new *Search and Recommendation for the Selection of the President Procedures*, which requires both Senate and Board approval.
- The meeting package also includes the other Presidential related policies and procedures for information, so Senate can see the full suite of documents.
- All of the documents were posted to the University Policy website for UNBC community feedback on January 29, 2024, with February 20, 2024 as the deadline for feedback and an Announce email was sent communicating the posting of the documents and opportunity for feedback, with subsequent emails sent to the Faculty Association, CUPE 2278, and CUPE 3799 notifying the unions of the draft policies and opportunity for feedback.
- Upon approval of the new *Search and Recommendation for the Selection of the President Procedures*, Senate and the Board will be asked to approve the repeal of the current *Selection Procedures for the Search Committee for the President and Vice-Chancellor*.

Motion proposed by: Kellie Howitt, Senior Governance Officer

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable):

- *Search and Recommendation for the Selection of the President Procedures* – for approval
- *Selection Procedures for the Search Committee for the President and Vice-Chancellor* – approval of repeal
- *2021 Interim Selection Procedures for the Search Committee for the President and Vice-Chancellor* – for information
- *Draft Appointment and Reappointment of the President and Vice Chancellor Policy* – for information
- *Current Appointment of Senior Academic and Administrative Officers of the University, and of Faculty Policy* – for information
- *Draft Review of the President and Vice-Chancellor Prior to Reappointment Procedures* – for information
- *Current Review of the President Prior to Reappointment Terms of Reference* – for information
- *Draft Review of the President and Vice-Chancellor Policy* – for information
- *Draft Review of the President and Vice-Chancellor Procedures* – for information
- *Current Annual Presidential Review Policy and Procedures*

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

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the recommendation of the Steering Committee of Senate, the Selection Procedures for the Search Committee for the President and Vice-Chancellor (2011) be repealed.

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

Rationale:

- Upon the approval of *Search and Recommendation for the Selection of the President* Procedures, the *Selection Procedures for the Search Committee for the President and Vice-Chancellor* document are no longer in effect and need to be repealed.

Motion proposed by: Kellie Howitt, Senior Governance Officer

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable): 1 pages

Procedures

SEARCH AND RECOMMENDATION FOR THE SELECTION OF THE PRESIDENT AND VICE- CHANCELLOR PROCEDURES

Number: GV 6.1

Classification: Governance

Procedural Authority: Board of Governors and Senate

Procedural Officer: Chair, Board of Governors

Effective Date:

Supersedes: Selection Procedures for the Search Committee for the President and Vice-Chancellor (2011)

Date of Last Review/Revision: January 2024

Mandated Review Date: January 2031

Parent Policy: *GV 6 Appointment and Reappointment of the President and Vice-Chancellor*

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1.0 PURPOSE

- 1.1 Through these jointly established procedures, the Board and Senate use a Search Committee comprised of representatives from across the University community in the recommendation and selection of candidates for president and vice-chancellor.
- 1.2 These Procedures act as the Terms of Reference for the Search Committee.
- 1.3 The success of a Search Committee depends on the degree to which constituent groups ensure representation, and to which individual members are engaged in each stage of the process.
 - 1.3.1 Each member of the Search Committee must be committed to fully engaging in the fair, objective, and comprehensive assessment of each candidate prior to short-listing, as well as in the assessment of candidates who are short-listed.
 - 1.3.2 It is equally important that all Search Committee members work from the same base of information and that the entire Search Committee be engaged in considering the significance of that information.

2.0 PRINCIPLES

- 2.1 The principles underlying a Presidential search are as follows:
 - 2.1.1 Confidentiality;
 - 2.1.2 Clarity and transparency of process;
 - 2.1.3 Broad consultation and timely communication with the University community and the broader community;
 - 2.1.4 Accountability of the Search Committee and the Board of Governors to the process and the highest good of the institution;
 - 2.1.5 Broad representation in Committee membership;
 - 2.1.6 Establishment of, and adherence to, a search timeline;
 - 2.1.7 Equity and fairness in the selection and recommendation of candidates;
 - 2.1.8 Respect for the integrity of the process; and
 - 2.1.9 Avoidance of conflict of interest.
- 2.2 UNBC is committed to equity and diversity. When establishing the Search Committee, constituencies should encourage a diverse representation

from the university community including women, Indigenous peoples, persons with disabilities, visible minorities, people of all sexual orientations and gender identities and expressions, and others who may contribute to the further diversification of the University.

3.0 SCOPE

These procedures apply to all parties involved with the formation and activities of the Search Committee for the President and Vice-Chancellor.

4.0 DEFINITIONS

- 4.1 A **Conflict of Interest** occurs when a Search Committee member's private affairs or financial interests are in conflict, or could result in a perception of conflict, with their responsibilities on the Committee in such a way that their ability to act in the University's best interest could be impaired, or the member's actions or conduct could undermine or compromise confidence in the member's ability to discharge their responsibilities on the Committee. A Committee member involved in a personal or business relationship outside of work with a candidate which would reasonably compromise objectivity or the perception of objectivity, in the recruitment, interviewing, shortlisting or recommending another person, must disclose such relationship to the Committee Chair.

4.0 PROCEDURES

4.1 Authority to Establish Procedures

Under Section 27(2) of the BC University Act, the board has the power, with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president.

4.2 Search Committee Responsibilities

- 4.2.1 The Search Committee (the Committee) determines the procedures to be followed for the search and selection of candidates for President and Vice-Chancellor, and is responsible for the following:
- i. reviewing the position description for the President and Vice-Chancellor;
 - ii. identifying the qualifications and qualities desired of candidates;

- iii. determining the best process for the search (E.g. using an external consultant, developing an internal process, use of an open or closed search process, etc.).
 - iv. providing guidance in the drafting of the position posting;
 - v. developing appropriate interview questions and process;
 - vi. establishing a short list of candidates; and
 - vii. interviewing short-listed candidates and making a recommendation to the Board of Governors.
- 4.2.3 The Committee Secretary is responsible for keeping a confidential summary record of the Committee's decisions and actions.
- 4.3.1 Only the Chair (or designate) may speak on behalf of the Committee.
- 4.3.2 Members of the Committee are responsible for keeping their constituencies advised of the process within the constraints of confidentiality.
- 4.3.3 The Committee is responsible for familiarizing itself with best practices for conducting fair and equitable search processes, including reference checking. The Committee must review policies on Indigenous inclusion and equity, diversity and inclusion and discuss how the work of the Committee will reflect the commitments of the University.
- 4.3.4 Committee members must have completed or be willing to complete equity, diversity and inclusion training as outlined in the *Hiring Equity Policy*.
- 4.4 Committee and Meeting Conduct
- 4.4.1 Meetings of the Committee are conducted in a closed session and the UNBC Board of Governors Rules are the procedures used to preside over such meetings unless otherwise stated in these Procedures.
- 4.4.2 Deliberations of the Committee are confidential.
- 4.4.2 Deliberations of the Committee concerning candidates, including the incumbent, must not be recorded.

- 4.4.3 A member of the Committee who has breached confidentiality is subject to sanction by the Chair, potentially including dismissal from the Committee.
 - 4.4.4 Members of the Committee should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the confidential summary record. At no point is it appropriate to reference opinions voiced at meetings.
 - 4.4.5 Documentation received by the Committee during its deliberations is confidential. Personal information is managed and protected in accordance with BC's *Freedom of Information and Protection of Privacy Act* and relevant University policies and procedures.
 - 4.4.6 Quorum for the Search Committee meetings is 60% of the members of the Committee, whether attending in person or remotely. The Committee reaches a decision on a recommendation to the Board of Governors by simple majority vote.
 - 4.4.7 Members of the Search Committee are to make their best effort to attend all meetings to ensure that the whole Committee participates fully in the process.
 - 4.3.3 If a Committee member withdraws from the Committee prior to the formation of questions for long-list or short-list interviews, either actively or through on-going non-attendance at meetings, the Committee Chair will request the constituency group replace the member within a specific timeframe.
- 4.4 Recommendations to the Board of Governors
- 4.4.1 The Search Committee recommends candidates to the full Board of Governors by providing a prioritized ranking of short-listed candidates and a rationale for the Committee's final recommendation.
 - 4.4.2 The Committee Chair reports the recommendation to the Board of Governors.
- 4.5 Conflict of Interest

- 4.5.1 Committee members must promptly disclose any conflict of interest or perceived conflict of interest to the Search Committee Chair. The Chair, after consultation with other members of the Search Committee, determines whether the member should recuse themselves from all or any part of the Committee's deliberations, or resign from the Committee.
- 4.5.2 Should a Committee member not recuse or resign as recommended by the Committee, the Committee may, by a majority vote, recommend to the Human Resources Committee of the Board of Governors that the member be removed from the Committee.

DRAFT

4.6 Search Committee Composition

The Search Committee is comprised of the following 21 voting members and 3 non-voting members:

Position	Source	Selected by
Chair	Board Chair	Ex-officio
Vice-Chair	Board Vice-Chair	Ex-officio
Committee Secretary (non-voting)	Senior Governance Officer	Ex-officio
Recording Secretary (non-voting)	Office of University Governance	Senior Governance Officer
Members	Chancellor (if the position is vacant, a Board member chosen by the Board's Human Resources Committee	Ex-officio
	3 board members, including 1 regional member	Selected by the Board's Human Resources Committee
	1 senior academic officers who is a vice-president, provost, vice-provost, or associate vice-president	Chosen by the Human Resources Committee of the Board in consultation with the President's Executive Council
	1 senior academic officer who is a dean, director, university librarian or university registrar	Chosen by the Human Resources Committee of the Board in consultation with the President's Executive Council
	1 senior administrative officer (vice-president associate vice-president, or director)	Chosen by the Human Resources Committee of the Board in consultation with the President's Executive Council

	1 Indigenous member	Chosen by the Human Resources Committee of the Board in consultation with the Senate Committee on Indigenous Initiatives
	One undergraduate student	Appointed or elected by undergraduate student society
	One graduate student	Appointed or elected by graduate student society
	Maximum 5 faculty members	Nominations can come from across the university, including self-nominations. Elected by the Senate, with a preference for representation from across the Faculties
	1 regional representative	Chosen by the Human Resources Committee of the Board
	3 employees who are not faculty members, senior academic officer or senior administrative officer	Chosen by the Human Resources Committee of the Board, in consultation with the relevant employee groups, with a preference for representation from across the employee groups
Resource Person – provides human resources best practices advice (non-voting)	Director, Human Resources	Ex-officio

5.0 RELEVANT LEGISLATION

5.1 [BC University Act](#)

6.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

6.1 [Hiring Equity Policy](#)

6.2 [Intentional Diversity Hire Policy](#)

DRAFT

SUBJECT: SELECTION PROCEDURES FOR THE SEARCH COMMITTEE FOR THE PRESIDENT & VICE-CHANCELLOR**1. Terms of Reference for the Search Committee**

- To review the position of President & Vice-Chancellor
- To establish the qualification and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short list of candidates
- To recommend to the full Board of Governors, by providing a prioritized ranking of short listed candidates.

2. Search Committee Composition (18 members)

- Board Chair (Chair)
- Board Vice-Chair (Vice-Chair)
- Chancellor
- Three other Board members, including a regional member chosen by the Human Resources Committee of the Board
- One Senior Academic Officer (Provost, Vice-Provost, or Dean) and one Senior Administrative Officer (Director or Vice-President), chosen by the Human Resources Committee of the Board in consultation with President's Council
- Director, Human Resources (non-voting)
- A regional representative (chosen by the Human Resources Committee of the Board)
- 3 Faculty members (chosen by Senate - at least one from each College)
- 2 students, one undergraduate and one graduate (chosen by the Human Resources Committee of the Board, in consultation with the appropriate student governing body)
- A staff member (chosen by the Human Resources Committee of the Board, in consultation with CUPE and the Exempt groups)
- A First Nations member (chosen by the Human Resources Committee of the Board in consultation with the Senate Committee on First Nations and Aboriginal People)
- Secretary of the Board of Governors (non-voting Committee Officer).

3. Process

- The search will be conducted in accordance with the principles established in the UNBC Policy - *Appointment of Senior Academic Administrative Officers of the University and of Faculty*.

**SUBJECT: INTERIM SELECTION PROCEDURES FOR THE SEARCH COMMITTEE
FOR THE PRESIDENT & VICE-CHANCELLOR**

1. Terms of Reference for the Search Committee

- To review the position of President & Vice-Chancellor
- To establish the qualification and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short list of candidates
- To recommend to the full Board of Governors, by providing a prioritized ranking of short listed candidates.

2. Search Committee Composition (18 voting members)

- Board Chair (Chair)
- Board Vice-Chair (Vice-Chair)
- Three other Board members, including a regional member chosen by the Executive Committee of the Board
- One Senior Academic Officer (Provost, Vice-Provost, or Dean) and one Senior Administrative Officer (Director or Vice-President), chosen by the Executive Committee of the Board in consultation with President's Executive Council)
- Director, Human Resources (non-voting)
- A regional representative (chosen by the Executive Committee of the Board)
- Five Faculty members (chosen by Senate - at least one from each Faculty to a maximum of five members)
- Two students, one undergraduate and one graduate (chosen by the Executive Committee of the Board, in consultation with the appropriate student governing body)
- One staff employee (chosen by the Executive Committee of the Board, in consultation with CUPE)
- One exempt employee (chosen by the Executive Committee of the Board in consultation with Human Resources)
- A First Nations member (chosen by the Executive Committee of the Board in consultation with the Senate Committee on First Nations and Aboriginal People)
- Secretary of the Board of Governors (non-voting Committee Officer).

3. Process

- The search will be conducted in accordance with the principles established in the UNBC Policy - *Appointment of Senior Academic Administrative Officers of the University and of Faculty*.

Policy

APPOINTMENT AND REAPPOINTMENT OF THE PRESIDENT AND VICE-CHANCELLOR

Number: GV 6
Classification: Governance
Approving Authority: Board of Governors
Designated Executive Officer: Board Chair
Effective Date:
Supersedes: Review of the President Prior to Reappointment – Terms of Reference (1999)
Date of Last Review/Revision: January 2024
Mandated Review Date: January 2031

Associated Procedures: GV 6.1 *Search and Recommendation for the Selection of the President and Vice-Chancellor* and GV 5.2 *Review of the President and Vice-Chancellor Prior to Reappointment*

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1.0 PURPOSE

Under sections 27(2) (f) and (g) of the [University Act](#), the Board of Governors (the Board) is responsible for appointing the President of UNBC, and for extending their appointment as appropriate.

2.0 PRINCIPLES

The principles underlying the Presidential appointment and reappointment process are as follows:

- 2.1 clarity and transparency of process;
- 2.2 broad consultation and timely communication with the University community and the broader community through the work of the Committee for the review of the President prior to reappointment;
- 2.3 accountability of the Board to the process and the highest good of the institution;
- 2.4 equity and fairness;
- 2.5 respect for the integrity of the process; and
- 2.6 avoidance of conflict of interest.

3.0 SCOPE

- 3.1 This policy applies to the Board of Governors and the Committee established for the review of the President and Vice-Chancellor prior to reappointment.

4.0 DEFINITIONS

- 4.1 **Diversity:** Differences in the lived experiences and perspectives of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, and/or socio-economic situations (as defined in the *Hiring Equity Policy*).
- 4.2 **Equity:** A fair, impartial, even-handed, and distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life. Please see the [Government of Canada's Building a Foundation for Change: Canada's Anti-Racism Strategy](#) for other words that matter when it comes to promoting inclusion and eliminating discrimination (as defined in the *Hiring Equity Policy*).

- 4.3 **Inclusion**: Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all (as defined in the *Hiring Equity Policy*).

5.0 POLICY

5.1 Appointment of the President and Vice-Chancellor

- 5.1.1 When requested by the Board, a Search Committee for a President and Vice-Chancellor is established as outlined in the *Search and Recommendation for the Selection of the President and Vice-Chancellor Procedures* approved by the Senate and Board as enacted under section 27 (2)(f) of the *University Act*.
- 5.1.2 The Search Committee determines the specific process to be followed for the search and selection of candidates for President and Vice-Chancellor.
- 5.1.3 The Search Committee recommends candidates to the Board by providing a prioritized ranking of short-listed candidates. The Search Committee Chair communicates the recommendation to the full Board, who make the final decision and appoint the President.

5.2 Reappointment of the President and Vice-Chancellor

- 5.2.1 The regular presidential review process conducted by the Board reflects the accountability of the President to the Board.
- 5.2.2 At least 18 months prior to the end of the President's term, the Chair of the Board ascertains the President's view concerning a renewal of contract.
- 5.2.3 If the President expresses an interest in re-appointment, the Board implements the *Review of the President and Vice-Chancellor Prior to Reappointment Procedures* prior to reappointment.

6.0 AUTHORITIES AND OFFICERS

6.1 The authorities and officers for this Policy are as follows:

- Approving Authority: Board of Governors
- Designated Executive Officer: Board Chair

6.2 The authorities and officers for the *Search and Recommendation for the Selection of the President and Vice-Chancellor Procedures* are as follows:

- Procedural Authority: Board of Governors and Senate
- Procedural Officer: Board Chair

6.3 The authorities and officers for the *Review of the President and Vice-Chancellor Prior to Reappointment Procedures* are as follows:

- Procedural Authority: Board of Governors
- Procedural Officer: Board Chair

7.0 RELEVANT LEGISLATION

7.1 [BC University Act](#)

8.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

8.1 [Hiring Equity Policy](#)

8.2 [Intentional Diversity Hire Policy](#)

8.3 *Review of the President and Vice-Chancellor Policy* and associated *Procedures*

8.4 Upon approval of the Board of Governors, this policy is paramount and sections of the existing *Appointment of Senior Academic and Administrative Officers of the University, and of Faculty Policy and Procedures* referring to the search, selection and appointment of the President (section 1 Category A and Section 5) are no longer valid.

SUBJECT: APPOINTMENT OF SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS OF THE UNIVERSITY, AND OF FACULTY

Section 27, 2g of the University Act of British Columbia provides that the Board “appoint the President of the University, Deans of all faculties, the Librarian, the Registrar, the Bursar, the Professors, Associate Professors, Assistant Professors, Lecturers, Instructors and other members of the teaching staff of the University, and the officers and employees, the Board considers necessary for the purpose of the University, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment”.

1. The positions to be governed by this provision at UNBC shall include the following:

Category A

- President

Category B

- Vice-President (Academic) & Provost
- Vice-President (Administration & Finance)
- Vice-President (Research)

Category C

- Director of Student Services
- Registrar
- College Deans
- Dean of Graduate Studies
- University Librarian
- Director of Regional Operations
- Faculty on tenure track appointment
- Controller/Directors (or equivalent)

Category D

- Faculty on limited term appointment
- Professional Librarians
- Senior Lab Instructors
- Regional Chairs
- Instructor appointments
- Managers (or equivalent)
- Academic Program Chairs
- Staff

2. For those positions identified in Category B and C the Board shall act on a recommendation of appointment presented by the President.

2.1 The President shall recommend a candidate for appointment to the Board:

- a) in the case of the positions of Vice-President (Academic) & Provost, Vice-President (Administration and Finance) and Vice-President (Research), the President's recommendation shall be directed to the Executive Committee of the Board of Governors, who will in turn present the case for appointment to the full Board of Governors for approval.
- b) in the case of positions of academic administration (Associate Vice-President, Deans, University Librarian, Director of Regional Operations, Directors of Academic Support services, Faculty), the President's recommendation shall be directed to the Academic Operations Committee of the Board for approval.
- c) in the case of other senior administrative positions (Controller, Administrative Directors), the President's recommendation shall be directed to the Administration and Finance Committee of the Board for approval.

2.2 All recommendations shall be accompanied by a brief profile of the nominee, the nominee's curriculum vitae or resume, and a report on the competition including the number of candidates, their qualifications, gender and such other information as the Board may from time to time consider being relevant.

3. Appointments to positions in Category D are at the decision of the President or delegated Vice-President. Appointments to management positions, including Program Chairs, shall be reported to the Board for information.
4. At each regular Board meeting, the President shall provide the Board with a list of those positions being advertised that fall within both categories.
5. In the case of Category A – President, a search committee will be struck by the Board of Governors to determine the procedures to be followed for the search and selection of a President. Appointment of the President will be based upon the approval of the full Board of Governors.

Procedures

REVIEW OF THE PRESIDENT AND VICE-CHANCELLOR PRIOR TO REAPPOINTMENT

Number: GV 6.2
Classification: Governance
Procedural Authority: Board of Governors
Procedural Officer: Board Chair
Effective Date:
Supersedes: Committee for Review of the President Prior to Reappointment – Terms of Reference (1999)
Date of Last Review/Revision: January 2024
Mandated Review Date: January 2031

Parent Policy: GV 6 Appointment and Reappointment of the President and Vice-Chancellor

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1.0 PURPOSE

The purpose of these Procedures is as follows:

- 1.1 to set out the terms of reference and membership for the Review of the President and Vice-Chancellor Prior to Reappointment Committee (the Committee); and
- 1.2 to formalize the steps involved in the Committee's review and recommendation on the reappointment of the President and Vice-Chancellor.

2.0 PROCEDURES

2.1 Meeting Conduct

Meetings of the Committee are conducted in a closed session and the UNBC Board of Governors Rules are the procedures used to preside over such meetings unless otherwise stated in these Procedures.

2.2 Committee Mandate

2.2.1 This Committee is an advisory committee to the Board, established as required by the Board, and mandated to review the performance of the President and to make a recommendation to the Board with respect to re-appointment.

2.2.2 The Committee endeavors to conduct its review within a three-month period.

2.2.3 The Committee presents its recommendation to the Board at least 12 months prior to the expiry date of the President's current term of office.

2.3 Review of the President

- 2.3.1 The Committee evaluates the President's performance using the following:
 - i. criteria established by the President and Vice-Chancellor Search Committee in its search for that individual;
 - ii. the annual objectives established by the Board and the President during the President's current term; and

- iii. considerations regarding the changing context of the President's mandate and whether these are areas of activity that require changes in emphasis during the renewed term.

2.3.2 The Board Chair reviews the past annual assessments of the President's performance and summarizes them in a document for the Committee.

2.3.3 In its evaluation, the Committee gives due regard to the information provided in the annual assessments of the President's performance summary document.

2.3.4 All work of the Committee is confidential unless otherwise designated in these Terms of Reference or the parent Policy. Any breach of confidentiality may lead to removal from the Committee and repercussions under UNBC policies.

2.3.5 The Committee determines whom to approach to seek informed assessment of the President's performance, and such information is to be gathered primarily through confidential interviews.

- i. The Committee identifies who would offer a balanced view of the President's performance; and
- ii. All interviews are confidential.

2.3.6 The Committee is encouraged to interview or obtain the views of the following, with no more than 28 individuals providing feedback:

- i. Representatives of the University Community including:

- Members of the Board of Governors and Senate
- Presidents of all employee groups
- Presidents of student governing bodies
- President, Alumni Association
- Vice-Presidents
- Deans and Directors
- Chair of the Senate Committee on University Budget
- Members of the Presidential Advisory Search Committee which recommended the appointment of the President

- ii. Representatives of the External Community including:

- Leaders in Northern BC
- Major donors and friends of UNBC
- Senior public servants

- Regional politicians

2.3.7 The Committee meets with the President at the outset of its work to discuss the review process and provide an opportunity for the President to submit a statement of self-evaluation.

2.3.8 The Committee ensures that its activities do not undermine the ability of the President to function effectively as an institutional leader during the period of the review.

2.3.9 The establishment of the Committee, its composition and terms of reference, are to be announced in to UNBC employees (E.g. through UNBC Facstaff email list), along with an invitation to submit confidential written and signed submissions from interested persons, providing their opinions on the effectiveness of the President during their term. These submissions are provided directly to the Board Chair through their UNBC email account, summarized by the Board Secretary and the Board Chair, and shared with the Committee.

2.4 Committee Recommendation(s)

2.4.1 When the Committee has formulated its recommendation, but before presenting it to the Board, the Chair of the Board meets immediately and in confidence with the President to review the general findings of the Committee and the nature of the recommendation to the Board.

2.4.2 If the Committee recommends that the President be reappointed, the Chair convenes a meeting of the Board's Human Resources Committee to recommend to the Board the terms of the contract acceptable to the Committee and to the President.

2.4.3 If the Committee does not recommend that the President be reappointed, the Chair convenes a meeting of the Board's Human Resources Committee to discuss the recommendation prior to the Board receiving the recommendation.

2.4.4 The Committee submits a written report to the Board with its recommendation that the Board either reappoint the President or establish a search process for a successor.

2.5 Committee Composition

The Committee is comprised of the following 12 voting members and 3 non-voting members:

Position	Source	Selected by
Chair	Board Chair	Ex-officio
Vice-Chair	Board Vice-Chair	Ex-officio
Committee Secretary (non-voting)	Senior Governance Officer	Ex-officio
Recording Secretary (non-voting)	Office of University Governance	Senior Governance Officer
Members	Chancellor (if the position is vacant, a Board member chosen by the Board's Human Resources Committee	Ex-officio
	2 board members, including 1 regional member	Selected by the Board's Human Resources Committee
	2 faculty members	Nominations can come from across the university, including self-nominations. Elected by the Senate
	One undergraduate or graduate student	Elected by the undergraduate and graduate student societies
	1 employee who is not a faculty member, senior academic officer or senior administrative officer	Chosen by the Human Resources Committee of the Board in consultation with the relevant employee groups
	1 senior academic officer (vice-president, provost vice-provost, or dean)	Chosen by the Human Resources Committee of the Board
	1 senior administrative officer	Chosen by the Human Resources Committee of the Board

	1 Indigenous member	Chosen by the Human Resources Committee of the Board in consultation with the Senate Committee on Indigenous Initiatives
Resource Person – provides human resources best practices advice (non-voting)	Director, Human Resources	Ex-officio

DRAFT FOR INFORMATION

SUBJECT: REVIEW OF THE PRESIDENT PRIOR TO REAPPOINTMENT – TERMS OF REFERENCE**1. Authority**

- 1.1 The Board of Governors is responsible, under the University Act, for the appointment of the President.
- 1.2 The presidential review reflects the accountability of the President to the Board.
- 1.3 The Chair of the Board will ascertain the President's view concerning a renewal of contract. Only if the President expresses an interest in re-appointment will these procedures be implemented.

2. Mandate

- 2.1 This Committee is an advisory committee of the Board, established as required by the Board, and mandated to review the performance of the President and to make a recommendation to the Board with respect to re-appointment.
- 2.2 The Committee will endeavor to conduct its review within a 2 month period.
- 2.3 The Committee will present its recommendation to the Board at least 16 months prior to the expiry date of the President's current term of office.

3. Composition

- Board Chair (Committee Chair)
- Board vice-Chair (Committee Vice-Chair)
- Chancellor
- Three other Board members, including a student member (chosen by the Human Resources Committee of the Board)
- Two faculty members (chosen by Senate)
- One student, undergraduate or graduate depending on the status of the Board member (chosen by the Human Resources Committee of the Board, in consultation with the appropriate student governing body)
- A staff member (chosen by the Human Resources Committee of the Board, in consultation with the three campus staff groups)
- A First Nations member (chosen by the Human Resources Committee of the Board in consultation with the Senate Committee on First Nations and Aboriginal People)
- Director of Human Resources (non-voting)

4. Duties

- 4.1 The Committee will evaluate the President's performance, using the criteria established by the Presidential Search Committee in its search for that individual, as well as the annual objectives established by the Board and the President during the President's current term. In its evaluation, the Committee will give due regard to the annual assessments of the President's performance.

4.2 In addition to reviewing the past performance of the President, the Committee is required to consider the changing context of the President's mandate and whether these are areas of activity that will require changes in emphasis during the renewed term.

4.3 The Committee will determine whom to approach to seek informed assessment of the President's performance, such information is to be gathered primarily through confidential interviews. The Committee will seek to identify who will offer a balanced view of the President's performance. The Committee is encouraged to interview or obtain the views of the following:

4.3.1 Representatives of the University Community including:

- Members of the Board of Governors and Senate
- Presidents of all employee groups
- Presidents of student governing bodies
- President, Alumni Association
- Vice-Presidents
- Deans and Directors
- Chair of the Senate Committee on University Budget
- Members of the Presidential Advisory Search Committee which recommended the appointment of the President

4.3.2 Representatives of the External Community including:

- Community leaders in Prince George and the regions served by UNBC
- Major donors and friends of UNBC
- Senior public servants
- Local politicians

4.4 The establishment of the Committee, its composition and terms of reference, are to be announced in UNBC Facstaff, along with an invitation to submit written and signed submissions from interested persons.

4.5 The Committee will meet with the President at the outset of its work to discuss the review process and to provide an opportunity for the President to submit a statement of self-evaluation.

4.6 The Committee will ensure that its activities do not undermine the ability of the President to function effectively as an institutional leader during the period of the review.

4.7 When the Committee has formulated its recommendation but before presenting it to the Board, the Chair of the Board will meet immediately and in confidence with the President to review the general findings of the Committee and the nature of the recommendation to the Board. If the Committee recommends that the President be re-appointed, the Chair will convene a meeting of the Human Resources Committee to recommend to the Board terms of the contract acceptable to the Human Resources Committee and to the President.

4.8 The Committee will submit a written report to the Board with its recommendation that the Board either re-appoint the President or establish a search process for a successor.

Policy

REVIEW OF THE PRESIDENT AND VICE-CHANCELLOR POLICY

Number: GV 7
Classification: Governance
Approving Authority: Board of Governors
Designated Executive Officer: Chair, Board of Governors
Effective Date:
Supersedes: Annual Presidential Review (2017)
Date of Last Review/Revision: January 2024
Mandated Review Date: January 2031

Associated Procedures: GV 7.1 *Review of the President and Vice-Chancellor Procedures*

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1.0 BACKGROUND

- 1.1 The Board of Governors is responsible for supporting and evaluating the success of the President through regular performance feedback and a leadership development process.
- 1.2 The President has general responsibilities to lead UNBC as set out in the President and Vice Chancellor position description and the President's employment contract. In addition to the President's general responsibilities, each year the President and Board agree on specific performance goals and objectives for the President for the upcoming year. The annual goals and objectives usually reflect the following:
 - 1.2.1 performance measures for UNBC developed by the Board for the upcoming year related to the University's strategic plan;
 - 1.2.2 specific goals related to the President's leadership of UNBC; and
 - 1.2.3 the President's professional development goals.
- 1.3 With relevant stakeholders, the Board is responsible for assessing the reappointment of the President within the broader context of strategic direction and operational management of the University.

2.0 PURPOSE

- 2.1 The evaluation of the President is one of the most important responsibilities of the Board and is carried out under the leadership of the Board Chair. A formal evaluation process provides clarity for both the Board and the President and provides an opportunity for leadership and development discussions.
- 2.2 The main objectives of the President evaluation process are to:
 - 2.2.1 assess the outcomes of the President's work against the defined goals;
 - 2.2.2 provide feedback to the President on their performance;
 - 2.2.3 strengthen Board/President relations;
 - 2.2.4 provide information for a review of the President's compensation; and
 - 2.2.5 inform the reappointment process.

- 2.3 While the Board Chair plays a leadership role in carrying out the evaluation process, it involves input from the whole Board.

3.0 PRINCIPLES

- 3.1 Each evaluation assesses outcomes against performance measures for UNBC developed by the Board for the year(s) under review, specific goals related to the President's leadership, and the President's professional development goals.
- 3.2 The guiding principles for any performance review are:
- Fairness
 - Transparency of process
 - Honest communication between the Board and the President
 - Confidentiality
 - Facilitating safe, reliable and effective pathways for feedback
 - Ensuring equity, diversity and inclusion of voices in the review process

4.0 SCOPE

This policy applies to the Board of Governors, the President and Vice-Chancellor, and identified review committees and/ or consultants.

5.0 DEFINITIONS

5.1 **Diversity:** Differences in the lived experiences and perspectives of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, and/or socio-economic situations (as defined in the *Hiring Equity Policy*).

5.2 **Equity:** A fair, impartial, even-handed, and distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life. Please see the [Government of Canada's Building a Foundation for Change: Canada's Anti-Racism Strategy](#) for other words that matter when it comes to

promoting inclusion and eliminating discrimination (as defined in the *Hiring Equity Policy*).

- 5.3 **Inclusion**: Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all (as defined in the *Hiring Equity Policy*).

6.0 POLICY

- 6.1 During the President's term, regular evaluations are done as follows:

6.1.1 At the end of year 1, the Board initiates a full evaluation by an external consultant, including reviews incorporating internal and external perspectives, as outlined in the Procedures enacted under this Policy.

6.1.2 At the end of year 2, the Board Committee with responsibility for Human Resources conducts a limited evaluation.

6.1.3 At the end of year 3, the Board initiates a full evaluation by an external consultant, including reviews incorporating internal and external perspectives, as outlined in the Procedures.

6.1.4 During year 4, the Board implements the *Terms of Reference for the Review of the President Prior to Reappointment*.

- 6.2 Full evaluation results are made available to the Board Chair and the President. Summary evaluation results are made available to the Board Committee with responsibility for Human Resources. Limited evaluation results are made available to the full Board.

- 6.3 The Board Chair and Board's Human Resources Committee are responsible for keeping the Board informed of the review process.

- 6.4 At any time during the term of the President, the Board of Governors can initiate a review process at their discretion.

- 6.5 Nothing in this Policy or associated Procedures is intended to preclude members of the Board, members of the University or broader community

from providing feedback to the Board Chair at any time on the President's performance.

7.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors
Designated Executive Officer: Board Chair
Procedural Authority: Board of Governors
Procedural Officer: Board Chair

8.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

- 8.1 *GV 5 Appointment and Reappointment of the President and Vice-Chancellor Policy*
- 8.2 *GV 5.1 Search and Recommendation for the Selection of the President and Vice-Chancellor Procedures*
- 8.3 *GV 5.2 Review of the President and Vice-Chancellor Prior to Reappointment Procedures*
- 8.4 President and Vice-Chancellor's Letter of Appointment

Procedures

REVIEW OF THE PRESIDENT AND VICE-CHANCELLOR REVIEW PROCEDURES

Number: GV 7.1
Classification: Governance
Procedural Authority: Board of Governors
Procedural Officer: Board Chair
Effective Date:
Supersedes: Annual Presidential Review (2017)
Date of Last Review/Revision: January 2024
Mandated Review Date: January 2031

Parent Policy: *GV 7 Review of the President and Vice-Chancellor Policy*

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1.0 PURPOSE

- 1.1 The purpose of these Procedures is to formalize the steps involved in the reviews of the President's work and outcomes that occur during each term of office.

2.0 PROCEDURES

2.1 Year 1 and Year 3 Reviews

- 2.1.1 The Year 1 and Year 3 reviews are contracted to an external consultant/coach with assistance of the Senior Governance Officer.
- 2.1.2 The reviews should ensure alignment with UNBC's Performance Framework for its senior leadership, and the terms of the President's contract and annual performance objectives established by the Board.
- 2.1.3 The Chair of the Board, with input from the Board Committee responsible for Human Resources, and the President, agree upon a list of individuals for the consultant to interview. The list is comprised of a maximum of 25 individuals and includes the following:
 - i. Board members;
 - ii. senior university administrators;
 - iii. Senators;
 - iv. First Nations and Indigenous Partners;
 - v. senior government contacts;
 - vi. regional business and industry partners; and
 - vii. other key stakeholders.
- 2.1.4 The Board of Governors guarantee and grant individuals participating in the interviews strict confidentiality.
- 2.1.5 The consultant provides the President and Board Chair the full consultant's report.
- 2.1.6 The consultant meets with the President to discuss the feedback and to provide coaching support for the President as appropriate.
- 2.1.7 A summary of the 360 Review is provided to the Board Chair and to the Board Committee responsible for Human Resources and is discussed by that Committee.
 - i. The President does not attend these Committee discussions.

ii. The Board Chair provides feedback from the Committee's discussion to the President.

2.1.8 The Board Chair provides information from the review process and the discussion of the Committee responsible for Human Resources to the full Board. The President does not attend this discussion.

2.1.9 The President may provide the Board with a written response to the review, through the Board Chair.

2.1.10 Following the President's response, if any, the Board conducts a salary review.

2.1.11 The Board Chair, in consultation with the Board Committee responsible for Human Resources, may exercise discretion in authorizing reasonable modifications to these procedures and timelines, as needed, and updates the full Board at the next Board meeting of any such modifications.

2.2 Year 2 Review

The Year 2 limited evaluation by the Board's Human Resources Committee may be conducted internally or by using an external consultant with assistance of the Senior Governance Officer.

2.3 Final Evaluation Reports

2.3.1 The Board Chair secures all final evaluation reports and communication and places the records in the President's file in the Office of University Governance.

2.3.2 The Board Chair must include instructions that only the current and future Board Chairs and the President may access the file.

**BOARD of Governors
POLICY & Procedure**

Approving Authority: Board of Governors

Responsible Executive: Associate Vice-President responsible for Human Resources

Title:

Annual Presidential Review

Note: Review for re-appointment is addressed in a separate Board Policy “Review of the President for Reappointment”.

Purpose and Policy Statement

The Board of Governors is responsible for selecting, evaluating and supporting the success of the President through regular performance feedback and a leadership development process.

The President’s performance is assessed through both a developmental leadership review and through a regular assessment of the University’s progress against strategic plans and priorities, which are approved by the Board annually in the context of a multi-year planning cycle.

Procedures

1. June - Report on Progress Against Strategic Priorities

At least annually, and generally at the June Board meeting, the President will provide a written report to the full Board on management’s progress against the strategic priorities and objectives since the last report, and for the upcoming 6 months (in the context of the current academic year and the long term planning cycle). These reports will be discussed during closed sessions of the Human Resources Committee, and then presented and discussed at the public session of the full Board.

2. September to November – Performance Review

On an annual basis, generally September to November, a 360 degree performance review will be completed as follows:

- a. The review will be contracted to an external consultant/coach with assistance of the AVP (Associate Vice-President People, Organizational Design and Risk) to ensure alignment with UNBC’s Performance Framework for its senior leadership.

- b. A list of individuals to be interviewed will be agreed to by the Chair of the Board and the Chair of the Human Resources Committee with input from the President. The list will be no more than 25 individuals and will include Board Members, Senior University Administrators, Senators, and other key stakeholders.
- c. Individuals participating in the interviews will be guaranteed strict confidentiality.
- d. The full Consultant's report will be provided to the President and the Chair of the Board. The Consultant will meet with the President to discuss the feedback and to provide coaching support for the President as appropriate.
- e. A summary of the 360 Review will be provided to the Chair of the Board and to the Human Resources Committee and discussed at the Human Resources Committee. The President will not attend Committee discussions. The Chair of the Board will provide feedback from this discussion to the President.

3. Procedural Accountabilities and Discretion

- a. It is the joint responsibility of the Board Chair and the Chair of the Human Resources Committee to ensure that all members of the Board are aware of these Procedures and the review process.
 - b. The Board Chair, in consultation with the Chair of the Human Resources Committee may exercise discretion in authorizing reasonable modifications to these procedures and timelines, as needed, provided however that the Board Chair will update the full Board at the next Board Meeting, of any such modifications.
4. Nothing in the Review Policy or in these Procedures is intended to preclude members of the Board, or members of the University or broader community from providing feedback to the Board Chair at any time, on the President's performance.

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

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That on the recommendation of the Steering Committee of Senate and the Senate Committee on Curriculum and Calendar (SCCC) the changes to the Terms of Reference for the Senate Committee on Curriculum and Calendar and subsequently the Senate Handbook be approved.

Effective Date: Upon approval of Senate

Rationale: To make the membership of the committee more flexible. The intention is to have the membership be:

- 2 Senate faculty members to retain communication with Senate,
- 2 other faculty members (on Senate or otherwise) to attempt to have program discipline representation,
- Up to 3 other positions approved by Senate (ideally one of those positions being a student who is interested in grammar/language clarity).

There has been difficulty finding a Student Senator who is interested in being on this committee so would like to open up the requirements in the hope of attracting a student (on Senate or otherwise) who might be interested in serving on this committee.

Motion proposed by: Steering Committee of Senate on the recommendation of the Senate Committee on Curriculum and Calendar

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable): 2 pages

SENATE COMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

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

Terms of Reference

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

Membership:

- President (ex officio)
- Four faculty members appointed by Senate, at least two of whom should be Faculty Senators. A principle of disciplinary representation should be considered in the selection of faculty representatives
- ~~One Student Senator~~
- Up to ~~two~~ three additional Members appointed by Senate, who may be students, members of faculty, or ~~the~~ academic administrative staff
- Registrar and Secretary of Senate (non-voting)
- Registrar Services Officer (Curriculum, Calendar, Credentials) (non-voting)

Chair: Committee Member elected annually by and from the membership

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

Committee Secretary: Registrar and Secretary of Senate

Quorum: Majority

Reporting Month:

POSITION	INCUMBENT	EXPIRY DATE
Faculty Member	George Jones	
Faculty Member	Christine Ho Youngusband	
Faculty Senator	Kim Stathers	
Faculty Senator	Alina-Geta Constantin	
Student Senator		
Additional Member	Meghan Costello	
Additional Member	Nico Turner	
Secretary of Senate (non-voting)	Kimberly Read	N/A
Registrar Services Officer	Katie Bracey	N/A

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

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That on the recommendation of the Steering Committee of Senate and the Senate Committee on University Budget (SCUB) the changes to the Terms of Reference for the Senate Committee on University Budget and subsequently the Senate Handbook be approved.

Effective Date: Upon approval of Senate

Rationale: To update the Committee Secretary and Recording Secretary to the Director of Finance and the Executive Administrator, Vice President, Finance and Administration to reflect who is currently doing the work.

Committee Secretary: ~~Associate Vice President Financial Services Director, Finance~~

Recording Secretary: ~~Governance Officer~~ Executive Assistant, Vice President, Finance and Administration

Motion proposed by: Steering Committee of Senate on the recommendation of the Senate Committee on University Budget.

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable): 2 pages

SENATE COMMITTEE ON THE UNIVERSITY BUDGET (SCUB)

Terms of Reference:

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

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

Membership:

Four Faculty Members, including:

- two faculty Senators
- one from a professional program

Three Students, including:

- a graduate student
- an undergraduate student
- a student Senator

One CUPE Staff Representative, appointed by CUPE

One Faculty Association Representative, appointed by the Faculty Association

Chair: A member of Senate elected annually in October by and from the members of the Committee

Committee Secretary: ~~Associate Vice President Financial Services Director, Finance~~

Recording Secretary: ~~Governance Officer Executive Assistant, Vice President, Finance and Administration~~

Quorum: Majority

Reporting Month: March

POSITION	INCUMBENT	EXPIRY DATE
Faculty Senator - Professional Program	Maik Gehloff	03/31/2024
Faculty Senator	Balbinder Deo	03/31/2026
Faculty Member	Hossein Kazemian	03/31/2026
Faculty Member	Alina-Geta Constantin	03/31/2024
Graduate Student	Vacant	08/31/2024
Undergraduate Student	Vacant	08/31/2024
Student Senator	Dev Pandya	08/31/2024
CUPE Staff Representative, appointed by CUPE	Aneta Douglass	03/31/2024

Faculty Association Representative, appointed by the Faculty Association	Catherine Whalen	03/31/2023
Associate Vice President Financial Services Director, Finance (non-voting)	Kiran Kullar	N/A

DRAFT

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

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That on the recommendation of the Steering Committee of Senate the changes to the definitions of 'Senior University Administrators not otherwise elected or appointed to Senate' and 'Other Representatives not otherwise elected or appointed to Senate' and subsequently the Senate Handbook be approved.

Effective Date: Upon approval of Senate

Rationale: To update the Definitions in the Senate Handbook and clarify the membership of Senate for the Senior University Administrators and Other Representatives not otherwise elected or appointed to Senate. These members shall be regarded as fully participating non-voting members of Senate.

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

- (vi) "Senior University Administrators not otherwise elected or appointed to Senate" includes the following officers: Vice Presidents, ~~Finance and Business Operations~~; Associate Vice Presidents, ~~Equity, Diversity and Inclusion~~; ~~Associate Vice President Northern Medical Program~~; Associate Vice Provosts, Senior Academic Directors, Director, Centre for Teaching, Learning and Technology; Chief Information Officer; Chief Information Security Officer.
- (ix) "Other Representatives not otherwise elected or appointed to Senate" includes the following positions: ~~President of NUGSS, Chairperson of NBCGSS, Vice Provost Indigenous Initiatives,~~ and the President of the Faculty Association.

Motion proposed by: Steering Committee of Senate

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable): _____ pages

UNBC Senate Handbook

JOINT BOARD OF GOVERNORS AND SENATE SESSION
Friday, February 2, 2024
SUMMARY OF EVENT

Attendance: Amanda Alexander, Allison Beswick, Dakota Den Duyf, Joyce Henley, Darlene McIntosh, Joel McKay, Trevor Morrison, Philip Mullins, Geoff Payne, Todd Whitcombe, Catherine Wishart, Ibolya Agoston, Wendy Rodgers, Paula Wood-Adams, Ronald Camp, Nicola Koper, Deborah Roberts, Stacey Linton, Trina Fyfe, Kimberly Read, Karima Fredj, Jessie King, Rheanna Robinson, Allan Kranz, Robert Budde, Alina Constantin, Balbinder Deo, Maik Gehloff, Clarence Hofsink, Hossein Kazemian, Tammy Klassen-Ross, Todd Whitcombe, Rachel Fonda, Barbara Durau, Faizaan Somani, Ekpeno Ukut, Rahim Somani, Julius Bankole, Mark Groulx, Lisa Haslett, Megan Tipler, Greg Halseth, Mark Barnes, Rachele Munchinsky, Kellie Howitt

February 2, 2024 – Joint Board & Senate Session – UNBC Prince George Campus

8:00 am – 8:30 am Board and Senate Breakfast

8:30 am – 9:10 am Opening Remarks – J. McKay

Territorial Welcome – D. McIntosh

UNBC: Preparing the 21st Century University Student for Research and the Labour Market. - G. Payne

Discussion on Connection to Community (2-3 minutes each):

Greg Halseth – Community Development Institute

Mark Barnes – Office of Research & Innovation

Penina Harding – First Nations Centre - Video Clip

Ron Camp – Faculty of Business and Economics Community Connection

Rachele Munchinsky – Work-Integrated Learning and Co-Op

9:10 am – 9:55 am Round Table Discussion

10:05 am – 10:50 am Report Back and Group Discussion

1. What do you think is the role of universities in today's society?

The overwhelming response was that the role of universities is to build and foster a sense of community amongst students, staff, and faculty, and to create an inviting space where people can make connections and relationships that will ultimately lead to success for everyone in the university community.

Academically, a university's purpose is to facilitate individual and collaborative learning, to ignite the quest for knowledge, to foster exploration and cultivate curiosity (Who am I? What do I like/want?), to inspire everyone in the university community, and to serve as a collaborator with communities to provide education and research that feed into their continual development. Meanwhile, a university's role is to fulfil student goals in terms of their career and research but also to get them excited about learning and about taking their knowledge out into the world and workplace. It is important that students learn the necessary skills so that they are prepared for the world post-graduation; we need to make students global citizens who recognize that their behaviour impacts others (individuals, groups, environment, etc.). Students are ambassadors of UNBC as they go out into the local and far-reaching community.

1. What role does UNBC play in supporting students in the future labour market?

In addition to teaching students how to interpret new knowledge for life-long learning, UNBC aims to make students workforce-ready with essential skills and abilities to discern how their degrees will translate into effective community contribution. Reliable and accurate use of technology, preparedness to work effectively in teams, and the ability to adapt to change are critical tools that students need upon (or prior to) graduation.

We as the UNBC community want to understand what the labour market requires so that graduates (and the skills their degrees provide) fulfil those needs. One suggestion was that UNBC could introduce a practicum/worker-integrated-learning program. How might Continuing Studies support students as they enter the workforce?

Conversely, some university activities do not support community: educating Indigenous youth often leads to students graduating and then moving away. UNBC does not want to do away with the physical campus but we as a collective need a better virtual presence. It was suggested that a needs-based assessment survey would help identify housing, daycare, and other practical (e.g. baby change tables in campus washrooms) needs for non-traditional students; demographic data (single parents, families, people with disabilities, northern vs. elsewhere, gender, sexuality, etc.) would assist in identifying such needs. To that end, students require new learning pathways that reduce barriers.

2. Where does UNBC's unique connectedness to community support the future journey of our students?

UNBC is strategically located to create and maintain industry contacts with local organizations where pathways open for faculty, staff, and students to engage with the community. Research and student placements are more easily facilitated due to our size and relationships: we live, work, and recreate together.

We can foster internal communities: informal and formal structures to bring students together (e.g., research centre and institute), and we can create an Alumni Network that will build recognition through (past and present) student connections (perhaps through mentoring partnerships).

UNBC can support and encourage local organizations to come to campus – and vice-versa. We could set up pop-up stands at the mall, at high schools, at the Chamber of Commerce, in First Nations communities, in other towns, etc., to get the UNBC brand out and about.

If UNBC recognizes the success of its results, then we can identify pathways that can be replicated for continued and repeated success.

It was suggested that we need to institutionalize a written memory of relationships (so that those foundations remain with the university after people have gone).

Other Notes

Libraries: what is their fate? Different aspects of research were discussed: should research always be about publication? What about community-based research and development-based projects? There are diverse approaches to research.

Suggested was the need for better internal as well as external communication at UNBC; it was expressed that UNBC needs to develop a culture of celebration (of accomplishments and achievements). In conjunction with better communication across the university community, the “aging out of the faculty” is a chance for renewal, change, and further implementing the Ready Plan.

Key areas for consideration:

Aspirations

Vision

Mission

Strategy

Action

Key points:

Leverage existing relationships

Resources

Commitment

Consistency/Reliability



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Chemistry and Biochemistry Alumni Award be approved.

Rationale: To activate the UNBC Chemistry and Biochemistry Alumni Award commencing the 2024-2025 Academic Year.

Proposed By: Carolyn Chrobot, Development Officer – Community Engagement

Research & Innovation Contact:
Carolyn Chrobot, Development Officer – Community Engagement

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Development Officer)

Date to SCSB: Jan 12, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240124.04

Moved by: Stathers

Seconded by: Palmer

Committee Decision: Carried.

Attachments: 1 Page

Approved by SCSB: January 24, 2024
Date

Neil Hanlon, Acting Chair
Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: UNBC Chemistry and Biochemistry Alumni Award

Awards Guide Description/Intent: The Chemistry and Biochemistry Alumni from UNBC have established this award to support Undergraduate students at UNBC in their Chemistry, or Biochemistry & Molecular Biology (BCMB) studies.

Donor: UNBC Chemistry and Biochemistry Alumni

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full-time undergraduate student enrolled in Chemistry, or Biochemistry & Molecular Biology (BCMB) and who has completed 30 credit hours. First preference will be given to a resident of northern British Columbia.

Criteria: Academic excellence

Effective Date: Established 2024

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Spectra Energy Bursary with a name change to Enbridge Bursary be approved.

Rationale: To revise the Spectra Energy Bursary commencing the 2024-2025 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

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

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Development Officer)

Date to SCSB: January 5, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240124.04

Moved by: Zhou

Seconded by: Palmer

Committee Decision: Carried.

Attachments: 1 Page

Approved by SCSB: January 24, 2024
Date

Neil Hanlon, Acting Chair
Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: ~~Spectra Energy~~ Enbridge Bursary

Awards Guide Description/Intent: Enbridge is a diversified energy company uniquely positioned to help accelerate the global transition to a cleaner energy future in ways that are ethical, sustainable and socially responsible. They value safety, integrity, respect, inclusion and high performance. Above all else, Enbridge aims to make a difference, economically and socially as an industry leader, as a responsible corporate citizen, and as an exceptional employer. Enbridge created this Bursary in 1994 to support students from northern British Columbia to overcome the financial barriers to their education.

Donor: ~~Spectra Energy (formerly Westcoast Energy Inc.)~~ Enbridge

Value: \$1,500

Number: Four

Award Type: Bursary

Eligibility: Available to a full-time undergraduate student who has completed at least 60 credit hours towards a ~~degree program within the College of Science and Management~~ Faculty of Science and Engineering and who is a resident of northern British Columbia. ~~Preference will be given to a candidate who has attended UNBC for the first two or three years or who has transferred to the University from a regional community college in northern British Columbia.~~ First preference will be given to a student in greatest financial need.

Criteria: ~~Demonstrated financial need~~ Satisfactory academic standing and significant financial barriers

Application Instructions: ~~Complete the Financial Need section of the In-course Awards Application form and answer the questions regarding northern BC residency.~~

Effective Date: Endowed 1994, revised 2024

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