

**THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SENATE MEETING  
PUBLIC SESSION  
MINUTES**



**September 10, 2003**

**3:30 PM**

**Room 7/172 Bentley Centre - Prince George Campus**

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**Present:** S. Beeler, T. Binnema, C. Brown, L. Coates, D. Ditto, J. DeGrace, A. Fredeen, Y. Hussein, C. Jago (Chair), D. Macknak, B. Malcolm, M. Mandy, W. McGill, P. Montgomery, W. Morrison, D. Nyce (teleconference), K. Otter, K. Penner, D. Poff, D. Procter, F. Rahemtulla, J. Randall, B. Simard (teleconference), J. Swainger, R. Tait, T. Whitcombe, S. Wilson, A. Truant (Recording Secretary).

**Regrets:** B. Anderson, S. Beaumont, R. Berthiaume, M. Blouw, S. Cochran, C. Hawkins, D. Hemingway, A. Hussein, E. Jensen, E. Kinghorn, R. Matheson, A. Nussbaumer.

**Guest:** Andrew Snih, Educational Media Services

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The meeting commenced at 3:30pm.

**1.0 S-200309.01**

**Approval of the Agenda**

Tait/Mandy

That the Agenda for the September 10, 2003 Public Session of Senate be approved as proposed.

CARRIED

**2.0 S-200309.02**

**Approval of Minutes - of the August 13, 2003 Public Session**

Tait/Procter

That the Minutes of the August 13, 2003 Public Session of Senate be approved as proposed.

CARRIED

**3.0 Business Arising from Previous Meetings of Senate**

**3.1 Loading of Grades – Spring/Summer Semester**

At the August 13<sup>th</sup> Senate meeting, Senator Swainger raised questions with regard to the e-mail from the Registrar of June 20<sup>th</sup> pertaining to the loading of grades for courses taken in the Spring/Summer session.

The Registrar responded that the issue of loading grades had been ongoing for quite some time. It first arose at the Banner SWAT Committee relating to the tuition deposits to be paid for the summer months and this led to seeking the definition of a semester. The matter was referred to the President's Executive Council, with the directive that all semesters be treated equally. Further, the directive from the Strategic Academic Plan was that condensed and otherwise irregular courses be encouraged, most of these being spring/summer courses. With all semesters being treated the same, and being unable to load grades at the end of every course, a memo was distributed on June 20<sup>th</sup> advising that the grades for the summer session would be loaded at the end of the spring/summer semester. Due to the difficulties that this decision created a second memo was distributed on June 27<sup>th</sup> advising that the grades for spring/summer courses completed on or before June 16<sup>th</sup> would be loaded by July 4<sup>th</sup>. When the Sessional dates have

been brought forward to Senate in the Fall for approval, Senate would be asked to approve them for three semesters: Fall, Winter and Spring/Summer.

As more irregular courses would be offered in the Fall and Winter semesters, the need to have grades submitted by instructors within seventy two hours would have to be re-examined.

#### **4.0 President's Report**

##### **4.1 New Audio System in the Bentley Centre**

The President thanked Andrew Snih of the Educational Media Office for all his work in choosing and installing the new audio system, which was a significant improvement over the previous system.

A. Snih gave a brief information session on the use of the new equipment.

##### **5.0 Report of the Vice-President (Academic) and Provost**

The Vice-President (Academic) and Provost provided a brief update regarding the activities of the Degree Quality Assessment Board. The Board had been working through principles, some of which were as follows:

- . on the process of degree approvals
- . of how the process would affect the public post-secondary system, particularly universities
- . criteria for program reviews.

Copies of the documentation that was on the Ministry website could be obtained from the Office of the Vice-Chair. On September 3<sup>rd</sup> this was sent to all the post-secondary systems as well as private providers. The Board had requested feedback by October 15<sup>th</sup> and this was an opportunity for members of Senate to provide their feedback.

The President added that documentation was received in his office late last week. Some of it was directly applicable to UNBC, and a briefer package had been distributed to the Program Chairs and would be discussed next week at a special meeting of President's Council to illicit their feedback. The members of Senate declined the offer to have the information included in the next agenda of Senate as it would not leave sufficient time for a response.

<i>Action: D. Poff to send a copy of the documentation to Senator Nyce.</i>
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#### **6.0 Question Period**

##### **7.0 Committee Reports:**

**7.1 Senate Committee on Academic Policy & Planning - None**

**7.2 Senate Committee on Research & Graduate Studies - None**

**7.3 Senate Committee on Organization and Rules**

##### **S-200309.03**

##### **Nomination/Election Procedures for Re-Election of Vice-Chair of Senate**

Whitcombe/Procter

That Dr. Deborah Poff be nominated for the position of Vice-Chair of Senate for a second one year term.

CARRIED

Dr. Poff was elected to the position by acclamation.

## **To Senate for Information**

### **SCOR 200308.05**

#### **Membership – Senate Committee on Student Discipline Appeals (SCSDA) (no material)**

S. Cochran was approved by the Senate Committee on Organization and Rules to serve on the Senate Committee on Student Discipline Appeals (SCSDA) in the administrative staff position.

### **SCOR 200308.06**

#### **Leave of Absence from Senate – Senator Dawn Hemingway (no material)**

A three-month leave of absence was approved by the Senate Committee on Organization and Rules for Senator Hemingway for the months of September, October and November, 2003.

### **SCOR 200308.07**

#### **Leave of Absence from Senate – Senator Sherry Beaumont (no material)**

A three-month leave of absence was approved by the Senate Committee on Organization and Rules for Senator Beaumont for the months of August, September and October, 2003.

### **SCOR 200308.08**

#### **Travel Authorization for Senators and Senate Committee Members – Ongoing Policy**

That except as may be decided by SCOR in individual cases, Senate approve travel authorization for out of town Senators and Senate Committee members to attend Senate and Senate Committee meetings in-person twice per year, with the remaining meetings to be attended by teleconference.

Effective Date: September 2003

The Chair advised that as this motion was moved at the meeting of the Senate Committee on Organization and Rules (SCOR), it should have been brought forward to Senate for information.

## **8.0 Other Business**

### **8.1 Report of the Registrar**

#### **8.1.1 Enrolment Update for the Fall Semester**

The Registrar distributed and spoke about the UNBC Applications/Applicants/Registrant Comparison Report for the Fall 2003 Semester. These reports were run weekly with this one being as at September 4, 2003. As at today's date, many undergraduate courses had waitlists.

The President added that programs were being tracked where the University had been given targeted enrolment requirements as well as new programs. No official statement with regard to enrolment figures would be made until after the add/drop date later this month.

The Vice-Chair stated that for budgeting purposes, enrolment growth of 5% was budgeted for.

#### **8.1.2 Notice of Vacancy for the following Senate Positions:**

Senator Leslie King – Faculty Member at Large

Senator Rey Singh – Graduate Representative

## **9.0 Information - None**

## **10.0 S-200309.05**

### **Adjournment**

Whitcombe

That the Senate meeting be adjourned.

CARRIED

The meeting ended at 4:10pm.