

**SENATE MEETING
PUBLIC SESSION
MINUTES**

November 18, 2009
3:30 – 5:30 PM
Room 7-172 Bentley Centre

Present:

D. Adamick, E. Annis, G. Ashoughian, S. Beeler, T. Binnema, C. Carriere, D. Casperson, A. Dayanandan, J. DeGrace (Secretary of Senate), S. Déry, U. Eka, R. Ellis, G. Fondahl, W. Haque, R. Hoffman, K. Hutchings, J. Hyndman, J. Jeffery, R. Lazenby, D. Macknak, W. McGill, S. McKenzie, C. Myers (Recording), C. O'Callaghan, S. Rennebohm, R. Robinson, K. Vandersteen, S. Wagner, S. Zahir

Regrets:

C. Bock, C. Chasteauneuf, M. Dale, H. Donker, I. Hartley, G. Iwama, A. Jacob, E. Jensen, A. Michalos, D. Nyce, M. Reid, I. Uche-Ezeala, A. Yakemchuk, J. Young

The meeting commenced at 3:30 p.m. In the absence of the Chair and Vice Chair, the Secretary indicated that the Chair had suggested the meeting be chaired by Senator Casperson. He added, however, that this would require a suspension of the rules in the Senate Handbook and asked if someone would be willing to move a motion to suspend the rules so that Senator Casperson could chair the meeting.

Motion:

Wagner / Annis

That the rules of the Senate Handbook be suspended so Senator Casperson can chair the meeting.
CARRIED.

1.0 S-200911.01

Approval of the Agenda

Hutchings / Hyndman

That the Agenda for the November 18, 2009 Public Session of Senate be approved as presented.
CARRIED.

2.0 S-200911.02

Approval of Senate Minutes

Hyndman / Annis

That the Minutes of the October 14, 2009 Public Session of Senate be approved as presented.
CARRIED.

3.0 Business Arising from Previous Minutes of Senate (no material)

No business arising was identified.

4.0 President's Report **Iwama**

As the President was absent, no report was available.

5.0 Report of the Provost **Dale**

The Provost was absent from the meeting, so no report was provided.

6.0 Question Period

No questions were posed.

7.0 Committee Reports

7.1 Senate Committee on Academic Policy and Planning **Dale**

In the absence of Dr. Dale, this report was presented by Dr. Fondahl.

S-200911.03

Amendment of Memorandum of Understanding and Cooperation — Maple Leaf Education Systems and UNBC

Hutchings / Macknak

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the amended memorandum of understanding and cooperation between the Maple Leaf Education Systems and its Schools, China and the University of Northern British Columbia be approved as proposed.

Effective date: Immediately upon approval by Senate

Concern was expressed about reducing TOEFL requirements. The Registrar responded that there are four quadrants associated with TOEFL testing, and perhaps students should be required to meet a certain threshold in all quadrants rather than simply overall. The Senator expressing concern replied that she was happy to hear of this proposal, but felt the motion should be postponed until the particulars of the quadrant system were finalized.

Motion to postpone:

Wagner / Ellis

That Senate motion S-200911.03 be postponed.

A Senator indicated that she didn't see a direct correlation between this motion and changes to the TOEFL scoring method, as the motion was to reduce the requirement for English 12, which would not be affected by any discussion of TOEFL in the future. A Senator questioned the wisdom of reducing these requirements. It was noted that the reduction was proposed in order to coincide with agreements that Maple Leaf Education Systems has with other Canadian institutions.

The motion to postpone this motion was subsequently WITHDRAWN, and the main motion was DEFEATED.

S-200911.04

Change to Program Requirements and Calendar Description — Education Diploma in a First Nations Language and Culture (Elementary Years)

Hyndman / Hoffman

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the calendar description for the Education Diploma in a First Nations Language and Culture (Elementary Years) be changed as proposed.

Effective date: September 2010

CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Education Diploma in a First Nations Language and Culture (Elementary Years)

The Education Diploma in a First Nations Language and Culture is a minimum 92 credit hour teacher education program that prepares individuals to teach an approved First Nations language and culture at the Elementary Years level.

This program of study has been developed in partnership with the Language Authority for a First Nation. This model reflects the current thinking about building on the rich linguistic and cultural heritage of students to optimize the match between educational theory, children's level of cognitive and social development, and the particular First Nations language and culture. Successful completion of this program of study will lead to a recommendation to the British Columbia College of Teachers that a Developmental Standard Term Certificate in the specific First Nations Language and Culture be granted. The Education Diploma in a First Nations Language and Culture is designed to educate teachers to combine pedagogical excellence across disciplinary areas with a learner-centered approach to practice. Philosophically, the program is designed around constructivist principles, emphasizes approaches to practice such as inquiry-based learning, strategies for instruction, integration of language and culture across the curriculum, inclusion of diverse learners and perspectives, and the development of caring and respectful practice.

Programs of study leading to recommendation for this teaching credential are available for Gitksan Language and Culture, ~~and for~~ Nisga'a Language and Culture, Ts'msyen Language and Culture, and Carrier Language and Culture. The Education Diploma in a First Nations Language and Culture (Gitksan) has been developed in partnership with the Siwiixo'osxwim Wilnatahl Gitksanimx Society. The Education Diploma in a First Nations Language and Culture (Nisga'a) has been developed in partnership with the Nisga'a Language Authority of Wilp Wilxo'oskwhl Nisga'a (WWN), and is offered at the WWN campus. The Education Diploma in a First Nations Language and Culture (Ts'msyen Sm'algyax) has been developed in partnership with the Ts'msyen Sm'algyax Language Authority and is offered at the Prince Rupert campus. The Education Diploma in a First Nations Language and Culture (Carrier) has been developed in partnership with the College of New Caledonia and with the Carrier Linguistic Society (Ft. St. James) and the Lake Babine Education Authority (Burns Lake) and is offered in Ft. St. James and Burns Lake respectively.

Admission Requirements

Students selected for this program of study will be admitted according to the “Undergraduate Admissions” categories, criteria, and processes established by UNBC and specified in the early sections of this Undergraduate Calendar. In addition to the specified entrance requirements, applicants are encouraged to identify their fluency in the specific language (Gitksanimx, Nisga'a, Ts'msyen Sm'algyax, or Carrier language) and their knowledge of Gitksan culture and history, Nisga'a culture and history, Ts'msyen culture and history, or Carrier culture and history. Advanced placement in language courses may be considered for speakers who are able to demonstrate their fluency in the language.

There are two points of entry to this program of study: following the completion of the Diploma in First Nations Language, or concurrently while completing the required First Nations Studies and general academic coursework. Students must be admitted to this program of study prior to beginning their professional education courses. The Certificate in First Nations Language, and the Diploma in First Nations Language are described in the First Nations Studies section of the calendar.

Criminal Records Search

In addition to the admission application requirements outlined for admission to UNBC, applicants are required to undergo a criminal record search and provide evidence of this prior to being considered for admission to the Education Diploma in a First Nations Language and Culture (Elementary Years). Refer to Undergraduate Regulations and Policies (Academic Regulation #18) in this Calendar.

Program Requirements

First Nations Studies Credits:

The required First Nations Studies credits can be met by completing a Diploma in First Nations Language. Students will need to include the following First Nations Studies language, linguistics and culture courses in their program of study:

Language (33 credits):

A First Nations Language: Levels 1-4 in Gitksanimx or Nisga'a (FNST 131-3, FNST 132-3, FNST 231-3, FNST 232-3); or Gitksanimx (FNST 143-3, FNST 144-3, FNST 243-3, FNST 244-3); or Nisga'a: (FNST 139-3, FNST 140-3, FNST 239-3, FNST 240-3); or Levels 1-4 in Sm'algyax (FNST 137-3, FNST 138-3, FNST 237-3, FNST 238-3); or Levels 1-4 in Carrier (FNST 133-3, FNST 134-3, FNST 233-3, FNST 234-3); and FNST 223-3, FNST 321-3, FNST 322-3, FNST 324-3, FNST 325-3, FNST 421-3, FNST 422-3 (Gitksanimx, Nisga'a, Sm'algyax or Carrier)

Linguistics (9 credits):

FNST 220-3, FNST 320-3, FNST 420-3

Culture Studies (9 credits):

FNST 161-3 (or Gitksan: FNST 173-3 or Nisga'a: FNST 169-3; or Sm'algyax: FNST 167-3 or Carrier: FNST 163-3)

FNST 162-3 (or Gitksan: FNST 174-3 or Nisga'a: FNST 170-3; or Ts'msyen: FNST 168-3 or Carrier: FNST 164-3)

FNST 216-3

General Academic Coursework

~~BCCT~~ ~~The Required~~ ~~General Academic Coursework~~ of 18 credit hours can be met with the following courses. ~~(18 credits-~~ (Some of these credits may be completed as part of the Diploma in First Nations Language):

3 credits English Composition-Suggested: ENGL 170-3 or equivalent

3 credits English Literature-Suggested: ENGL 103-3, ENGL 120-3, ENGL 210-3, ENGL 260-3 or equivalent

3 credits Mathematics-Suggested: ~~MATH 152-3~~, MATH 190-4, or equivalent

3 credits Lab Sciences-Suggested: BIOL 101-4, BIOL 110-3 and BIOL 111-1 or equivalent

6 credits of Canadian Studies (3 credits History and 3 credits Geography recommended)-Suggested: FNST 100-3, FNST 250-3, GEOG 203-3, HIST 210-3, HIST 302-3 or equivalent

Professional Education Coursework:

EDUC 380-3	Foundations of Education
EDUC 333-2	Learning, Development and Motivation
EDUC 341-2	Principles of Instruction
EDUC 342-2	Social Dynamics of Classrooms
EDUC 351-2	Curriculum and Instruction: Second Language
EDUC 356-2	Language and Literacy Development
EDUC 446-2	Aboriginal Education: Epistemology
EDUC 435-2	Learning and Diversity: Inclusive Classrooms
EDUC 390-3	Classroom Practice and Seminar 1
EDUC 391-3	Classroom Practice and Seminar 2

S-200911.05

Change to Program Requirements — Minor in Biology and Conservation

McGill / Adamick

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to the minor for Biology and Conservation be approved as proposed.

Effective date: January 2010

CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Minor in Biology and Conservation

The minor in Biology and Conservation provides students with a background in ecological principles and techniques associated with the management and conservation of animal and plant populations and communities associated with a range of ecosystems. Upon completion of the minor, students will have a broad background in genetics and evolution, population and community dynamics, ecological analysis, and the key problems and approaches for conserving biological diversity.

The minor in Biology and Conservation requires the completion of a minimum of 27 credit hours of study (plus associated prerequisites). A maximum of two courses (6 credit hours) used to fulfill the requirements for a major, or another minor, may also be used to fulfill requirements for this minor. Forest Ecology and Management Majors will have the following pre-requisites as part of the major core requirements. Students from other majors will need to fulfill the prerequisite requirements for this minor.

BIOL 101-4	Introductory Biology I
BIOL 102-4	Introductory Biology II
BIOL 201-3	Ecology
MATH 240-3	Basic Statistics

Required Courses

BIOL 210-3	Genetics
BIOL 325-3	Ecological Analysis
BIOL 410-3	Population and Community Ecology
BIOL 411-3	Conservation Biology

Five of the following courses, three of which must be Biology courses:

NREM 204-3	Introduction to Wildlife and Fisheries
BIOL 303-3	Plant Physiology
BIOL 305-3	Plant Morphology and Anatomy
<u>BIOL 304-3</u>	<u>Plants, Society and the Environment</u>
BIOL 307-3	Ichthyology and Herpetology
BIOL 308-3	Ornithology and Mammalogy
BIOL 321-3	Animal Physiology
BIOL 323-3	Evolutionary Biology
BIOL 350-3	Ethnobotany

BIOL 401-3	Plant-Microbial Interactions
BIOL 318-3	Fungi and Lichens
BIOL 402-3	Aquatic Plants
BIOL 404-3	Plant Ecology
BIOL 406-3	Fish Ecology
BIOL 412-3	Wildlife Ecology
BIOL 440-3	Internship
ENPL 305-3	Environmental Impact Assessment
ENVS 325-3	Global Environmental Change
NREM 413-3	Agroforestry

S-200911.06

New Program Approval — Minor in Statistics

Hyndman / McGill

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new Minor in Statistics be approved as proposed.

Effective date: January 2010

CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Minor in Statistics

The Minor in Statistics requires students to take 24 credit hours, 18 of which must be upper-division credit hours.

There is no limit to the number of courses that may be used to fulfill program requirements for a major or another minor with a Minor in Statistics.

Requirements

Lower Division Requirement

MATH 100-3 Calculus I or MATH 105-3 Enriched Calculus

MATH 101-3 Calculus II

Upper Division Requirement

MATH 371-3 Probability and Statistics for Scientists and Engineers

MATH 372-3 Mathematical Statistics

Four of:

MATH 441-3 Nonparametric Statistics

MATH 471-3 Linear Models

MATH 472-3 Survey Sampling Design and Analysis

MATH 473-3 Experimental Design and Analysis

MATH 475-3 Methods for Multivariate Data

BIOL 325-3 Ecological Analyses

ECON 312-3 Introduction to Econometrics

ENSC 450-3 Geophysical Data Analysis

GEOG 300-3 Geographical Information Systems

GEOG 308-3 Introduction to Medical Geography

GEOG 413-3 Advanced GIS

GEOG 428-3 Advanced Medical Geography

GEOG 432-3 Remote Sensing
GEOG 457-3 Advanced Remote Sensing
HHSC 350-3 Introduction to Epidemiology

Note: Students are required to complete any additional prerequisite courses.

Recommended

MATH 240-3 Basic Statistics

Motions S-200911.07 and S-200911.08 were dealt with as an omnibus motion.

S-200911.07

Change to Degree Requirements — Computer Science-Mathematics Joint Degree Major

Hyndman / McGill

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the revisions to the Computer Science-Mathematics joint degree major be approved as proposed.

Effective date: January 2010

CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Joint Major in Computer Science/Mathematics

The minimum requirement for completion of a Bachelor of Science with a Joint Major in Computer Science and Mathematics is ~~424~~ 123 credit hours.

MATH 342-3 (Biostatistics) may not be used for credit towards any Mathematics or Computer Science major, minor, or joint major.

MATH 150-3 (Finite Mathematics for Business and Economics) may not be used for credit towards any Mathematics or Computer Science major or joint major.

Program Requirements

Literacy Requirement

One of:

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 142-3 Discrete Computational Mathematics II

CPSC 200-3 Algorithm Analysis and Development

CPSC 230-4 Introduction to Logic Design

CPSC 231-4 Computer Organization and Architecture

CPSC 281-3 Data Structures I

MATH 100-3 Calculus I

or MATH 105-3 Enriched Calculus

MATH 101-3 Calculus II

MATH 200-3 Calculus III

MATH 201-3 Introduction to Complex Analysis

MATH 220-3 Linear Algebra

~~MATH 226-3 Advanced Linear Algebra~~

MATH 224-3 Foundations of Modern Mathematics

General Science Requirement

Two of:

BIOL 101-4 Introductory Biology I
BIOL 102-4 Introductory Biology II
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:
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.
Six 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 Numerical Analysis I
MATH 371-3 Probability and Statistics for Scientists and Engineers

**~~Six~~ Three credit hours of 300 or 400 level Mathematics.
Six credit hours of 400 level Mathematics.

**Note: Three of these ~~12~~ 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.

Elective Requirement

Elective credit hours as necessary to ensure completion of a minimum of ~~42~~41~~23~~ credit hours.

S-200911.08

Change to Degree Requirements — Mathematics-Physics Joint Degree Major

Hyndman / McGill

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the revisions to the Mathematics-Physics joint degree major be approved as proposed.

Effective date: January 2010

CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Joint Major in Mathematics/Physics

The minimum requirement for completion of a Bachelor of Science with a Joint Major in Mathematics and Physics is 125 credit hours.

MATH 342-3 (Biostatistics) may not be used for credit towards any Mathematics major, minor, or joint major.

MATH 150-3 (Finite Mathematics for Business and Economics) may not be used for credit towards any Mathematics major or joint major.

PHYS 307-3 (Selected Topics in Environmental Physics) may not be used as Physics credit toward any Physics major, minor, or joint major.

Program Requirements

Lower Division Requirement

CPSC 100-4 Computer Programming I
MATH 100-3 Calculus I
 or MATH 105-3 Enriched Calculus
MATH 101-3 Calculus II
MATH 200-3 Calculus III
MATH 201-3 Introduction to Complex Analysis
MATH 220-3 Linear Algebra
~~MATH 226-3 Advanced Linear Algebra~~
MATH 230-3 Linear Differential Equations and Boundary Value Problems
PHYS 110-4 Introductory Physics I: Mechanics
PHYS 111-4 Introductory Physics II: Waves and Electricity
PHYS 200-3 Thermal Physics
PHYS 202-4 Electromagnetism and Optics
PHYS 205-3 Modern Physics I
PHYS 206-4 Modern Physics II

Upper Division Requirement

MATH 320-3 Survey of Algebra
~~MATH 326-3 Advanced Linear Algebra~~
MATH 335-3 Numerical Analysis I
MATH 336-3 Intermediate Differential Equations
MATH 371-3 Probability and Statistics for Scientists and Engineers

~~*Six~~ Three credit hours of 300 or 400 level Mathematics.
Six credit hours of 400 level Mathematics.

PHYS 300-3 Classical Mechanics
PHYS 302-3 Quantum Mechanics I
PHYS 310-3 Classical Electromagnetism I
PHYS 400-3 Quantum Mechanics II
PHYS 407-3 Statistical Mechanics

*Six credit hours of 300 or 400 level Physics.

*Note: Three of these ~~42~~ 9 credit hours must be at the 400 level so that a minimum of 15 credit hours of 400 level Mathematics and Physics are completed.

Elective Requirement

Elective credit hours as necessary to ensure completion of a minimum of 125 credit hours.

S-200911.09

Revision of Academic Regulations 17, 21 and 23

Hutchings / Hyndman

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to the Undergraduate Academic Regulations 17, 21 and 23 be approved as proposed.

Effective date: January 2010

CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

17. Time Limit for Transfer Credit

Transfer credit normally will not be awarded for courses completed in excess of ten academic years prior to the date of first UNBC registration. Courses more than ten years old normally will be assigned unspecified credit. Once transfer credit has been allowed, in order for transfer credit to be retained a student may not be absent from the University for more than three consecutive semesters. Otherwise, transfer credit will be re-evaluated as though this were the student's first UNBC admission and registration.

21. Declaring a Major

All undergraduate students other than students enrolled in professional programs ~~or~~ General/Integrated degrees or the Bachelor of Fine Arts program (for whom Majors do not apply), are required to declare a Major before the end of the semester in which they will complete 30 credit hours (See Academic Regulation 2). Students intending to pursue ~~and~~ General or Integrated degree program must declare this intent before the end of the semester in which they will complete 30 credit hours. A student who transfers into the University must declare a Major at the time of application. Declaration forms are available from the Office of the Registrar.

Students must contact a ~~program advisor~~ Student Advisor in their area of study to declare or to change a Major.

23. Minors

Minors are permitted in all undergraduate programs other than in professional programs or the Bachelor of Fine Arts program. Minors are not required except in the Forest Ecology and Management major. A ~~m~~Minor requires a minimum of 18 credit hours, at least 12 of which must be upper division. In most cases, the upper limit requirement for a ~~m~~Minor is 27 credit hours, at least 12 of which must be upper division. Normally, a maximum of two courses (six to eight credit hours) used to fulfill requirements for a ~~m~~Major (or another ~~m~~Minor) may also be used to fulfill requirements for a ~~m~~Minor. In all ~~m~~Minors in the College of Science and Management (See Academic Structure pages) that require a minimum of 24 credits, the ~~100-level~~ 100-level credits used to fulfill requirements for a ~~m~~Major (or another ~~m~~Minor) may also be used to fulfill requirements for a ~~m~~Minor, and in some such ~~m~~Minors further credits used to fulfill requirements for a ~~m~~Major (or another ~~m~~Minor) may also be used to fulfill requirements for a ~~m~~Minor. "Please refer to the program pages for specific details." Students are not permitted to include more than two ~~m~~Minors in the same degree program.

Motions S-200911.10 and S-200911.11 were dealt with as an omnibus motion.

S-200911.10

Revision of Undergraduate Appeals-Related Academic Regulations

Jeffery / Hyndman

That, on the recommendation of the Senate Committee on Academic Policy and Planning and the Senate Committee on Academic Policy and Planning, the revisions to Academic Regulations 44, 45, 46, 48, 49, 50, 51, 52, and 53 in the 2009-2010 Undergraduate Calendar be approved as proposed.

Effective date: January 2010

CARRIED.

Some Senators expressed a dislike for the idea of placing a permanent notation on a student's transcript with regard to non-academic misconduct. Others responded that a permanent notation was carried on the record if a student was required to withdraw for academic reasons, so non-academic misconduct should warrant similar treatment.

Motion:

Ellis

That the sentence "Once the matter of suspension is final and upheld, a permanent notation will be placed on the student's transcript" be removed from Academic Regulation 46.c.

As there was no seconder for this motion, the motion FAILED.

Motion:

Wagner / Ellis

That the word "permanent" be removed from the sentence "Once the matter of suspension is final and upheld, a permanent notation will be placed on the student's transcript" in Academic Regulation 46.c.

Discussion ensued with regard to this motion, and the motion was subsequently WITHDRAWN.

After further discussion, it was suggested that the sentence be struck and the language of this regulation be referred back to SCAPP and SCAA for reconsideration. Others were of the opinion that the motion had already been considered by these two committees and deemed appropriate for forwarding to Senate so should not be referred back to the committees.

Motion:

Hyndman / Adamick

That the sentence "Once the matter of suspension is final and upheld, a permanent notation will be placed on the student's transcript" be removed from Academic Regulation 46.c. (undergraduate) and Academic Regulation 25.c. (graduate) with the understanding the motions will be referred back to the Senate Committee on Academic Policy and Planning and the Senate Committee on Academic Appeals for reconsideration.

DEFEATED.

A Senator noted that there was no language in these regulations to address a situation whereby the course instructor is the student's supervisor. The Registrar agreed to take these comments under advisement and to bring back a revision to Senate through the appropriate Senate committees to address this concern.

Action: J. DeGrace to bring forward a revision to the regulation to address a situation whereby the course instructor is the student's supervisor.

The omnibus motion covering Senate motions S-200911.10 and S-200911.11 was subsequently CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

44. Academic Offenses

Any conduct that violates the ~~ethical or legal~~ standards of the University as set out in the Undergraduate University Calendar, particularly those related to academic honesty, is a serious offense. ~~Informal means to resolve complaints of academic dishonesty may be used. If such means are unsuccessful or inappropriate~~ The formal processes set out in these Regulations are to be followed. ~~An impartial committee, t~~ The Senate Committee on Academic Appeals, provides for ~~complete~~ impartial ~~examination of the complaint or allegations~~ review of decisions made at lower levels as defined in these Regulations. The Minimum sanctions for an academic offense includes reprimands and reduction of grades; the maximum sanction is dismissal from the student's academic program or suspension from the University (see Academic Regulation 46 (Academic Sanctions)). Such offenses include, but are not limited to the following:

- a. **Plagiarism:** Plagiarism occurs when a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; self-plagiarism is the submission of work previously submitted for academic credit without prior written and signed approval of the current course instructor. ~~This offense includes using citations which have been designed in order to mislead the reader as to the nature or authenticity of the source.~~
- b. **Cheating:** Cheating takes numerous forms and includes, but is not limited to, the following: copying from another student's work or allowing another student to copy from one's own work; obtaining a copy of an examination before it is officially available; misrepresenting or falsifying references, citations, or sources of information; knowingly recording or reporting false or invented empirical or statistical data; and possession of notes, books, diagrams or other aids during examinations that are not authorized by the examiner (See Regulation 39(a)).
- c. **Submitting False Records:** Knowingly submitting false medical or criminal records, transcripts, or other such certificates or information, ~~under false pretences.~~
- d. **Withholding Records:** Non-disclosure of previous attendance at a post-secondary institution, and of the transcript of record pertaining thereto, or of other documentation required by the University.
- e. **Misrepresenting One's Own Identity:** Impersonation or the imitation of a student in class, in a test or examination or class assignment ~~is a breach of academic honesty.~~ Both the impersonator and the individual impersonated may be charged.
- f. **Falsification of Results:** The falsification of laboratory and research results.
- g. **Submission of False Information:** The submission of false or misrepresented information on any form used by the University or an agent thereof.
- ~~h. **Submitting Academic Work Twice for Credit:** Unless prior written and signed permission is obtained, submitting for credit any academic work for which credit has previously been obtained or may be sought in another course or program of study in the University or elsewhere. This includes, for example, materials such as library research papers posted on the World Wide Web.~~
- a. **Aiding or Abetting** any of the above academic offences.

45. Procedure on Suspicion of an Academic Offence

- a. An instructor, invigilator or administrator who suspects plagiarism, cheating, or any other academic offence, and has evidence to support the accusation, will review the contents of the student's file in the Office of the Registrar to determine whether the record indicates a prior academic offense, and will obtain a copy of the UNBC Report Form for Academic Misconduct. The instructor or administrator then will contact the student to inform the student fully of the offence and to present the evidence for it. ~~The instructor will review the contents of the student's file in the Office of the Registrar to determine whether the record indicates a prior academic offense.~~ The student may request that a third party (for example another faculty member, a teaching assistant, a staff member, or the ombudsperson) be present at this or any subsequent meetings.
- b. If the issue ~~can be~~ is resolved at this level, the faculty member or administrator will fill in Part A of the UNBC Report Form for Academic Misconduct and forward it to the Office of the Registrar to be placed in the student's file. Discussions with the Chair or Dean may be held at

the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party.

- c. ~~If the matter is not resolved between the student and faculty member or administrator, or if it is a serious case (which may involve probation, or suspension), it will be discussed by the student, faculty member, and the Chair of the program involved or, in the case of professional programs that have their own internal appeals committees, reviewed by those committees. Discussions with the Chair or Dean may be held at the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party.~~ After these discussions or reviews, the Chair and Dean will complete Parts B and C respectively of the Report Form for Academic Misconduct. ~~If Whether or not~~ a penalty is imposed, a copy of the Report Form will be placed in the student's file in the Office of the Registrar, and copied to the student.
- d. ~~All forms, whatever the outcome, will be filed in the Office of the Registrar.~~ The student may appeal any lower level decisions ~~of the Dean or President~~ to the level of the Senate Committee on Academic Appeals (see Academic Regulations 49, 50).

46. Academic Sanctions

~~Registration at the University of Northern British Columbia and the right to access the library, specialized equipment or all other academic facilities implies a commitment on the part of a student to use such facilities in accordance with established rules. A student not fulfilling these obligations will have academic sanctions imposed upon him/her. "Every student accepted for registration at the University of Northern British Columbia shall be deemed to have agreed to be bound by the regulations and policies of the University and of the Program in which that student is enrolled" (Academic Calendar notices, p.1). A student not adhering to the University's Regulations and Policies shall be subject to academic sanctions.~~

~~If a student has been found guilty of an academic offense, the student will be subjected to a penalty or penalties appropriate to the offense. Normally, academic offenses will be dealt with in the first instance by the instructor. A range of penalties is described below:~~

- a. **Reprimand:** This is a written warning to a student from the Instructor, Program Chair or the Dean of the College that the student's behaviour is considered unacceptable to the University and that a record of the unacceptable behaviour has been placed in the student's file in the Office of the Registrar.
- b. **Reduction of Grade:** A reduction of grade, including assigning a failing grade, may be applied to an examination, test, ~~or~~ assignment or course to which an offense is relevant and will be decided upon by the instructor, in consultation as may be appropriate with the Chair or Dean. ~~Policies with respect to regrading and review of assignments or exams are under the direction and purview of the Program Chair.~~
- e. ~~**Probation:** In addition to any other penalty which may be applied, the Dean of a student's College may place a student on probation, or may prohibit the student from taking a course or courses, or may recommend suspension, either for a specified period or indefinitely, to the President.~~
- c. **Suspension:** A student's Dean may recommend suspension, either for a specified period or indefinitely, to the President. On the recommendation of the Dean, the President may suspend a student from the University, either for a specified period or indefinitely. Prior to the President's

decision becoming final, the student will be informed in writing of the recommendation. The student will be given 15 working days following such notification to lodge an appeal before the President's final decision becomes effective. Any such appeal must be made in writing to the Registrar and will be reviewed by the Senate Committee on Academic Appeals (SCAA). Once the matter of suspension is final and upheld, a permanent notation will be placed on the student's transcript.

47. Academic Standing - Definition

Students are expected to meet the necessary minimum standards for performance while attending UNBC. Those who fail to meet the minimum standard will be placed on academic probation. The minimum standard is defined as an academic average on nine or more credit hours of UNBC course work that produces a cumulative grade point average (CGPA) of at least 2.00.

[No amendment is proposed to this Section, which is included to provide context.]

48. Conditions of Academic Standing

- a. **Academic Probation:** "Academic Probation" constitutes a warning to a student that the student's academic performance has been at a level which, if continued, could disqualify the student from graduation; and further that continued performance below the required standard could lead to requirement to withdraw from the University on academic grounds.

Students may be placed on Academic Probation under the following conditions:

- i. Admission to the University on the basis of an unproven or unsuccessful previous university record.
- ii. A UNBC cumulative GPA of less than 2.00 after attempting nine credits of course work.
- ~~iii. Imposition of a sanction following determination of academic dishonesty~~

Letters of permission will not be given to students on academic probation.

Students who have been placed on Academic Probation who achieve a Semester GPA (SGPA) of 2.00 or greater in subsequent semesters will be allowed to continue their studies at UNBC while on Academic Probation. Students are considered to have returned to good academic standing once their Cumulative GPA (CGPA) is 2.00 or greater. Students are not permitted to graduate while on Academic Probation (see Academic Regulation 32 (Graduation Constraints)).

- b. **Requirement to Withdraw:** The following circumstances may result in a requirement to withdraw from UNBC. These are:
 - i. Discovery that required documentation for admission was withheld, by the student, from the University;
 - ii. Failure to pay for tuition or university services;
 - iii. Failure to achieve an SGPA of 2.00 or higher after the completion of 30 credits while on Academic Probation. Normally, in this case, a requirement to withdraw from the University is for three semesters (one full calendar year);

- iv. A decision by the President of the University that the suspension of a student, for reasons of unsatisfactory conduct, unsatisfactory academic performance, or otherwise reasons clearly indicates that withdrawal from UNBC is in the best interest of the University.

No academic credit earned at any institution during the period of a requirement to withdraw will be considered for transfer to UNBC.

In order to apply for re-admission to the University, students must submit an Application for Admission/Re-admission to the Office of the Registrar. Students must provide, with the application, a letter to the Registrar, stating their rationale for wishing to return to studies at UNBC and documenting any work completed or experience gained which would better qualify them to complete, ~~successfully, work at UNBC~~ studies at UNBC successfully.

Students who are permitted to return to studies at UNBC; return on academic probation, and are subject to the University's policy on academic standing and continuance found in the current calendar.

- c. **Second Requirement to Withdraw:** Students Required to Withdraw from the University a second time normally will not be considered for readmission for at least two full calendar years following the Requirement to Withdraw. Re-admission will only be on presentation of compelling evidence that the student is both able and prepared to succeed in University studies.

49. Appeals Process

All students have the natural and reasonable right to appeal grades given during the term, the final grade of a course, and other academic policies and decisions of the University. The Senate Committee on Academic Appeals (SCAA) is the final adjudicator ~~on~~ in such matters. All formal appeals must be made through the Registrar, in writing and with necessary documentation, within 15 working days of the receipt of the decision in question. The student's written appeal must state clearly the decision being appealed, the reason(s) why the decision is considered to be unfair, what decision would be considered fair, and why it would be fair. ~~In this regard, it~~ It is incumbent upon the student to advise the University, via the Office of the Registrar, of their current ~~mailing address~~ contact information. All written appeals to the Senate Committee on Academic Appeals (SCAA) should indicate whether an in-person hearing is being requested. Otherwise, cases are adjudicated on the basis of ~~a detailed written submission~~ the written submissions.

50. Senate Committee on Academic Appeals: Procedures

The Senate Committee on Academic Appeals (SCAA) follows the principles of natural justice. That is, its procedures are fair and open, appropriate to the matter under consideration, and provide the opportunity for those affected to put forward their views fully for consideration by the Committee. ~~As an internal administrative committee, it is free to~~ Following these principles, the Committee develops its own procedures and practices to conduct appeals and is not constrained by strict rules of procedure and evidence.

A quorum consists of a majority of voting members, including at least one student member and two faculty members. No faculty or student committee member with previous direct involvement in the case may hear the appeal. The appellant has the right to challenge the neutrality of any member of the Committee scheduled to hear his/her appeal. The Chair, with the advice of the Committee, will rule on the validity of the challenge.

If the appellant requests an in-person hearing, the ~~respondent~~ interested parties (e.g., the course Instructor(s), Chair and/or Dean) will be notified and may also appear at the appeal, when available. Appeals shall be based on the appellant's written submission (all relevant evidence and documentation related to the matter which is under appeal, and all relevant information contained in the student record). New evidence cannot be presented at the hearing.

If the appellant asks to be present at the hearing yet fails to appear before the Committee on the appointed day and time, the Committee may, without further notice, proceed to hear the appeal based on the written submission. If there are compassionate or medical grounds for nonappearance, the Chair or the Secretary to the Committee must be notified immediately. The Chair will determine the acceptability of these grounds and whether the appeal hearing should be ~~tabled~~ postponed.

~~Natural justice applies to both student and faculty alike.~~ All forms of adjudication are held in the strictest confidence and ~~are~~ normally are attended only by members of the Committee and the parties to the particular appeal. Upon written notification to the Senate Committee on Academic Appeals (SCAA), appellants may ~~seek third-party representation to attend in support of their appeal, although their participation is normally limited to providing moral support only~~ be accompanied by an additional party for the purpose of personal support.

In extraordinary cases, the appellant or other parties may wish to retain legal counsel. Any person(s) retaining legal counsel for purposes of representation are obliged to inform the Senate Committee on Academic Appeals (SCAA) in writing 15 working days prior to the scheduled meeting.

The Secretary to Senate, in consultation with the Committee Chair as appropriate, ~~will review~~ reviews each request to hear an appeal before any hearing or adjudication. This review is intended to ensure that the nature of the appeal is consistent with ~~University policy and procedures~~ the mandate of the Committee and to ensure that the appeal is both valid and ~~cannot~~ could not be resolved by other means. In some instances the review may lead to a reversal of the decision before review, while in other instances it may indicate there are insufficient grounds for an appeal or that further documentation is required. In all cases, however, any decision to hear or not to hear an appeal rests with the Committee.

The Senate Committee on Academic Appeals reviews decisions made at lower levels when requested to do so by the appellant. Normally it rules in two areas. It considers whether appropriate and fair adjudication was exercised in respect of a case and, where it concludes that there was unfairness, it may direct a readjudication using a procedure that it prescribes as being appropriate and fair. It considers whether the penalty assessed was consistent with University Regulations and practice and was not pernicious and, where it concludes that there was a lack of consistency or an unreasonable response, it may state its concerns clearly and direct a reconsideration. The Committee may act, whether a reconsideration has been directed or not, to overturn or to support a decision. Whatever the matter under consideration, the Committee and all parties to the appeal are provided by the Registrar with the same information, sufficient to permit a meaningful hearing. The Committee maintains a record of its deliberations and provides the reason(s) for its decisions.

51. Appeal of Term Grades While Course is in Progress

Students who have reason to believe their term grade, (while a course is in progress,) is inaccurate should meet with their course instructor immediately. If both the instructor and the student agree, on the basis of an informal review, the matter is thereby concluded and a change of grade is submitted if necessary.

Students who wish to appeal grades other than final grades, formally, should initiate the following process:

- a. The student obtains an Academic Appeals Form from the Office of the Registrar and forward submits it to the Program Chair.
- b. The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.
- c. ~~If no resolution favourable to the student is reached within seven working days, proceed to the next step: student~~ the Chair, without delay, submits the form to the Dean.
- d. ~~If not resolved within seven days, proceed to the next step: no resolution acceptable to the student is reached within seven working days, the~~ Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.
- e. At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.

An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals.

52. Appeal of Final Grade

Students who have reason to believe their final grade in a course, once released by the Office of the Registrar, is inaccurate should meet with their course instructor immediately, if possible (see Academic Regulation 40). If instructor and student agree, on the basis of an informal review, the Office of the Registrar is advised of a grade change and the matter is thereby concluded.

Students who wish to appeal their final grade, formally, should ~~obtain an Appeals Form from the Office of the Registrar, and take it to the instructor: initiate the following process:~~

- a. ~~The instructor (where available) must review the assigned grade with the student after the final grade has been released by the Office of the Registrar.~~
 - b. ~~Instructors must provide students with supervised access to their final examination.~~
 - c. ~~If not resolved within 15 working days, proceed to the next step on the Appeals Form: student submits the form to the Program Chair.~~
 - d. ~~If not resolved within 7 further working days, proceed to the next step: student submits the form to the Dean.~~
 - e. ~~If not resolved within 7 further working days, go to the next step: Dean submits form to the Administrative Registrar for advancement to the Senate Committee on Academic Appeals (SCAA).~~
- a. The student obtains an Academic Appeals Form from the Office of the Registrar and forward submits it to the Program Chair.
 - b. The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.

- c. ~~If no resolution favourable to the student is reached within seven working days, proceed to the next step: student~~ If no resolution favourable to the student is reached within seven working days, the Chair, without delay, submits the form to the Dean.
- d. ~~If not resolved within seven days, proceed to the next step: no resolution acceptable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.~~
- e. At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.

An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals. Evaluation of a student's academic performance for continued enrolment will not be done prior to the completion of a grade appeal process, if the grade in question is ~~the basis for initiating~~ pertinent to the said evaluation.

53. Appeal Procedure on Requirement to Withdraw

“Requirement to Withdraw” on academic grounds is ~~an academic~~ a decision under the purview of the student's College Dean. Therefore, a student's first recourse by way of appeal is the Dean. If the Dean agrees to rescind the requirement, the Dean informs the Office of the Registrar and no further action by the student is necessary.

Otherwise, any academic appeal on a requirement to withdraw must be made in writing to the Registrar and will be reviewed by the Senate Committee on Academic Appeals.

S-200911.11

Revision of Graduate Appeals-Related Academic Regulations

Jeffery / Hyndman

That, on the recommendation of the Senate Committee on Academic Appeals and the Senate Committee on Academic Policy and Planning, the revisions to Academic Regulations 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, and 33 in the 2009-2010 Undergraduate Calendar be approved as proposed.

Effective date: January 2010

CARRIED.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~striketrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

23. Academic Offenses

Any conduct that violates the ~~ethical or legal~~ standards of the University as set out in the Graduate University Calendar, particularly those related to academic honesty, is a serious offense. ~~Informal means to resolve complaints of academic dishonesty may be used. If such means are unsuccessful or inappropriate~~ The formal processes set out in these Regulations are to be followed. ~~An impartial committee, t~~ The Senate Committee on Academic Appeals, provides for complete impartial examination of the complaint or allegations review of decisions made at lower levels as defined in these Regulations. ~~The~~ Minimum sanctions for an academic offense includes reprimands and reduction of grades; the maximum sanction is dismissal from the student's academic program or suspension from the University (see Academic Regulation 24 (Academic Sanctions)). Such offenses include, but are not limited to the following:

- i. **Plagiarism:** Plagiarism occurs when a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; self-plagiarism is the submission of work previously submitted for academic credit without prior written and signed approval of the current course instructor. ~~This offense includes using citations which have been designed in order to mislead the reader as to the nature or authenticity of the source.~~
- j. **Cheating:** Cheating takes numerous forms and includes, but is not limited to, the following: copying from another student's work or allowing another student to copy from one's own work; obtaining a copy of an examination before it is officially available; misrepresenting or falsifying references, citations, or sources of information; knowingly recording or reporting false or invented empirical or statistical data; and possession of notes, books, diagrams or other aids during examinations that are not authorized by the examiner (See Regulation 39(a)).
- k. **Submitting False Records:** Knowingly submitting false medical or criminal records, transcripts, or other such certificates or information, ~~under false pretences.~~
- l. **Withholding Records:** Non-disclosure of previous attendance at a post-secondary institution, and of the transcript of record pertaining thereto, or of other documentation required by the University.
- m. **Misrepresenting One's Own Identity:** Impersonation or the imitation of a student in class, in a test or examination or class assignment ~~is a breach of academic honesty.~~ Both the impersonator and the individual impersonated may be charged.
- n. **Falsification of Results:** The falsification of laboratory and research results.
- o. **Submission of False Information:** The submission of false or misrepresented information on any form used by the University or an agent thereof.
- ~~p. **Submitting Academic Work Twice for Credit:** Unless prior written and signed permission is obtained, submitting for credit any academic work for which credit has previously been obtained or may be sought in another course or program of study in the University or elsewhere. This includes, for example, materials such as library research papers posted on the World Wide Web.~~
- p. **Aiding or Abetting** any of the above academic offences.

24. Procedure on Suspicion of an Academic Offence

- d. An instructor invigilator, or administrator who suspects plagiarism, cheating, or any other academic offence, and has evidence to support the accusation, will review the contents of the student's file in the Office of the Registrar to determine whether the record indicates a prior academic offense, and will obtain a copy of the UNBC Report Form for Academic Misconduct. The instructor or administrator then will contact the student to inform the student fully of the offence and to present the evidence for it. ~~The instructor will review the contents of the student's file in the Office of the Registrar to determine whether the record indicates a prior academic offense.~~ The student may request that a third party (for example another faculty member, a teaching assistant, a staff member, or the ombudsperson) be present at this or any subsequent meetings.
- e. If the issue ~~can be~~ is resolved at this level, the faculty member or administrator will fill in Part A of the UNBC Report Form for Academic Misconduct and forward it to the Office of the Registrar to be placed in the student's file. Discussions with the Chair or Dean may be held at

the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party.

- f. If the matter is not resolved between the student and faculty member or administrator, ~~or if it is a serious case (which may involve probation, or suspension)~~, it will be discussed by the student, faculty member, and the Chair of the program involved or, in the case of professional programs that have their own internal appeals committees, reviewed by those committees. ~~Discussions with the Chair or Dean may be held at the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party.~~ After these discussions or reviews, the Chair and Dean will complete Parts B and C respectively of the Report Form for Academic Misconduct. ~~If~~ Whether or not a penalty is imposed, a copy of the Report Form will be placed in the student's file in the Office of the Registrar, and copied to the student.
- g. ~~All forms, whatever the outcome, will be filed in the Office of the Registrar. The student may appeal any decisions of the Dean or President to the level of the Committee on Academic Appeals (see Academic Regulations 27, 28).~~

25. Academic Sanctions

~~Registration at the University of Northern British Columbia and the right to access the library, specialized equipment or all other academic facilities implies a commitment on the part of a student to use such facilities in accordance with established rules. A student not fulfilling these obligations will have academic sanctions imposed upon him/her.~~ “Every student accepted for registration at the University of Northern British Columbia shall be deemed to have agreed to be bound by the regulations and policies of the University and of the Program in which that student is enrolled” (Academic Calendar notices, p.1). A student not adhering to the University’s Regulations and Policies shall be subject to academic sanctions.

~~If a student has been found guilty of an academic offense, the student will be subjected to a penalty or penalties appropriate to the offense. Normally, academic offenses will be dealt with in the first instance by the instructor. A range of penalties is described below:~~

- a. **Reprimand:** This is a written warning to a student from the Instructor, Program Chair or the Dean of Graduate Studies that the student's behaviour is considered unacceptable to the University and that a record of the unacceptable behaviour has been placed in the student’s file in the Office of the Registrar.
- b. **Reduction of Grade:** A reduction of grade, including assigning a failing grade, may be applied to an examination, test, ~~or~~ assignment or course to which an offense is relevant and will be decided upon by the instructor, in consultation as may be appropriate with the Chair or Dean of Graduate Studies. ~~Policies with respect to regrading and review of assignments or exams are under the direction and purview of the Program Chair.~~
- c. **Probation:** ~~In addition to any other penalty which may be applied, the Dean of Graduate Studies may place a student on probation, or may prohibit the student from taking a course or courses, or may recommend suspension, either for a specified period or indefinitely, to the President.~~
- c. **Suspension:** The Dean of Graduate Studies may recommend suspension, either for a specified period or indefinitely, to the President. On the recommendation of the Dean, the President may suspend a student from the University, either for a specified period or indefinitely. Prior to the President's decision becoming final, the student will be informed in writing of the recommendation. The student will be given 15 working days following such notification to lodge

an appeal before the President's final decision becomes effective. Any such appeal must be made in writing to the Registrar and will be reviewed by the Senate Committee on Academic Appeals (SCAA). Once the matter of suspension is final and upheld, a permanent notation will be placed on the student's transcript.

26. Academic Appeals - Definition

Academic appeals deal with the evaluation of a student's academic work: course grades, grades assigned on research papers and other course work, the outcome of written and oral thesis examinations, the results of an assessment to determine if a student's academic performance warrants continued enrolment in Graduate Studies, the outcome of a language examination, and any other academic assessment or evaluation that may be carried out within a Graduate Program.

27. General Procedure on Academic Appeals

- a. It is expected that, where appropriate and possible, a student will attempt to resolve a problem informally with the instructor or the appropriate person before initiating a formal appeal process.
- b. Appeals must be submitted in writing, within 15 working days of the action or decision being appealed.
- c. The person to whom the appeal is addressed will normally be a course instructor (for appeals of grades) or a supervisor (in the case of other appeals as listed in Academic Regulation 22 above). This person must acknowledge receipt of the appeal in writing within 10 days.

28. Appeals Process

All students have the natural and reasonable right to appeal grades given during the term, the final grade of a course, and other academic policies and decisions of the University. The Senate Committee on Academic Appeals (SCAA) is the final adjudicator ~~on~~ in such matters. All formal appeals must be made through the Registrar, in writing and with necessary documentation, within 15 working days of the receipt of the decision in question. The student's written appeal must state clearly the decision being appealed, the reason(s) why the decision is considered to be unfair, what decision would be considered fair, and why it would be fair. ~~In this regard, it~~ It is incumbent upon the student to advise the University, via the Office of the Registrar, of their current ~~mailing address~~ contact information. All written appeals to the Senate Committee on Academic Appeals (SCAA) should indicate whether an in-person hearing is being requested. Otherwise, cases are adjudicated on the basis of ~~a detailed written submission~~ the written submissions.

29. Senate Committee on Academic Appeals: Procedures

The Senate Committee on Academic Appeals (SCAA) follows the principles of natural justice. That is, its procedures are fair and open, appropriate to the matter under consideration, and provide the opportunity for those affected to put forward their views fully for consideration by the Committee. ~~As an internal administrative committee, it is free to~~ Following these principles, the Committee develops its own procedures and practices to conduct appeals and is not constrained by strict rules of procedure and evidence.

A quorum consists of a majority of voting members, including at least one student member and two

faculty members. No faculty or student committee member with previous direct involvement in the case may hear the appeal. The appellant has the right to challenge the neutrality of any member of the Committee scheduled to hear his/her appeal. The Chair, with the advice of the Committee, will rule on the validity of the challenge.

If the appellant requests an in-person hearing, the ~~respondent~~ interested parties (e.g., the course Instructor(s), Chair and/or Dean) will be notified and may also appear at the appeal, when available. Appeals shall be based on the appellant's written submission (all relevant evidence and documentation related to the matter which is under appeal, and all relevant information contained in the student record). New evidence cannot be presented at the hearing.

If the appellant asks to be present at the hearing yet fails to appear before the Committee on the appointed day and time, the Committee may, without further notice, proceed to hear the appeal based on the written submission. If there are compassionate or medical grounds for nonappearance, the Chair or the Secretary to the Committee must be notified immediately. The Chair will determine the acceptability of these grounds and whether the appeal hearing should be ~~tabled~~ postponed.

~~Natural justice applies to both student and faculty alike.~~ All forms of adjudication are held in the strictest confidence and ~~are normally~~ are attended only by members of the Committee and the parties to the particular appeal. Upon written notification to the Senate Committee on Academic Appeals (SCAA), appellants may ~~seek third-party representation to attend in support of their appeal, although their participation is normally limited to providing moral support only~~ be accompanied by an additional party for the purpose of personal support.

In extraordinary cases, the appellant or other parties may wish to retain legal counsel. Any person(s) retaining legal counsel for purposes of representation are obliged to inform the Senate Committee on Academic Appeals (~~SCAA~~) in writing 15 working days prior to the scheduled meeting.

The Secretary to Senate, in consultation with the Committee Chair as appropriate, ~~will review~~ reviews each request to hear an appeal before any hearing or adjudication. This review is intended to ensure that the nature of the appeal is consistent with ~~University policy and procedures~~ the mandate of the Committee and to ensure that the appeal is both valid and ~~cannot~~ could not be resolved by other means. In some instances the review may lead to a reversal of the decision before review, while in other instances it may indicate there are insufficient grounds for an appeal or that further documentation is required. In all cases, however, any decision to hear or not to hear an appeal rests with the Committee.

The Senate Committee on Academic Appeals reviews decisions made at lower levels when requested to do so by the appellant. Normally it rules in two areas. It considers whether appropriate and fair adjudication was exercised in respect of a case and, where it concludes that there was unfairness, it may direct a readjudication using a procedure that it prescribes as being appropriate and fair. It considers whether the penalty assessed was consistent with University Regulations and practice and was not pernicious and, where it concludes that there was a lack of consistency or an unreasonable response, it may state its concerns clearly and direct a reconsideration. The Committee may act, whether a reconsideration has been directed or not, to overturn or to support a decision. Whatever the matter under consideration, the Committee and all parties to the appeal are provided by the Registrar with the same information, sufficient to permit a meaningful hearing. The Committee maintains a record of its deliberations and provides the reason(s) for its decisions.

30. Appeal of Term Grades While Course is in Progress

Students who have reason to believe their term grade, (while a course is in progress,) is inaccurate should meet with their course instructor immediately. If both the instructor and the student agree, on the basis of an informal review, the matter is thereby concluded and a change of grade is submitted if necessary.

Students who wish to appeal grades other than final grades, formally, should initiate the following process:

- f. The student obtains an Academic Appeals Form from the Office of the Registrar and forward submits it to the Program Chair.
- g. The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.
- h. If no resolution favourable to the student is reached within seven working days, proceed to the next step: student the Chair, without delay, submits the form to the Dean.
- i. If not resolved within seven days, proceed to the next step: no resolution acceptable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals (SCAA).
- j. At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.

An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals.

31. Appeal of Final Grade

Students who have reason to believe their final grade in a course, once released by the Office of the Registrar, is inaccurate should meet with their course instructor immediately, if possible (see Academic Regulation 18). If instructor and student agree, on the basis of an informal review, the Office of the Registrar is advised of a grade change and the matter is thereby concluded.

Students who wish to appeal their final grade, formally, should ~~obtain an Appeals Form from the Office of the Registrar, and take it to the instructor.~~ initiate the following process:

- ~~f. The instructor (where available) must review the assigned grade with the student after the final grade has been released by the Office of the Registrar.~~
- ~~g. Instructors must provide students with supervised access to their final examination.~~
- ~~h. If not resolved within 15 working days, proceed to the next step on the Appeals Form: student submits the form to the Program Chair.~~
- ~~i. If not resolved within 7 further working days, proceed to the next step: student submits the form to the Dean.~~
- ~~j. If not resolved within 7 further working days, go to the next step: Dean submits form to the Registrar for advancement to the Senate Committee on Academic Appeals (SCAA).~~

- f. The student obtains an Academic Appeals Form from the Office of the Registrar and forward submits it to the Program Chair.
- g. The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.
- h. If no resolution favourable to the student is reached within seven working days, ~~proceed to the next step: student~~ the Chair, without delay, submits the form to the Dean.
- i. If ~~not resolved within seven days, proceed to the next step: no resolution acceptable to the student is reached within seven working days,~~ the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.
- j. At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.

An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals. Evaluation of a student's academic performance for continued enrolment or qualification to graduate will not be done prior to the completion of a grade appeal process, if the grade in question is the basis for initiating pertinent to the said evaluation.

32. Appeals Concerning Academic Program Matters

In the case of appeals concerning matters other than those listed above, the following procedures shall be followed:

- a. The student must meet with the supervisor, or the supervisory committee, or the Chair of the Program as appropriate (or, if the Chair is the supervisor, the College Dean, or, if the College Dean is the supervisor, the Provost) in an attempt to resolve the matter. Within 5 days of the meeting, the Chair of the Program (or College Dean) must send a written report of the meeting to the Dean of Graduate Programs, with a copy to the student. The report shall notify the Dean of Graduate Programs of the particulars of the case, and of the result of the meeting.
- b. If, after the process set out in 26.a) is completed, the student is unsatisfied with the result and wishes to continue the appeal, a written notice of the student's intention must be sent to the Dean of Graduate Programs within 15 days of receiving the letter from the Chair or other appropriate official. The Dean will acknowledge receipt of the notice within 5 days of receiving it.
- c. The Dean of Graduate Studies will conduct an investigation of the matter. In the course of this investigation, the Dean may ask for written reports from each member of the Committee. Committee members may submit reports even if not asked to do so. Copies of all reports will be made available to the student. After reviewing these reports, the Dean of Graduate Programs will come to one of the following decisions:
 - i. If the Dean is convinced that the process was appropriate, and that the reports clearly indicate academic deficiencies on the part of the student for which the original decision which led to the appeal was appropriate and reasonable, the Dean may decide to uphold the decision.
 - ii. If the Dean is convinced that the examination or other assessment process was flawed or improper, the Dean may order a re-examination or other re-evaluation as appropriate. The

- new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by the Dean.
- iii. If the Dean is convinced that the examination or other process was correct, but that factors other than academic merit may have influenced the decision, the Dean may order a re-examination or a re-evaluation, as he/she deems appropriate. The new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by the Dean.
 - iv. If the Dean is convinced that a new examination or evaluation is unlikely to resolve the issue, or if the result of the new examination or evaluation is appealed, he/she may, with the consent of the Program, appoint external assessors to evaluate the student's performance.
 - v. In all cases concerning appeals, a further appeal may be made to the Senate Committee on Academic Appeals (SCAA), which shall deal with it according to its rules of procedure (See Academic Regulation 28).

33. Appeals Concerning Academic Relationships

Appeals may arise out of other difficulties involving the academic relationship between students and faculty members. It is sometimes necessary, for instance, for a student to change supervisors, or a student may have other difficulties with a supervisor, or a student may have difficulties of a personal nature with a faculty member. Because the personal and professional relationship between student and faculty member can become entangled, and because problems of this sort can be perceived as potentially career-threatening by a student, there is a need for a process by which a student can seek mediation and resolution in such cases. Because each is different, and because a formal committee procedure as outlined under Academic Regulation 23 may not be appropriate in such cases, the following procedure shall be followed:

- a. A student experiencing such difficulties should attempt to resolve them informally at the level of the individual instructor or the Program Chair.
- b. If this cannot be done, or if the nature of the problem is such that the student does not wish to attempt it, the student should seek the advice of Dean of Graduate Programs, who shall follow one of the following procedures:
 - i. If the Dean thinks it advisable, the Dean shall seek to bring about a solution through informal means.
 - ii. If in the opinion of the Dean the complaint is invalid, the Dean shall advise the student of this opinion, and take no further action.
 - iii. If in the opinion of the Dean the complaint is valid; but ~~believes that~~ an informal solution is unlikely, or if the Dean has attempted an informal solution and has failed, he/she shall advise the student of this fact.
 - iv. In the case of 31.b) ii) and 31.b) iii), the student may choose not to proceed further, or the student may choose to proceed with the matter. In the latter case, the student shall make a written complaint, through the Registrar, to the Senate Committee on Academic Appeals (SCAA), which shall consider it according to its rules of procedure.

Motions S-200911.12 and S-200911.13 were dealt with as an omnibus motion.

S-200911.12

Approval of 2010/2011 Sessional Dates

Hutchings / Hyndman

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the 2010/2011 Sessional Dates be approved as proposed.

Effective date: For inclusion in the 2010-2011 Undergraduate Academic Calendar

Amendment:

That the add/drop date be pushed forward to allow for at least 2 classes, for each weekday, to be held prior to the add/drop date.

CARRIED.

The main motion was also subsequently CARRIED as amended.

The Registrar noted that semester dates and the timetable are interlinked, and that when exceptions are allowed, problems arise, but he agreed with the proposal to adjust the add/drop date. A Senator indicated she thought it would be useful for Senate to discuss the timetable and sessional dates in future (for 2011/12), particularly the important matters to be considered when setting the timetable and sessional dates.

Action: That the Steering Committee of Senate be advised that Senate requested a discussion of the timetable and sessional dates.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Definitions

In each 12-month academic year beginning in September:

September Semester – September to December

January Semester – January to April

May Semester – May to August

2010 September Semester

(61 teaching days)

(Monday-11, Tuesday-12, Wednesday-13, Thursday-12, Friday-13)

September

6	Monday	Labour Day, University closed
8	Wednesday	First day of classes, September Semester All September Semester fees due
20	Monday	Last day to add/ drop September Semester courses without financial penalty Last day to change September Semester courses from audit to credit and credit to audit

October

11	Monday	Thanksgiving Day, University closed
19	Tuesday	Last day to withdraw from September Semester courses without academic penalty, 50% tuition refund

29 Friday Deadline for application to graduate in 2011

November

1 Monday Application deadline for undergraduate studies for January Semester
11 Thursday Remembrance Day, University closed

December

3 Friday Last day of classes
6 Monday First day of exam period
17 Friday Last day of exam period
25 – 31 Sat. to Fri. University closed
27 Monday maintenance shutdown

2011 January Semester

(61 Teaching days)

(Monday-12, Tuesday-12, Wednesday-13, Thursday-12, Friday-12)

January

1-3 Sat. – Mon. University Closed
5 Wednesday First day of classes
All January Semester fees due
14 Friday Last day to add/drop January Semester courses without financial penalty
Last day to change January Semester courses from audit to credit and credit to audit

February

1 Tuesday Application deadline for the Bachelor of Social Work Program for the September Semester 2011
Application deadline for Bachelor of Fine Arts
11 Friday Last day to withdraw from January Semester courses without academic penalty, 50% tuition refund
14 Monday Beginning of Mid-Semester Break (no classes Feb 14-18)

March

1 Tuesday Semesters 2011 Application deadline for undergraduate studies for May and September
Application Deadline for International Students for September Semester 2011
Application deadline for the Environmental Engineering Program for September Semester 2011
Application deadline for the Bachelor of Health Science Program for September Semester 2011
Application deadline for UNBC-administered scholarships and bursaries
14 Monday Application deadline for the Bachelor of Education program September Semester 2011
31 Thursday Application deadline for the Northern Collaborative Baccalaureate Nursing Program September Semester 2011

April

6	Wednesday	Last day of classes
9	Saturday	First day of exam period
21	Thursday	Last day of exam period
22	Friday	Good Friday, University closed
25	Monday	Easter Monday, University closed

2011 May Semester

(28 Teaching days – Spring Intersession)

(29 Teaching days – Summer Intersession)

(62 Teaching days – May Semester)

May

2	Monday	First day of classes, May Semester and Spring Intersession All May Semester fees due, including Spring/Summer Intersessions
6	Friday	*Last day to add/drop Spring Intersession courses without financial penalty
16	Monday	Last day to add/drop May Semester courses without financial penalty Last day to change May Semester courses from audit to credit and credit to audit
20	Friday	Last day to withdraw from Spring Intersession courses without academic penalty, 50% tuition refund
23	Monday	Victoria Day, University closed
27	Friday	Convocation

June

1	Wednesday	Application deadline for International Students for January Semester 2012 Application deadline for the Northern Advancement Program
10	Friday	Last day of classes, Spring Intersession Last day to withdraw from May Semester courses without academic penalty, 50% tuition refund
13	Monday	First day of exam period, Spring Intersession
17	Friday	Last day of exam period, Spring Intersession
20	Monday	Summer break begins for May Semester (no classes June 20-30)
30	Thursday	Recommended application deadline for the BC Student Assistance Program (BC Student Loans)

July

1	Friday	Canada Day, University closed
2	Saturday	University closed (maintenance shutdown)
4	Monday	Classes resume for May Semester First day of classes, Summer intersession
8	Friday	*Last day to add/drop Summer Intersession courses without financial penalty
22	Friday	Last day to withdraw from Summer Intersession courses without academic penalty, 50% tuition refund

August

1	Monday	BC Day, University closed
12	Friday	Last day of classes, Summer Intersession and May Semester
15	Monday	First day of exam period, Summer Intersession and May Semester
19	Friday	Last day of exam period, Summer Intersession and May Semester

* For condensed courses, the last day to withdraw (50% tuition refund) is indicated in the course-specific documentation.

2010 - 2011 Senate Dates

September 22, 2010
October 27, 2010
November 24, 2010
December 8, 2010

January 26, 2011
February 23, 2011
March 23, 2011
April 27, 2011

May 25, 2011
June 22, 2011
July 27, 2011
August 24, 2011

March 23, 2011: Special Budget Meeting

S-200911.13

Approval of 2011/2012 Provisional Sessional Dates

Hutchings / Hyndman

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the 2011/2012 provisional Sessional Dates be approved as proposed, and be returned to Senate for final approval in the fall of 2010.

Effective date: For inclusion in the 2011-2012 Undergraduate Academic Calendar

CARRIED.

To Senate for Information:

SCAPP200910.06

Changes to Course Preclusion — NURS 202-3

That the changes to the preclusion statement for NURS 202-3 Pathophysiological Concepts be approved as proposed.

Effective date: January 2010

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 202-3 Pathophysiological Concepts This course uses a conceptual approach to examine pathological mechanisms of altered states in human physiology. Topics include the etiology, cellular metabolism, tissue alterations, functional changes, and age-related differences involved in each process.

Prerequisites: HHSC 111-3, HHSC 112-3 and HHSC 110-3, or BIO 111-3 and BIO 112-3 and BIO 105-3 at CNC, or BIOL 131-3, BIOL 132-3, and BIOL 133-3 at NWCC, or equivalent.

Major Restriction: Restricted to students in the NCBNP

Precluded: NURS 301-3, HHSC 301-3

SCAPP200910.07

Changes to Course Description and Preclusion — NURS 301-3

That the changes to the course description and preclusions for NURS 301-3 Advanced Pathophysiology be approved as proposed.

Effective date: January 2010

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 301-3 Advanced Pathophysiology This course dDiscusses the pathogenesis and pathophysiological mechanisms of select diseases and conditions, with an emphasis upon recent

discoveries in genetics, immunology, and infection and includes conditions relevant to northern BC. Linkages between pathophysiological events and therapeutic modalities are made. This course presumes an understanding of anatomy, physiology, and basic pathophysiology.

Prerequisites: none; admission for non-nursing students by permission of the instructor

Precluded: NURS 202-3, HHSC 301-3

SCAPP200910.15

Approval of 2008 Annual Report

That the 2008 Annual Report (September 1, 2008 to August 31, 2009) from the Senate Committee on Academic Policy and Planning be approved by the Committee and forwarded to Senate for information.
Effective date: October 7, 2009

7.2 Senate Committee on Research and Graduate Studies

Fondahl

Motions S-200911.14 and S-200911.15 were dealt with as an omnibus motion.

S-200911.14

Approval of 2010/2011 Sessional Dates

Hyndman / Jeffery

That the Senate Committee on Research and Graduate Studies recommend to Senate that the 2010/2011 Sessional Dates be approved as proposed.

Effective date: For inclusion in the 2010-2011 Graduate Academic Calendar

CARRIED.

Amendment:

That the add/drop date be pushed forward to allow for at least 2 classes, for each weekday, to be held prior to the add/drop date.

CARRIED.

The main motion was also subsequently CARRIED as amended.

It was noted that there was an error in the 2010 September Semester, on September 15, which should read "Application deadline for Graduate Studies for January Semester 2011..." rather than 2012.

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Definitions

In each 12-month academic year beginning in September:

September Semester – September to December

January Semester – January to April

May Semester – May to August

2010 September Semester

(61 teaching days)

(Monday-11, Tuesday-12, Wednesday-13, Thursday-12, Friday-13)

September

6 Monday

Labour Day, University closed

8 Wednesday

First day of classes, September Semester

All September Semester fees due

15 Wednesday

Application deadline for Graduate Studies for January Semester 2011 for:
Business Administration (MBA - Canadian applicants), Development Economics

(MA), First Nations Studies (MA), Gender Studies (MA), History (MA), International Studies (MA), Mathematical, Computer, and Physical Sciences (MSc), Natural Resources and Environmental Studies (MA, MSc, MNRES), Political Science (MA)

20 Monday Last day to register or revise registration for the September Semester
Last day to withdraw from program without financial penalty
Last day to change September Semester courses from audit to credit and credit to audit

October

11 Monday Thanksgiving Day, University closed
19 Tuesday *Last day to withdraw from September Semester courses without academic penalty

November

11 Thursday Remembrance Day, University closed
15 Monday Application deadline for non-degree status for January Semester 2011

December

3 Friday Last day of classes
6 Monday First day of exam period
17 Friday Last day of exam period
25 – 31 Sat. to Fri. University closed
27 Monday Maintenance Shutdown

*Graduate Students must have permission of their supervisor to alter their registration and must maintain continuous enrolment in order to maintain their position in Graduate Studies.

2011 January Semester

(61 teaching days)

(Monday-12, Tuesday-12, Wednesday-13, Thursday-12, Friday-12)

January

1-2 Sat. – Sun. University closed
5 Wednesday First day of classes, January Semester
All January Semester fees due
14 Friday Last day to register or revise registration for the January Semester
Last day to withdraw from program without financial penalty
Last day to change January Semester courses from audit to credit and credit to audit
Application deadline for Graduate Studies September Semester 2011 for: English (MA), Psychology (MSc) and (PhD)

February

11 Friday *Last day to withdraw from January Semester courses without academic penalty
14 Monday Beginning of Mid-Semester Break (no classes February 14-18)
15 Tuesday Application deadline for UNBC administered Graduate Awards
Application deadline for Graduate Studies for May Semester 2011 for: Interdisciplinary Studies (MA and MSc)

Application deadline for Graduate Studies September Semester 2011 for: Community Health Science (MSc), Development Economics (MA), Education (MEd), First Nations Studies (MA), Gender Studies (MA), History (MA), Interdisciplinary Studies (MA), International Studies (MA), Mathematical, Computer, and Physical Sciences (MSc), Natural Resources and Environmental Studies (MA, MSc, MNRES) and (PhD), Nursing (MScN, MScN:FNP), Political Science (MA), Social Work (MSW)

March

1	Tuesday	Deadline for application to graduate in 2011
14	Monday	Application deadline for Disability Management (MA) for September Semester 2011

April

6	Wednesday	Last day of classes
9	Saturday	First day of exam period
15	Friday	Application deadline for non-degree status for the May Semester 2011 Application deadline for Master of Business Administration (International applicants) for the September Semester 2011
21	Thursday	Last day of exam period
22	Friday	Good Friday, University closed
25	Monday	Easter Monday, University closed
29	Friday	Deadline to complete all requirements for Master's and PhD programs for graduation

*Graduate Students must have permission of their supervisor to alter their registration and must maintain continuous enrolment in order to maintain their position in Graduate Studies

2011 May Semester

(28 teaching days – Spring Intersession)
(29 teaching days – Summer Intersession)
(62 teaching days – May Semester)

May

2	Monday	First day of classes, May Semester and Spring Intersession <u>All</u> May Semester fees due, including Spring/Summer Intersessions
6	Friday	Last day to register or revise registration for the Spring Intersession courses without financial penalty
13	Friday	Application deadline for Master of Business Administration (Canadian applicants) for the September Semester 2011
16	Monday	Last day to register or revise registration for the May Semester Last day to withdraw from program without financial penalty Last day to change May Semester courses from audit to credit and credit to audit
20	Friday	Last day to withdraw from Spring Intersession without academic penalty
23	Monday	Victoria Day, University closed
27	Friday	Convocation

June

10	Friday	Last day of classes, Spring Intersession *Last day to withdraw from May Semester courses without academic penalty
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13	Monday	First day of exam period, Spring Intersession
17	Friday	Last day of exam period, Spring Intersession
20	Monday	Summer break begins for May Semester (no classes June 20-30)

July

1	Friday	Canada Day, University closed
2	Saturday	University closed (maintenance shutdown)
4	Monday	Classes resume for May Semester First day of classes, Summer Intersession
8	Friday	Last day to register or revise registration for Summer Intersession courses without financial penalty
15	Friday	Application deadline for Master of Business Administration (International applicants) for the January Semester 2012
22	Friday	Last day to withdraw from Summer Intersession courses without academic penalty

August

1	Monday	BC Day, University closed
12	Friday	Last day of classes, Summer Intersession and May Semester
15	Monday	Application deadline for non-degree status for the September Semester First day of exam period, Summer Intersession and May Semester
29	Friday	Last day of exam period, Summer Intersession and May Semester

For condensed courses, the last day to revise registration is indicated in the course-specific documentation.

*Graduate Students must have permission of their supervisor to alter their registration and must maintain continuous enrolment in order to maintain their position in Graduate Studies.

2010 - 2011 Senate Dates

September 22, 2010	January 26, 2011	May 25, 2011
October 27, 2010	February 23, 2011	June 22, 2011
November 24, 2010	March 23, 2011	July 27, 2011
December 8, 2010	April 27, 2011	August 24, 2011

March 23, 2011: Special Budget Meeting

S-200911.15

Approval of 2011/2012 Provisional Sessional Dates

Hyndman / Jeffery

That the Senate Committee on Research and Graduate Studies recommend to Senate that the 2011/2012 provisional Sessional Dates be approved as proposed, and be returned to Senate for final approval in the fall of 2010.

Effective date: For inclusion in the 2011-2012 Graduate Academic Calendar
CARRIED.

7.3 Senate Committee on Scholarships and Bursaries

Madak

To Senate for Information:

SCSB20091014.03

Approval of New Terms and Conditions — Plumbmaster Leadership Award

That the new Terms and Conditions for the Plumbmaster Leadership Award be approved.

Effective date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Category: Open

Award Name: Plumbmaster Leadership Award

Calendar Description/Intent: Plumbmaster Mechanical Plumbing & Heating Ltd. is a family owned company in Prince George. Plumbmaster is proud to help support students reach their academic goals.

Donor: Plumbmaster Mechanical Plumbing & Heating Ltd.

Value: \$2,000

Number: One

Placement in which Calendar: Undergraduate

Award Type: Award

Eligibility: Available to a full time undergraduate student with demonstrated community involvement and leadership as well as involvement in recreational activities.

Criteria: Satisfactory academic standing

Note: The UNBC Awards Office will forward all eligible applications to Plumbmaster who will then review and make a recommendation to the UNBC Awards Office.

Application Instructions: Submit a letter of reference to the Awards and Financial Aid Office. The referral must provide confirmation of your leadership activities, community and recreational involvement.

Effective Date: Established 2009

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by Plumbmaster Mechanical Plumbing & Heating Ltd. and the UNBC Awards Office.

SCSB20091014.04

Approval of New Terms and Conditions — Presbyterian Church in Canada Silviculture Bursary

That the new Terms and Conditions for the Presbyterian Church in Canada Silviculture Bursary be approved.

Effective date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Category: In-course

Award Name: The Presbyterian Church in Canada Silviculture Bursary

Calendar Description/Intent:

Donor: The Presbyterian Church in Canada

Value: \$1,500

Number: One

Placement in which Calendar: Undergraduate

Award Type: Bursary

Eligibility: Available to a full time undergraduate student enrolled in silviculture courses. First preference will be given to a resident of Northern British Columbia.

Criteria: Demonstrated financial need and academic proficiency.

Note: This is a one-time award.

Application Instructions: Fill out all sections of the Awards Application form.

Effective Date: Established 2009

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

SCSB20091014.05

UNBC Alumni Association Undergraduate Scholarship

That the new Terms and Conditions for the UNBC Alumni Association Undergraduate Scholarship be approved.

Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Category: In-course

Award Name: UNBC Alumni Association Undergraduate Scholarship

Calendar Description/Intent: The UNBC Alumni Association is proud of our members, who are emerging as leaders in our communities. It is our expectation that an investment in UNBC's current students will assist in developing tomorrow's community leaders.

Donor: UNBC Alumni Association

Value: \$1,000

Number: One

Placement in which Calendar: Undergraduate

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student who has completed 90 credit hours and who has served on a committee and/or board and who has a history of community involvement.

Criteria: Academic excellence

Application Instructions: Fill out all sections of the Awards Application form and attach a letter outlining your board/committee and community service.

Effective Date: Established 2009

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

SCSB20091012.06

UNBC Athletic Tuition Awards

That the new Terms and Conditions for the UNBC Athletic Tuition Awards be approved.

Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Category: Open

Award Name: UNBC Athletic Tuition Awards

Value: Variable, up to a maximum of tuition

Number: Variable

Placement in which calendar: Undergraduate

Award Type: Open

Eligibility: Available to full-time students who are members of a UNBC varsity athletic team.

Criteria: Satisfactory academic standing.

Recipient Selection: The coaches will nominate the recipients

SCSB20091014.07

Workplace-Family Wellness Bursary

That the new Terms and Conditions for the Workplace-Family Wellness Bursary be approved.
Effective Date: January 2010

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Category: Graduate

Award Name: The Workplace – Family Wellness Bursary

Calendar Description/Intent:

Donor: IEAFA Corporation of Canada (IEAFA)

Value: \$6,500

Number: Two

Placement in which Calendar: Graduate

Award Type: Bursary

Eligibility: Available to a full time graduate student enrolled in the Master of Social Work program (MSW) who is a Canadian resident.

Criteria: Demonstrated financial need and Academic Proficiency.

Note: In lieu of thank you letters, recipients are encouraged to reflect on their good fortune as an award recipient and consider ways to give back to society in the future.

Application Instructions: Fill out all sections of the Awards Application form.

Effective Date: Established 2009

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

SCSB20091014.08

Northern Capital Sports Society Award

That the new Terms and Conditions for the Northern Capital Sports Society Award be approved.
Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Category: Open

Award Name: Northern Capital Sports Society Award

Calendar Description/Intent:

Donor: Northern Capital Sports Society

Value: minimum of \$1,000

Number: minimum of Four

Placement in which Calendar: Undergraduate

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a member of the UNBC Women's Varsity Soccer Team.

Criteria: Satisfactory academic standing.

Conditions: Recipients must be a current member of the UNBC Women's Varsity Soccer Team.

Application Instructions: Fill out all sections of the Awards Application form.

Effective Date: Established 2009

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

SCSB20091014.09

Brownridge Athletic Bursary

That the revised Terms and Conditions for the Brownridge Athletic Bursary be approved.
Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Value: up to a maximum of \$5,000

Number: ~~One~~ variable

SCSB20091014.10

Cariboo Woodlot Education Society Bursary

That the revised Terms and Conditions for the Cariboo Woodlot Education Society Bursary be approved.
Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Value: ~~\$1,000~~ \$750

Effective Date: ~~Established 2003~~ Endowed 2009

SCSB20091014.11

Curt Merritt Endowed Bursary

That the revised Terms and Conditions for the Curt Merritt Endowed Bursary be approved.
Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Name: Curt and Lloyd Merritt Bursary

Calendar Description/Intent: In honour of Curt Merritt's ~~and Lloyd Merritt's~~ passion for life, his ~~his~~ their family, friends and colleagues established this bursary.

Curt Merritt was a lifelong Prince George resident. He attended CNC before receiving his chiropractic degree from Canadian Memorial Chiropractic College. Curt will be remembered as an avid outdoorsman who loved flying and racing his sled dogs, and for his perseverance to finish the race and overcome his own Dyslexia.

Lloyd Merritt was a long time resident and businessman of Prince George. He was an enthusiastic supporter of UNBC who understood the importance of education. His advice to his sons was to get an education now; you can always buy a truck later if that is what you want to do.

Donor: Family, Friends and Colleagues of Curt and Lloyd Merritt

SCSB20091014.12

KJM Sales Ltd. Bursary

That the revised Terms and Conditions for the KJM Sales Ltd. Bursary be approved.
Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Award Name: KJM Sales Ltd. ~~Bursary~~ Award

Calendar Description/Intent: KJM Sales Ltd. is a family owned Industrial Sales and Steel Fabricating company in Prince George. ~~We are~~ KJM Sales Ltd. is proud to help support students reach their academic goals.

Number: ~~One~~ Two (2) Varsity Athletic Awards as follows:

- One (1) Men's Varsity Basketball Team student athlete
- One (1) Women's Varsity Basketball Team student athlete

Award Type: ~~Bursary~~ Award

Eligibility: Available to a full time undergraduate students ~~First preference will be given to students who are members of a UNBC athletic team.~~ who is a ~~are~~ members of the varsity athletic basketball teams as outlined above and who are involved in other recreational activities.

Criteria: ~~Demonstrated Financial Need and Academic Proficiency~~

Note: The UNBC Awards office will select a maximum of 4 suitable applicants and forward them to KJM Sales Ltd. who will then review the applicants' ~~essays~~ letters of reference and make a recommendation to the UNBC Awards Office.

Application Instructions: ~~Fill out all sections of the Awards Application Form and provide a 250-500 word essay outlining their community leadership, academic goals and community involvement. Submit a letter of reference to the Awards and Financial Aid Office. The referral must provide confirmation of your leadership activities, community and recreational involvement.~~

SCSB20091014.13

Murray Keith Memorial Bursary

That the revised Terms and Conditions for the Murray Keith Memorial Bursary be approved.
Effective Date: September 2009

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Eligibility: Available to a full-time student ~~enrolled in the Northern Medical Program at UNBC, a cohort of the UBC Medical Degree Program~~ who is a resident of northern British Columbia with plans to remain here after completing his/her studies, is graduating from UNBC and who has been accepted into the Northern Medical Program.

7.4 Steering Committee of Senate

7.4.1 Consent Agenda

The Chair noted that information had been provided to Senators regarding the use of a consent agenda. He added that the Steering Committee of Senate had proposed a trial period of using a consent agenda, beginning in either December or January. If this proved successful, the Steering Committee would then bring forward a motion to revise the Senate Handbook to incorporate the use of a consent agenda. Questions arose regarding the use of a consent agenda, and a concern was raised that some people might not feel comfortable asking that a motion be pulled from the consent agenda and placed on the regular agenda. Senator Casperson responded that he envisioned the possibility that someone could simply advise the Chair of Senate prior to the meeting of his or her wish to remove an item from the consent agenda.

It was also suggested that some agreed-upon criteria be established with regard to the inclusion of items on a consent agenda. The Chair replied that this was something the Steering Committee could consider,

and that practice may provide clarity in this regard. It was also noted that there may be times when motions need to be reconsidered if they are on a consent agenda and carried, and then questions or concerns arise. There were no objections to proceeding with a trial period of using a consent agenda. The Chair thus indicated that he would pass this information along to the Steering Committee of Senate, and that they would determine how to proceed and whether they would begin in December or January.

Motion:

Jeffery / Wagner

That general support be provided for the notion of using a consent agenda.

CARRIED.

7.5 Senate Committee on Nominations

Reid

In the absence of Senator Reid, Senator Binnema presented the report from this committee.

S-200911.16

Membership Changes to Senate and/or Senate Committees (no material)

Binnema / Hutchings

That, on the recommendation of the Senate Committee on Nominations, and barring further nominations from the floor of Senate, the following candidates, who have met all eligibility requirements to serve on Senate and/or Senate committees as indicated, be appointed as proposed.

As there were no further nominations for any of the positions noted, the Chair declared all candidates APPOINTED as proposed.

SENATE OR SENATE COMMITTEE POSITION TO BE FILLED
(except when otherwise noted, all terms begin immediately)

CANDIDATE

SCAPP Art Acquisition Subcommittee

Faculty member with a broad interest in the arts)
(until March 31, 2011)
UNBC Faculty Member from the UNBC Arts Council
(until March 31, 2012)

Dee Horne

Antonia Mills

SCAPP and SCRGs Continuing Studies Credit Committee

Undergraduate Student (until March 31, 2010)

Drew Adamick

Senate Committee on Honorary Degrees and Other Forms of Special Recognition

Student Senator (until March 31, 2010)

Drew Adamick

Senate Committee on Regional Policy and Inter-Institutional Relations

Student Senator (until March 31, 2010)

Drew Adamick

Senate Committee on Admissions and Degrees

Undergraduate Student (until March 31, 2010)

Chantal Carriere

8.0 Other Business

8.1 Report of the Registrar (no material)

DeGrace

The Registrar reported that attendance at Senate would be recorded slightly differently from the manner in which it was currently being recorded, in that "Present," "Regrets," and "Absent" would be recorded. He indicated that this had been implemented at a previous institution at which he worked, and that it helped to ensure that Senators responded with regard to their attendance. Mr. DeGrace added that, if Senators contacted the Senate Office after a Senate meeting with a valid reason for missing the meeting, despite having indicated they would attend, their attendance would be recorded as "Regrets" rather than "Absent."

Dean Madak provided an enrolment report, indicating that November 1 was a date that the institution was required to report enrolment to the Ministry, and this report reflected that data. Highlights of the report were that overall enrolment had decreased by 1.12% from 2008, which consisted of a reduction in undergraduate FTEs but an increase in graduate FTEs. The greatest reduction was realized in students from the lower mainland and transfer students, mostly part-time students. Dean Madak noted that the increase in graduate students was positive, but wondered how long these increases could be maintained without further resources being dedicated, particularly with regard to supervisors. International student enrolment had increased by 24%. Dean Madak displayed information outlining the programs with the highest and lowest enrolment numbers.

9.0 Information

No items for information were presented.

10.0 S-200911.17 Move to In Camera Session

Déry / Hutchings

That the meeting move In Camera.

CARRIED.

Motion:

Wagner / Adamick

That Senate officially recognize and thank Chancellor Michalos for his dedication and service to UNBC.

CARRIED.

11.0 S-200911.22 Adjournment

Hutchings / Wagner

That the Senate meeting be adjourned.

CARRIED.

The meeting ended at 5:30 p.m.