

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Thursday, May 28, 2020

ZOOM Videoconference

10:00 AM – 12:30 PM

Members – Joseph Gosnell, Sr. (Chancellor), Geoff Payne (Interim President and Vice-Chancellor), Kerry Reimer (Faculty Member), Paul Sanborn (Faculty member), Allison Beswick (Order in Council), Aaron Ekman (Order in Council), Michael Reed (Order in Council), Andrew Robinson (Order in Council – ACTING-CHAIR), Gregory Stewart (Order in Council), Barbara Ward-Burkitt (Order in Council), Garfield Staats (Undergraduate Student), Furqana Khan (Graduate Student), Mark Barnes (Employee)

1. Chair's Remarks

- Declarations of Conflict
- Correspondence Received

2. Approval of Agenda

That, the Agenda for the Public Session of the May 28, 2020 meeting of the Board of Governors be approved as presented.

3. Approval of Minutes

a. **Public Session Minutes of March 20, 2020 – page 3**

That, the Public Session Minutes of the March 20, 2020 meeting of the Board of Governors be approved as presented.

4. Audit Findings Report – KPMG Audit Representatives – C. Naphtali and M. Roque – (material to follow separately)

5. Budget Update – verbal – G. Payne

6. Business Arising from Previous Public Session Minutes

- a. None

7. Motions for Approval

a. **2019/20 Consolidated Budget for Financial Statement Presentation – C. Smith – page 9**

That, the Board of Governors approves of the 2019/20 Consolidated Budget for Financial Statement Presentation for the University of Northern British Columbia, as presented.

b. **Presentation and Approval of Financial Statements – C. Smith – page 11 (Financial Statements to follow separately)**

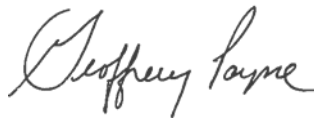
That, the Board of Governors approves the University of Northern British Columbia's Consolidated Financial Statements for the year ended March 31, 2020.

- c. **Memorandum of Understanding - Coast Mountain College** – D. Ryan – **page 13**
That, the Board of Governors approves the Memorandum of Understanding between the University of Northern British Columbia, the College of New Caledonia, and Coast Mountain College, as recommended and approved by the UNBC Senate, as presented.
- d. **Agreements, Scholarships, Bursaries and Awards** – D. Ryan – **page 46**
That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period of March 2020 to April 2020, as presented.

8. **Other Business**

9. **Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION
Approved for Submission:



Geoff Payne
Interim President and Vice-Chancellor

AGENDA ITEM BRIEFING NOTE

Date:	May 28, 2020			
Agenda Item:	Item 7.a. 2019/20 Consolidated Budget for Financial Statement Presentation			
Prepared For:	<input type="checkbox"/> Closed Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Colleen Smith, Interim Vice President, Finance			
Reviewed By:				

Material: Attached.

Issue: On March 15, 2019, the Board of Governors approved a budget for the Consolidated General Operating Fund (Operating, Northern Medical Program, and Routine Capital) and Ancillary funds. Public Sector Accounting Standards (PSAS) used in financial statement preparation since March 31, 2013, require inclusion of approved budget information in the Statement of Operations, on the same basis used for financial statement preparation.

Background: The attached information shows:

1. Summary of 2019/20 Consolidated Budget Information (as shown in the information approved by the Board of Governors March 15, 2019)
2. Details of 2019/20 Consolidated Budget Information for Financial Statement presentation

Motion: *That the Board of Governors approves of the 2019/20 Consolidated Budget for Financial Statement Presentation for the University of Northern British Columbia, as presented.*

Recommendation Approved: ☐ **Not Approved:** ☐ **Date:**

Remarks/Next Steps:

Consolidated Budget for audited Statement of Operations
For the year ending March 31, 2020

SUMMARY

	(approved March 15, 2019)			(adjustments required for PSAS reporting)		(projected based on previous 4 year actual)			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Consolidated General Operating	Ancillary	Approved Total	Eliminate Internal Cost Recovery, Transfers & Capital	Adjusted Total	Capital	Specific Purpose & Expendable*	Sponsored Research	Total Budget
Revenue	88,244	11,494	99,738	(3,120)	96,618	6,900	4,150	8,500	116,168
Labour	62,318	4,136	66,454		66,454	50	1,050	4,700	72,254
Expense	22,548	6,880	29,428	(3,120)	26,308	10,150	3,456	4,000	43,914
	84,866	11,016	95,882	(3,120)	92,762	10,200	4,506	8,700	116,168
Capital	186	-	186	(186)	-				
Transfers	3,192	478	3,670	(3,670)	-	-	-	-	-
Total surplus/(deficit)	-	-	-	3,856	3,856	(3,300)	(356)	(200)	-

*Includes endowment

Consolidated Budget for audited Statement of Operations
For the year ending March 31, 2020

DETAILED BUDGET BY FINANCIAL STATEMENT CATEGORY

	(approved March 15, 2019)			(adjustments required for PSAS reporting)		(projected based on previous 4 year actual)			
	Consol GOP	Ancillary	Approved Total	Elim ICR	Adjusted total	Capital	SP & Expendable	SR	To f/s
Revenue by financial statement category category						6,900	4,150	8,500	116,168
Provincial government	53,741	-	53,741		53,741	100	550	900	55,291
Federal government	2,978	-	2,978		2,978		-	3,800	6,778
Tuition fees	20,019	2,299	22,318		22,318		-	-	22,318
Other fees	1,492	45	1,537		1,537		60	-	1,597
Sales of goods and services	1,020	7,564	8,584		8,584	50	600	250	9,484
Gifts, bequests, non-government grants and contracts	6,699	300	6,999		6,999		1,290	3,500	11,789
Investment income	355	-	355		355	150	1,500	-	2,005
External cost recovery and other income	104	2	106		106	100	150	50	406
ICR	1,836	1,284	3,120	(3,120)	-				-
Revenue recognized from deferred capital contributions		-	-		-	6,500			6,500
	88,244	11,494	99,738	(3,120)	96,618	6,900	4,150	8,500	116,168
Expenses by financial statement function									
Ancillary		8,731	8,731	(1,284)	7,447				7,447
Fac. Mgt	7,464		7,464	(111)	7,353	9,000			16,353
Instruction	41,993	2,285	44,278	(34)	44,244				44,244
Inst. Support	35,595		35,595	(1,691)	33,904	1,200			35,104
Sp. Research			-		-			8,700	8,700
Sp. Purpose			-		-		4,056		4,056
	85,052	11,016	96,068	(3,120)	92,948	10,200	4,056	8,700	115,904
Annual operating surplus/(deficit) before restricted contributions	3,192	478	3,670	-	3,670	(3,300)	94	(200)	264
Net restricted endowment contributions									1,500
Annual surplus/(deficit)									1,764
Accumulated surplus, beginning of year									144,964
Accumulated surplus, end of year									146,728

Agenda Item:	7.b. Presentation and Approval of Financial Statements – C. Smith
Material:	<ol style="list-style-type: none"> 1. Memo to the Board from C. Smith, Interim Vice-President, Finance and Administration re: University of Northern British Columbia's Consolidated Financial Statements for the year ended March 31, 2020 and KPMG Audit findings report

Memorandum

To: UNBC Board of Governors
From: Colleen Smith, Interim Vice-President Finance and Administration
Date: May 22, 2020
Re: **University of Northern British Columbia's Consolidated Financial Statements for the year ended March 31, 2020 and KPMG Audit findings report**

The need for social distancing in the current COVID-19 environment has added increased complexity and delays to the work normally completed by both the University and by KPMG to finalize the annual financial statement audit. As a result, the final draft financial statements and audit findings report have been delayed by one week.

We will arrange a special meeting of the Board to receive the audit findings report and approve the audited financial statements and will forward details of the date and time as soon as possible.

We regret the delay necessitated as a result of the requirements of social distancing arrangements and extend our apologies for the inconvenience this might cause.

Agenda Item:	7.c. Memorandum of Understanding – Coast Mountain College – D. Ryan
Material:	<ol style="list-style-type: none"> 1. Senate Motion #S-202004.37 2. Memorandum of Understanding between the University of Northern British Columbia, the College of New Caledonia, and Coast Mountain College
Motion:	<i>That, the Board of Governors approves the Memorandum of Understanding between the University of Northern British Columbia, the College of New Caledonia, and Coast Mountain College, as recommended and approved by the UNBC Senate, as presented.</i>

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the Northern Collaborative Baccalaureate Nursing Program (NCBNP) Memorandum of Understanding between the University of Northern British Columbia, the College of New Caledonia, and Coast Mountain College be approved as proposed.

Effective Date: May 1, 2020

Rationale: This revised, agreed upon by our College partners, memorandum of understanding (MOU) is between the University of Northern British Columbia (UNBC), the College of New Caledonia (CNC), and Coast Mountain College (CMTN) (partnering institutions). The MOU describes the mutual interests and responsibilities of the partners in operationalizing the Northern Collaborative Baccalaureate Nursing Program (NCBNP), as approved by the British Columbia College of Nursing Professionals (BCCNP) and the Canadian Association of Schools of Nursing (CASN), leading to a UNBC Bachelor of Science in Nursing (BScN) degree. It marks the first time the MOU has been revised since the inception of the NCBNP.

The purposes of the MOU are: to instill effective strategic and operational collaborative oversight of the NCBNP; to guarantee that the NCBNP's academic, support and physical resource requirements provided by UNBC, CNC and CMTN maximize the strengths and synergies through the shared delivery of the collaborative program; to ensure that the NCBNP meets the regulatory requirements of the British Columbia College of Nursing Professionals (BCCNP) Education Program Review Committee and the accreditation standards of the Canadian Association of Schools of Nursing (CASN); and to support student success and a post-secondary quality student experience across all three partners for all those enrolled in the NCBNP that operates as a 4-year integrated program.

Motion proposed by: Dr. Sylvia Barton

Academic Program: School of Nursing

Implications for Other Programs / Faculties? None

College: College of Arts, Social and Health Sciences

College Council Motion Number: OMNIBUS MOTION: CASHSCC.2020.03.19.10

College Council Approval Date: March 19, 2020

Attachment Pages (if applicable): 30 pages

TO BE COMPLETED AFTER SCAAF MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202004.37

Moved by: A. Aravind

Seconded by: C. Whalen

Committee Decision: CARRIED

Attachments: 0



Approved by SCAAF: April 8, 2020
Date

Chair's Signature

For recommendation to ✓, or information of _____ Senate.

January 29, 2020

MEMORANDUM OF UNDERSTANDING

Between

**The University of Northern British Columbia
College of New Caledonia
Coast Mountain College**

Collectively

The Northern Collaborative Baccalaureate Nursing Program (NCBNP)

This memorandum of understanding (MOU) is between the University of Northern British Columbia (UNBC), the College of New Caledonia (CNC) and Coast Mountain College (CMTN) (herein called the partnering institutions). The MOU describes the mutual interests and responsibilities of the partners in operationalizing the Northern Collaborative Baccalaureate Nursing Program (NCBNP), as approved by the British Columbia College of Nursing Professionals (BCCNP) and the Canadian Association of Schools of Nursing (CASN), leading to a UNBC Bachelor of Science in Nursing (BScN) degree. The NCBNP is one of the larger and more complex of the 15 baccalaureate registered nursing programs in the Province, producing approximately 10% of the new graduates from B.C. programs each year. The NCBNP is a 4-year integrated program delivered through the strategic and operative collaboration of three partnering institutions at six host campuses:

1) UNBC - Prince George campus, Quesnel campus, and Terrace campus, 2) CNC - Prince George campus and Quesnel campus, and 3) CMTN - Terrace campus. Only two host campuses, UNBC campus and CNC campus, are housed together in one standalone building located in Quesnel. All of the other four campuses are standalone separate campuses: two in Prince George and two in Terrace. The NCBNP is the only BScN degree offered in the northern 2/3rds of the province, and aims at annually graduating a total of 152 students (104 in Prince George, 24 in Quesnel and 24 in Terrace), of whom provide approximately 70% of new degree nursing hires employed by the Northern Health Authority. NCBNP graduates provide an essential pipeline of degree prepared nurses into the B.C. healthcare workforce, especially to the 300,000 indigenous and non-indigenous B.C. residents who live and work within the northern 2/3rds of the province (an area of 600,000 square kilometers) and are served by First Nations Health Authority and Northern Health Authority. NCBNP graduates are integral to the Ministry of Health's and Ministry of Advanced Education, Skills and Training's mandates aimed at the delivery of quality healthcare to the citizens of B.C. now and into the future.

1. Goals, Purposes, and Principles of the MOU Partnership and Program

A. The overarching goals of the MOU are:

- To instill effective strategic and operational collaborative oversight of the NCBNP
- To guarantee that the NCBNP's academic, support and physical resource requirements provided by UNBC, CNC and CMTN (Refer to Appendix A) maximize the strengths and synergies through the shared delivery of the collaborative program
- To ensure that the NCBNP meets the regulatory requirements of the British Columbia College of Nursing Professionals (BCCNP) Education Program Review Committee and the accreditation standards of the Canadian Association of Schools of Nursing (CASN)
- To support student success and a post-secondary quality student experience across all three partners for all those enrolled in the NCBNP that operates as a 4-year integrated program.

- B. The purposes of the NCBNP partnerships are to provide students with an outstanding undergraduate nursing education, a high quality educational experience and the preparation necessary to succeed as Registered Nurses upon graduation. These purposes will be achieved by:
- Using resources across the three partners successfully, efficiently and cost-effectively
 - Committing to providing students with innovative and dynamic teaching and learning environments through a process of continuous quality improvement for the NCBNP
 - Ensuring that NCBNP graduates meet professional discipline degree requirements and master key professional competencies required for Registered Nurse licensure and entry-to-practice opportunities; sustained through an ongoing strong partnership with the Northern Health Authority and a practice-driven approach to nursing education – a unique approach in Canada that ensures responsive, relevant nursing education.
- C. The Partners agree that the 4-year integrated NCBNP will be guided by the following principles:
- **Commitment to the Partnerships:** Agreement that the partners are committed to outcomes that result in the delivery of a seamless 4-year integrated program to students through the effective and efficient shared use of academic, support and physical resources, including and not limited to financial resources, human resources and material resources
 - **Resolve to Increase Student Retention:** The partners are committed to providing appropriate sustainable institutional resources to mitigate attrition and increase student retention. Each partner will combine its own institutional resources (professors, financial aid, academic advising, etc.) and create intervention plans for vulnerable students as they progress through the years in order to increase retention
 - **Appropriate Representation:** Agreement that each institution is appropriately represented at most, if not all, tables including those internal to the NCBNP and with external organizations, such as government, Canadian Association of Schools of Nursing, Nurse Educators Council of B.C., the Northern Health Authority, and First Nations Health Authority
 - **Collaborative, Evidence Informed Decision-Making:** While UNBC is the degree granting institution, decisions about changes to curriculum will be made collaboratively by the partners based on current nursing and interdisciplinary topic-specific and education scholarship
 - **Administrative Harmonization:** Administrative procedures and processes for students will be harmonized where possible to optimize student engagement and success, reflecting an integrated 4-year NCBNP.
- D. The Partners will collaboratively:
- a. Support student success for all students enrolled in the NCBNP
 - b. Provide all students with a high quality baccalaureate-level educational experience and the preparation necessary to practice as Registered Nurses
 - c. Engage in decision-making about changes to curriculum that require managing, directing, and supporting activities that result in high quality baccalaureate-level outcomes
 - d. All parties will provide notice of transfer credit changes to maximize student mobility and success

- e. Ensure consultative decision-making while respecting institutional roles and accountabilities
 - f. Commit to ensuring that students experience the NCBNP as a single, 4-year integrated program
 - g. Act to ensure a seamless transition for students between the colleges and UNBC
 - h. Maximize the sharing of resources while remaining responsive to regional needs
 - i. Promote interaction and scholarly collaboration among faculty and students.
- E. The roles and responsibilities of UNBC as the degree granting institution will be consistent with the BCCNP and CASN Recognition and Accreditation requirements, as will be those of the School of Health Sciences, CNC and the Health Program, CMTN.

2. Governance Structure

UNBC as the degree granting institution for the BScN degree, through its Senate has final authority over all academic matters related to the NCBNP. The partner institutions' Education Councils will make recommendations to UNBC Senate related to academic matters.

- A. The goals, purposes and principles of the NCBNP will be governed and enacted via the following five committees:
 - i. The NCBNP Collaborative Management Committee composed of the:
 - Dean or Chair, School of Nursing, UNBC
 - Dean or Associate Dean, School of Health Sciences, CNC
 - Dean or Associate Dean, Health Programs, Coast Mountain College
 - The Vice President, Academic, at each institution as ex-officio

Each school will have one vote and any decision requires a majority in order to be passed. Recommendations must be approved by this committee prior to seeking approval of any governing body (Senate, Education Council, CASN, etc.).

This committee may establish standing and temporary committees to carry out specific duties and functions of the NCBNP (e.g. the Practical Nursing Transition Committee is a temporary standing committee that extended from the Collaborative Student Advisement and Progression Committee (CSAPC)).

This committee is accountable to the UNBC Senate and to the Education Councils at CNC and CMTN for the ongoing academic planning and outcomes of the program. Thus, all final decisions and recommendations must be in accordance with the governance, policies and administration of the three partnering institutions. However, any changes made during UNBC Senate approval must go back to the Management Committee for further action.

- ii. The NCBNP Collaborative Coordinators' Committee composed of the:
 - NCBNP UNBC Undergraduate Coordinator, Prince George
 - NCBNP UNBC Undergraduate Coordinator, Quesnel
 - NCBNP UNBC Undergraduate Coordinator, Terrace
 - NCBNP CNC Faculty Coordinator, Prince George

- NCBNP CNC Faculty Coordinator, Quesnel
 - NCBNP CMTN Coordinator, Terrace
- iii. The following three committees will be composed of faculty representing the three partner institutions:
- The NCBNP Collaborative Student Admission and Progression Committee
 - The NCBNP Collaborative Curriculum Committee
 - The NCBNP Collaborative Evaluation Committee

Guests may be invited to any of the above five committees as required for consultation into the problem-solving and resolution of challenges related to strategy and operations of the NCBNP. Those invited will depend on the issues being prioritized and discussed and thus not considered permanent members of the committee.

- iv. Services - academic, support and physical resources (Refer to Appendix A)
- v. Terms of reference for five committees (Refer to Appendix B)
- vi. Governance structure diagram (Refer to Appendix C)

3. Enrolment Management: Recruitment, Admission and Registration Processes

- A. UNBC is responsible, overall, for the NCBNP, including enrolment management with all institutions collaboratively engaging in creating transparent and understandable admission requirements, as well as understanding each partner institution's recruitment and registration processes that are guided by best practices in the field. Although overall direction of the NCBNP rests with the UNBC School of Nursing Chair, this responsibility is substantively shared with the Dean or Associate Dean of the School of Health Sciences at CNC, and the Dean or Associate Dean of Health Programs at Coast Mountain College. This is in accordance with the requirements of BCCNP approval and CASN Accreditation
- B. CNC and CMTN will be the portals of entry into the NCBNP with seamless transition entry into UNBC at year three. Applicants will be simultaneously admitted to a College and the University, with potential access to admission scholarships for nursing students and to ensure the seamless transition from year two to year three).
- C. CNC and CMTN will manage all admission processes (i.e. registration, student advising and progression support) through the first two years of the program. UNBC will provide student advising and progression support through the third and fourth years of the program.
- D. Advising and transfer credit decisions made by CNC and CMTN for the students in years one and two will be transparent to UNBC. Advising and transfer credit decisions made by UNBC for the students in years three and four will be transparent to CNC and CMTN Colleges. Required non-nursing and elective courses may be taken at any partner institution as long as they are within the established transfer limits and meet the requirements approved by the partner institutions, by UNBC as the degree granting institution, and by BCCAT who sets post-secondary transfer credit guidelines.
- E. All parties involved in the NCBNP and Collaborative Management Committee will coordinate enrolment planning and management.

- F. In conformance with the expectations of the Ministry of Advanced Education, Skills and Training (AEST), CNC and CMTN will support the first two years of the program and report the corresponding FTE activity. The courses in the first two years are considered to be CNC and CMTN courses, respectively, for the purposes of this agreement regarding FTE reporting. UNBC will support the third and fourth years of the program and report the corresponding FTE activity to the Ministry of Advanced Education, Skills, and Training. The courses in the third and fourth years are considered to be UNBC courses for the purposes of this agreement.
- G. The partners agree that the sharing of student information is an important part of ensuring success in a collaborative program. The partners commit to sharing information deemed necessary for student progression through a system that ensures an orderly and timely flow of information. Information sharing shall include the following: student identification and contact information, transcripts, criminal record check, and documentation of academic and/or behavioural misconduct. In general, the official student record at each institution will be available to any partner member who would normally have access to such information at any one of the partnering institutions.
- H. The Bachelor of Science in Nursing (BScN) degree will be conferred by The University of Northern British Columbia and requires the UNBC Senate to have the final approval.

4. Curriculum

- A. The curriculum of the NCBNP will be collaboratively managed, directed and supported by the partner institutions. All curriculum changes/additions/deletions will be vetted through the curriculum committee with recommendations sent to the NCBNP Collaborative Management Committee for approval.
- B. Any changes to curriculum or academic regulations and policies will be subject to the formal processes in place at the partner institutions and must be in accordance with the University Act of British Columbia and the Colleges and Institutions Act of British Columbia. Proposed changes to the curriculum or admission requirements in any of the years of the program must be agreed upon by all partner institutions.
- C. Curricular changes will follow the respective institutional approval processes (the UNBC Senate and the Education Councils of CNC and CMTN) and be coordinated between the partner institutions.
- D. Nursing faculty at all partner institutions will be involved in the development, teaching and evaluation of nursing courses in the NCBNP.

5. Resources: Tuition, Fees and Other Funds

- A. The partner institutions will work in a fair and transparent fashion in regards to policies and procedures for collection and distribution of revenues and expenditures.

6. Terms and Termination

- A. The terms of this Agreement shall commence on September 1, 2019 and shall be reviewed every three (3) years.
- B. The parties will cooperate to make all faculty, staff, students and applicants aware of this Agreement.

- C. The NCBNP Collaborative Management Committee is accountable for the enactment of this Agreement on an ongoing basis.
- D. To participate in the accreditation process, the partner institutions will maintain membership in the Canadian Association of Schools of Nursing (CASN).
- E. Amendments to this agreement must be in writing and approved by the NCBNP Collaborative Management Committee and the designated representative of each partner institution.
- F. The partner institutions may terminate this Agreement upon one year written notice to the other parties and in the event of termination, each party will respect the students who are currently in process of obtaining their degrees and will provide an opportunity for them to complete the NCBNP four-year program according to the appropriate requirement of the Senate of UNBC and the Education Councils of CNC and CMTN.
- G. Applications by other educational institutions to be party to this Affiliation Agreement will be made to the NCBNP Collaborative Management Committee.
- H. Any notice required to be given by any party to the others shall be deemed to be properly given if delivered in writing to their respective addresses:

The University of Northern
British Columbia
The Office of the President
3333 University Way
Prince George, B.C.
V2N 4Z9

College of New Caledonia
The Office of the President
3330 22nd Avenue
Prince George, B.C.
V2N 1P8

Coast Mountain College
Office of the President
5331 McConnell Avenue
Terrace, B.C.
V8G 4X2

7. Partnership Dispute Resolution

- A. Any partnership dispute arising within the NCBNP should be resolved at the lowest possible level of the governance process, progressing as follows: 1) Coordinators, 2) Chairs, Deans and Registrars, 3) Vice Presidents, and 4) Presidents or designates of the respective institutions.

Signatures:

Date:

University of Northern British Columbia

Dr. Geoff Payne
Acting President

Dr. Dan Ryan
Provost and Vice-President Academic

College of New Caledonia

Dr. Dennis Johnson
President

Dr. Chad Thompson
Vice President Academic

Coast Mountain College

Mr. Justin Kohlman
Acting President & CEO

Dr. Laurie Waye
Interim Vice President Academic and Provost

Appendix A: Services - Academic, Support and Physical Resources

- A. Services accessible to NCBNP students by the three partners will be harmonized to the extent possible.
- B. NCBNP Committees, Office of the Registrars, Library Information Literacy Services, and Senior Administration members across the three partnering institutions will be responsible for collaborating to maximize effectiveness and consistency in policies and procedures for successful 4-year integrated NCBNP delivery, experience and outcomes for NCBNP students.
- C. To the extent possible, NCBNP students will be eligible for access to institutional scholarships, as well as libraries and other facilities across the three partner institutions (e.g. residences, sports centre, etc.).

1. Services – UNBC

General Description	Services
Student Services Departments	Centre for Teaching, Learning, and Technology
	Office of the Registrar
	Library
	Office of Student Recruitment
	Northern Analytical Laboratory Services
Student Success	Academic Advising
	Academic Success Centre
	Access Resource Centre
	Conference Services
	Educational Media Services
	Financial Aid
	First Nations Centre
	Health and Wellness Centre (Counselling Centre and Health Services)
	Housing and Residence Life
	Information Technology Services
	International Exchanges and Student Programs
	Student Career Centre (Co-operative Education)
Indigenous Services	Aboriginal Cultural Resources
	Tutoring Support
	Internal Services and Supports
	Cultural Activities
	External Services
	Overcoming Systemic Barriers
	First Nations Centre Graduation
International Services	International Office
	International Undergrad and Graduate Program

	English Language Studies
	International Exchange Program
Registrar Services	Admissions – Eligibility and Transfer Credits
	Records Management
	Registration
	Scheduling of Courses and Exams
	Student Online Services
NUGSS Student Services	Student-led Organizations
	Student Advocacy
	Social Events
	U-Pass Program
	Health and Dental Plan
Campus Infrastructure and other Services	Parking and public transit
	Library
	Food Services
	Meeting rooms and study spaces
	Charles Jago Northern Sports Centre (Prince George campus)
	Security Services Office
	Nursing simulation labs on campus
	Access to simulation lab at Mills Memorial Hospital, University Hospital of Northern BC, and GR Baker Memorial Hospital
	Northern Women's Centre
	Northern Pride Centre
	Technology supported classroom environments including the ability to connect across multiple campuses, digital boards and other teaching tools.
	Interfaith Chaplaincy

2. Services – College of New Caledonia (CNC)

General Description	Services
Office of the Registrar	Student Academic Advising Admissions Registration Student Records Graduation and Credentials Student Self-serve Registration
Student Services	On-site student housing Financial Aid and Awards Wellness Coach Accessibility Services Student Success center (Testing and Tutoring) Student Council

	<p>Fitness and Recreation (through Communications Department)</p> <p>Health and Wellness Center: 2 Nurse Practitioners; 1 Counsellor; Physician days</p> <p>Cafeteria</p> <p>College Bookstore</p> <p>17 computer labs (PG) and 3 Computer labs (Quesnel)</p> <p>Kodiak's Restaurant</p> <p>Media Services</p> <p>Safe Walk Service</p> <p>Security</p> <p>Library Services</p> <p>Chaplaincy Services</p> <p>Caledonia Early Care and Learning Center</p> <p>Human Resources for Student Employment</p> <p>Applied Research and Innovation</p> <p>ESL Training</p> <p>Communications (Student Event Planning)</p>
Aboriginal Services	<p>Aboriginal Resource Center</p> <p>Aboriginal Academic Advisor</p> <p>Elder in Residence</p> <p>Aboriginal Tutoring and Writing Services</p>
Library Services	<p>Online and on site libraries at both CNC sites</p> <p>Interlibrary loan services</p> <p>Computer terminals</p> <p>Research Librarian available to go into classes to orientate/teach students library skills</p> <p>Spaces as listed: Prince George Campus: Study spaces (total) in the library-269</p> <p>Silent study spaces 54 based on breakdown below</p> <ul style="list-style-type: none"> • Student Lab #1 – 16 seats (quiet study) • Student Lab #2 – 26 seats (not quiet) • Media study rooms, 2 rooms – 12 people (quiet) (closed rooms) • Seminar Room #1 – 12 people • Study Room #2-#7 – capacity 1-5 people in each, so – 30 seats, marked quiet study (group work goes on but these are closed rooms) • Open area – 173 seats in various groupings, some quieter areas surrounded by book stacks • Computer Terminals -12

	<ul style="list-style-type: none"> • Quesnel Campus: Student Bookable spaces – 16 • Open Spaces: 30 • 7 computer terminals
Nursing Labs	<p>2 nursing labs with X beds in Prince George (supports NCBNP, PRAN and HCAP students) Lab A has 10 beds and a private room with one bed. equaling 11 beds in total Lab B has 16 beds</p> <p>1 nursing lab with 8 beds in Quesnel (supports NCBNP students in all four years and HCAP students)</p> <p>Access to Northern Health Simulation Lab but must be booked 6 months in advance in Prince George: Access to Simulation Lab in Quesnel but must be booked one semester in advance</p>
Information Technology Services	<p>Support X Computer Labs on campus Digital SMART Boards in classrooms Digital delivery across all 6 CNC campuses (Dedicated classroom spaces at all campuses) Videoconferencing capabilities</p>

3. Services – Coast Mountain College

General Description	Services
Student Services	Educational Advising
	Learning Assistance
	Orientation
	Leaders in Action
	Exam Invigilation
	On-site Student Housing
	Student Employment
	Health and Wellness - Counselling (24/7 access)
	Fitness and Recreation
	Accessibility Services
	Financial Aid
	WriteAway (writing tutor)
Indigenous Services (note all previously stated services apply to all students, including Indigenous students)	
	First Nations access services
	Indigenous support team
	Cultural activities
	First Nations Council

	Waap <u>G</u> alts'ap Community Longhouse
International Services (note all previously stated services apply to all students, including international students)	
	International Student Advisor
	International Coordinator
Registrar Services	
	Advising and Admissions
	Registration
	Student Records
	Graduation and credentials
	Student Self-serve <ul style="list-style-type: none"> - Online student portal - ALLERTUS safety app
Center of Learning Transformation (COLT)	
	Promote and support innovation in experiential place-based learning
	Support program and curriculum review
	Support and promote Indigenization
	Support and promote Articulation
Campus/Program Infrastructure	Parking (at no cost) and link to public transit
	Library (online and physical libraries at each campus)
	Interlibrary loan services
	Cafeteria (Terrace)
	Yurt
	Three bookable breakout rooms
	Wellness space and sports field
	Bikes available for loan through library
	2 dedicated simulation labs to support patient care learning. Utilized by the NCBNP Nursing students (including 3 and 4 th year from UNBC), HCA and PN programs of CMTN
	Access to simulation lab at Mills Memorial Hospital
	Technology support classroom environments including; ability to connect across multiple campuses, digital boards and other teaching tools.

Appendix B – Terms of Reference for five committees

1. NAME: NCBNP COLLABORATIVE MANAGEMENT COMMITTEE

SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the NCBNP Collaborative Management Committee.

Role: To provide overall governance and management oversight of the NCBNP.

DEFINITIONS

NCBNP: Northern Collaborative Baccalaureate Nursing Program

Partner institutions: University of Northern British Columbia (UNBC), College of New Caledonia (CNC), and Coast Mountain College (CMTN)

Partner sites: UNBC Prince George, UNBC Terrace, UNBC Quesnel, CNC Prince George, CNC Quesnel, CMTN Terrace

Collaborative Faculty: The NCBNP faculty of the partner institutions.

GOVERNING BODY

This committee is the governing body of the NCBNP as identified in the Affiliation Agreement between UNBC, CNC and CMTN of February 8, 2019 (Draft). It is accountable to the UNBC Senate and to the Education Councils at CNC and CMTN for the ongoing academic planning and outcomes of the NCBNP.

SECTION 2 – PROCEDURES

RESPONSIBILITIES

The NCBNP Collaborative Management Committee is responsible to maintain the quality and academic rigor of the NCBNP. It provides overall governance oversight of the NCBNP and oversees the on-going planning and operation of the NCBNP including:

- Overseeing policy development for the NCBNP
- Enrolment planning and management
- Receiving and evaluating reports from NCBNP committees
- Responding to recommendations from NCBNP committees and NCBNP Collaborative Faculty
- Providing direction on planning and operational issues for the NCBNP
- Ensuring adequate resources are made available for the functioning of the NCBNP
- Approving the administration of collaborative development funds and other external revenues allocated to the NCBNP

- Recommending tuition and fees to the partner institutions
- Setting policy on roles/responsibilities, as well as academic and professional qualifications for faculty and clinical instructors in accordance with requirements of the NCBNP, requirements of the partner institutions, and requirements of the accreditation nursing regulatory bodies (British Columbia College of Nursing Professionals, and Canadian Universities of Schools of Nursing).

COMPOSITION

MEMBERSHIP

Voting membership of the Collaborative Management Committee consists of the following:

- Dean of CASHS or Chair, School of Nursing, UNBC
- Dean or Associate Dean, School of Health Sciences, CNC
- Dean or Associate Dean, Health Programs, CMTN
- The Vice President, Academic, at each institution as ex-officio x 3

Term of appointment: Ongoing

Quorum: 3 members, one from each of the three partner institutions.

CHAIR

The Chair of the Collaborative Management Committee will be chosen by the committee and will rotate annually between the partner institutions as determined by the committee. Administrative support will be provided by the Chair's institution. Each institution will keep copies of the minutes for their individual institution's records.

The Chair will set the agenda and timetable for Committee meetings through consultation with Committee members and will circulate agendas, minutes, reports and other relevant information to and from the Committee to other NCBNP Committees.

Guests may be invited as required for consultation into the problem-solving and resolution of challenges related to strategy and operations of the NCBNP. Those invited will depend on the issues being prioritized and discussed and thus not considered permanent members of the committee.

MINUTES

Minutes: The Chair will appoint a Minute Taker. The Minute Taker will record the proceedings of meetings and submit minute meetings to the committee members within two weeks of a meeting.

The UNBC School of Nursing Chair shall retain a copy of all meeting minutes for future referral.

OPERATING PROCEDURES

Specific responsibilities of the Collaborative Management Committee:

- A. To ensure that the NCBNP operates in accordance with the goals, purposes and principles of the MOU

- B. To review and approve recommended changes from all standing committees of the NCBNP
- C. To establish and appoint members to the NCBNP Committees, and any other committees or working groups that are created in the performance of its mandate
- D. To request, receive and/or approve reports and recommendations from the NCBNP Coordinators' Committee and Standing Committees and to delegate authority for decision-making to those committees as it deems fit
- E. To review program-wide data related to enrolments, completion rates and other aspects related to the effective operation of the NCBNP
- F. To review and approve ongoing academic planning, resourcing and operation of the NCBNP program in accordance with the governance policies and administration of the sponsoring institutions
- G. To receive, review and approve student applications by other institutions to be party to the NCBNP agreement
- H. To provide each institutional Vice President Academic with a report on activities of the NCBNP annually or as requested in preparation for their collaborative executive meetings. To provide each institutional VPA with information regarding issues arising within the partnership that require attention, in a timely manner.
- I. To develop, implement and update a strategic action plan which aligns with partnering institutions' strategic plans.

DECISION MAKING

By consensus

MEETINGS

The Committee will meet at least four to eight times per year.

REPORTS

The Committee will submit an annual report of NCBNP activities to the senior administration of partner institutions by October 31 of each year.

SECTION 3 – GOVERNANCE

RESPONSIBILITY

The Collaborative Management Committee is responsible for updating its own Terms of Reference within the framework provided by Affiliation Agreement. In the absence of Committee consensus, outstanding issues will be referred to senior administration.

VERSION CONTROL AND CHANGE HISTORY

This 2019 version was created using the February 8, 2019 (Draft) version of the Affiliation Agreement.

2. NAME: NCBNP COLLABORATIVE COORDINATORS COMMITTEE

SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the NCBNP Collaborative Coordinators Committee

DEFINITIONS

NCBNP: Northern Collaborative Baccalaureate Nursing Program

Partner institutions: University of Northern British Columbia (UNBC), College of New Caledonia (CNC), and Coast Mountain College (CMTN)

Partner sites: UNBC Prince George, UNBC Terrace, UNBC Quesnel, CNC Prince George, CNC Quesnel, CMTN Terrace

Collaborative Faculty: The NCBNP faculty of the partner institutions.

GOVERNING BODY

The coordinators committee members gather information from, and disseminate information back to, their respective institutions through the UNBC School of Nursing Department, the CNC Nursing Department, and the CMTN Nursing Department. The Coordinators Committee works under the general oversight of and reports directly to the NCBNP Collaborative Management Committee.

SECTION 2 – PROCEDURES

RESPONSIBILITIES

The NCBNP Coordinators Committee supports and helps facilitate the integrity of the NCBNP philosophy, graduate outcomes and core threads. The Coordinators Committee's responsibilities include but are restricted to the following:

- Supporting a consistency in operations among partner institutions
- Sharing information and addressing difficulties that affect all partner institutions
- Facilitating collaborative approaches to internal and external program and partnership initiatives
- Facilitating support of faculty in ways that are applicable to all partner institutions.

COMPOSITION

MEMBERSHIP

Membership of the Coordinators Committee consists of the following:

- Coordinator, Undergraduate Nursing Programs, UNBC
- Nursing Program Coordinator, CMTN
- Nursing Program Coordinator(s), CNC Prince George
- Nursing Program Coordinator, CNC-Quesnel
- Nursing Program Coordinator, UNBC-Quesnel
- Nursing Program Coordinator, UNBC-Terrace
- Guests may be invited to attend meetings as required to provide input on specific issues or planning activities.

Membership of the Coordinators Committee will be confirmed at the beginning of each academic year.

CHAIR

The Chair position will rotate among the committee members, meeting to meeting.

The Chair will set the agenda and timetable for committee meeting through consultation with members and will circulate agendas, minutes, reports and other relevant information to and from the Coordinators Committee, and other NCBNP Committees.

MINUTES

Minutes: The Chair will take minutes or will designate a minute-taker. The Minute Taker will record the proceedings of meetings and submit meeting minutes to the Committee members within two weeks of a meeting.

The UNBC Coordinator of Undergraduate Nursing Programs shall retain a copy of all meeting minutes for future referral.

OPERATING PROCEDURES

DECISION MAKING

By consensus

MEETINGS

The Coordinators Committee will meet a minimum of four times per year.

REPORTS

The Coordinators Committee will submit minutes of their meetings to the Collaborative Management Committee.

SECTION 3 – GOVERNANCE

RESPONSIBILITY

The Collaborative Management Committee is responsible for reviewing the Terms of Reference of the Coordinators Committee as needed in consultation with the Coordinators Committee members, and advising on needed revisions.

VERSION CONTROL AND CHANGE HISTORY

This 2018 version was created using the 2017 Terms of Reference for the Coordinators Committee, with updates to reflect the name change from Northwest Community College (NWCC) to Coast Mountain College (CMTN).

3. NAME: COLLABORATIVE STUDENT ADMISSION AND PROGRESSION COMMITTEE (CSAPC)

SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the NCBNP's CSAPC.

DEFINITIONS

NCBNP: Northern Collaborative Baccalaureate Nursing Program

Partner institutions: University of Northern British Columbia (UNBC), College of New Caledonia (CNC), and Coast Mountain College (CMTN)

Partner sites: UNBC Prince George, UNBC Terrace, UNBC Quesnel, CNC Prince George, CNC Quesnel, CMTN Terrace

Collaborative Faculty: The NCBNP faculty of the partner institutions.

GOVERNING BODY

This committee reports to the NCBNP Collaborative Management Committee.

SECTION 2 – PROCEDURES

RESPONSIBILITIES

The NCBNP's CSAPC has been established to provide advice and recommendations to the NCBNP Collaborative Management Committee related to the admission and progression of students in the NCBNP. CSAPC activities will include but not be restricted to the following:

- Identifying, discussing and initiating procedural changes related to student progression
- Reviewing and ensuring consistency in partner institution academic calendars
- Maintaining and revising NCBNP priority registration guidelines
- Reviewing and reconciling course transfer credit anomalies
- Setting program admission criteria
- Recommending the process for student selection
- Recommending revisions to academic regulations re: the NCBNP in the following areas:

- program content
 - course co-requisites and pre-requisite requirements
- Following-up with partner institutions' Education Council and Senate once course and program content revisions have been approved by the partner institutions nursing faculty and the NCBNP Collaborative Management Committee.

COMPOSITION MEMBERSHIP

Membership of CSAPC consists of the following:

- UNBC Prince George: Two faculty members (includes co-Chair/Coordinator or designate)
- UNBC Nursing Program Advisor
- UNBC Registrar's Office: One staff member
- UNBC Quesnel: One faculty member (Coordinator or designate)
- UNBC Terrace: One faculty member (Coordinator or designate)
- CNC Prince George: Two faculty members (includes co-Chair/Coordinator or designate)
- CNC Quesnel: One faculty member (Coordinator or designate)
- CNC Prince George Nursing Advisor
- CNC Quesnel Student Advisor
- CNC Registrar's Office Prince George: One staff member
- CNC Registrar's Office Quesnel: One staff member
- CMTN Terrace: One faculty member (Coordinator or designate)
- CMTN Student Advisor
- CMTN Registrar's Office: One staff member

Term of Appointment: Membership of the Committee will be confirmed at the beginning of each academic year. To facilitate membership renewal, in August of each year, the UNBC co-Chair of CSAPC will circulate a call letter among partner sites requesting that they identify CSAPC representatives for the committee. Partner institutions and sites will submit their list of representatives no later than September 30 of each academic year.

Appointments are ongoing, for a period of not less than one year.

Quorum: 5 members from the three partner institutions, of which three must be faculty members. There must also be a coordinator or designate from each partnering institution.

CHAIR

The Committee Chairperson shall be one of the Coordinators from CNC Prince George, CMTN Terrace, or UNBC Prince George. The Chairperson position and responsibility will rotate between the Coordinators on a yearly basis. Should the responsible Chairperson be absent from a meeting, she/he can delegate Chair responsibilities to one of the other Coordinators for that meeting.

Term of appointment: One year

The Co-Chairs will set the agenda and timetable for committee meeting through consultation with committee members and will circulate agendas, minutes, reports and other relevant information to and from the Committee to other NCBNP Committees.

MINUTES

Minutes: The current Chairperson will appoint the Minute Taker from among the CSAPC members. The Minute Taker will record the proceedings of meetings and submit meeting minutes to the Co-Chairs and Committee Members within three weeks of a meeting.

The UNBC Nursing Program Advisor shall retain a copy of all meeting minutes for future referral.

OPERATING PROCEDURES

DECISION MAKING

By consensus

MEETINGS

The Committee will meet at least four times per year.

REPORTS

The Committee shall make recommendations to the Collaborative Management Committee on all matters requiring action beyond the authority level of the Committee. In addition, any issue regarding which the Committee cannot reach agreement shall be brought to the Collaborative Management Committee for deliberation.

Coordinators may make monthly reports to their respective faculties regarding the work and decisions of the Committee.

The Committee will submit an annual report of its activities to Collaborative Faculty and the Collaborative Management Committee by August 31 of each year. This will be written by one of the co-Chairs.

EVALUATION AND REVIEW

The Collaborative Management Committee will review and comment on the CSAPC's work, and provide these comments to the CSAPC by September 30th for discussion at the first meeting in the academic year.

SECTION 3 – GOVERNANCE

RESPONSIBILITY

CSAPC is authorized to seek information it requires in order to fulfill its mandate. The Committee is authorized to identify inconsistencies in practice amongst partner institutions and/or sites and bring them to the attention of the Collaborative Management Committee for action.

The Collaborative Management Committee is responsible for updating the CSAPC's Terms of Reference in consultation with SAPC.

VERSION CONTROL AND CHANGE HISTORY

This November 2017 version was created using the 2015

4. NAME: COLLABORATIVE CURRICULUM COMMITTEE (CCC)

SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the NCBNP Curriculum Committee.

DEFINITIONS

NCBNP: Northern Collaborative Baccalaureate Nursing Program

Partner institutions: University of Northern British Columbia (UNBC), College of New Caledonia (CNC), and Coast Mountain College (CMTN)

Partner sites: UNBC Prince George, UNBC Terrace, UNBC Quesnel, CNC Prince George, CNC Quesnel, CMTN Terrace

Collaborative Faculty: The NCBNP faculty of the partner institutions.

GOVERNING BODY

This Committee reports to, and disseminates information back to, their respective institutions through the UNBC School of Nursing Department, the CNC Nursing Department, and the CMTN Nursing Department, as well as to respective Senate or Education Councils through Collaborative Faculty members. The Committee works under the general oversight of the NCBNP Collaborative Management Committee.

SECTION 2 – PROCEDURES

RESPONSIBILITIES

The NCBNP Collaborative Curriculum Committee ensures that the integrity of the NCBNP philosophy, curriculum framework including core aims and threads, and graduate outcomes are achieved through curriculum assessment, planning, implementation, evaluation, and revision. It functions as the joint academic decision-making body of the NCBNP's partner institutions to support the consistent implementation of the program curriculum for development of student knowledge, attitudes and skills in order to meet or exceed entry-level registered nursing competencies. The Committee's responsibilities include but are not restricted to the following:

- Setting the NCBNP curriculum framework and curriculum to meet expected graduate outcomes and to reflect the program philosophy and the health care and professional nursing practice needs in Northern BC
- Ensuring that the curriculum of the NCBNP meets the standards for British Columbia College of Nursing Professionals (BCCNP) approval and Canadian Association of Schools Nursing (CASN) accreditation

- Developing and communicating a philosophy of teaching and learning consistent with the goals of the NCBNP, BCCNP Professional Standards for Registered Nurses and Nurse Practitioners, and the Canadian Nurses Association (CNA) Code of Ethics for Registered Nurses (2017).
- Reviewing and recommending changes to the NCBNP curriculum as per current BCCNP Competencies in Context of Entry-level RN Practice in BC (2015), CASN Accreditation Guidelines.
- Formulating plans and revision recommendations for curriculum structure, content and delivery that address:
 - ongoing program evaluation
 - changes in population health and health service environments
 - evidence-based nursing practice
 - current trends in healthcare delivery
 - program objectives and outcomes
 - educational approaches
 - alternative entry points into the program and future educational options for graduates
- Commissioning and receiving recommendations from working groups that investigate and draft plans and documents to address issues pertinent to the NCBNP curriculum.

COMPOSITION MEMBERSHIP

Membership of the Curriculum Committee consists of the following:

- Up to two tenured/tenure track/continuing faculty representatives or alternates from each partner institution
- The Undergraduate Nursing Programs Coordinator, UNBC
- The Nursing Program Coordinator, CNC
- The Nursing Program Coordinator, CMTN
- Guests may be invited to attend meetings as required to provide input on specific issues or planning activities

Term of Appointment: Two years, renewable

Membership of the Committee will be confirmed at the beginning of each academic year. In August of each year, the Chair of the Curriculum Committee will circulate a call letter among partner institutions requesting that they identify representatives for the Curriculum Committee. Partner institutions will submit their list of representatives no later than September 30 of each academic year.

Quorum: 5 members from the three partner institutions, including Coordinators.

CHAIR

The Committee Chair will be selected by the membership at the first meeting in the academic year and will assume the Chair duties from the second meeting in the academic year.

Term of appointment: Two years

The Chair will set the agenda and timetable for committee meeting through consultation with Committee Members and will circulate agendas, minutes, reports and other relevant information to and from the Committee to the NCBNP Collaborative Management Committee and other Collaborative NCBNP Committees.

MINUTES

Minutes: The Chair will appoint the Minute Taker. The Minute Taker will record the proceedings of meetings and submit meeting minutes to the Chair and Committee Members within two weeks of a meeting.

The Undergraduate Nursing Programs Coordinator, UNBC, shall retain copies of all meeting minutes for future referral.

OPERATING PROCEDURES DECISION MAKING

By consensus

MEETINGS

The Committee will meet at least four times per year.

REPORTS

The Committee will submit an annual report of its activities to the Collaborative Coordinators Committee, Collaborative Evaluation Committee, and to the Collaborative Management Committee by August 31 of each year.

EVALUATION AND REVIEW

The Collaborative Management Committee will review and comment on the Collaborative Curriculum Committee's work, and provide these comments to the Collaborative Curriculum Committee by September 30th for discussion at the first or second meeting in the academic year.

SECTION 3 – GOVERNANCE

RESPONSIBILITY

The Collaborative Curriculum Committee is responsible for updating the Collaborative Committee Terms of Reference in consultation with the Collaborative Management Committee.

VERSION CONTROL AND CHANGE HISTORY

This November 2018 version was created using the March 2011 and August 2015 versions of the Collaborative Curriculum Committee Terms of Reference.

5. NAME: COLLABORATIVE EVALUATION COMMITTEE

SECTION 1 – INTRODUCTION

PURPOSE

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the NCBNP Collaborative Evaluation Committee.

DEFINITIONS

NCBNP: Northern Collaborative Baccalaureate Nursing Program

Partner institutions: University of Northern British Columbia (UNBC), College of New Caledonia (CNC), and Coast Mountain College (CMTN)

Partner sites: UNBC Prince George, UNBC Terrace, UNBC Quesnel, CNC Prince George, CNC Quesnel, CMTN Terrace

Collaborative Faculty: The NCBNP faculty of the partner institutions.

GOVERNING BODY

This Committee reports to, and disseminates information back to, their respective institutions through the UNBC School of Nursing Department, the CNC Nursing Department, and the CMTN Nursing Department, as well as to respective Senate or Education Councils through Collaborative Faculty members. The Committee works under the general oversight of the NCBNP Collaborative Management Committee.

SECTION 2 – PROCEDURES

RESPONSIBILITIES

The NCBNP Collaborative Evaluation Committee ensures the on-going evaluation of the NCBNP. It provides information and advice to appropriate bodies, which will use the information for program revision, as well as for policy and decision-making. Collaborative Evaluation Committee activities will include but not be restricted to the following:

- Assuming responsibility for short term, intermediate, and long term evaluation of the NCBNP
 - Developing and/or updating a system of program evaluation
 - Monitoring the implementation and effectiveness of the program evaluation system
 - Addressing BCCNP approval and CASN accreditation standards related to program evaluation
 - Receiving and reviewing evaluation data and reports, including recommendations from stakeholders
 - Ensuring that communication processes with the NCBNP Committees, faculty and students are in place to disseminate evaluation results
 - Making recommendations for curriculum and program revisions
-

- Creating and directing working groups as required.

COMPOSITION

MEMBERSHIP

Membership of the Collaborative Evaluation Committee consists of the following:

- Up to two tenured/tenure track/continuing faculty representatives or alternates from each partner institution
- Student representatives selected so as to achieve representation from each year of the Program and from each partner site
- The Coordinator, Undergraduate Programs, UNBC, the Dean Health Sciences, CNC and the Nursing Program Coordinator, CMTN
- Guests may be invited to attend meetings as required to provide input on specific issues or planning activities.

Term of Appointment: Two years, renewable.

Membership of the Committee will be confirmed at the beginning of each academic year. In August of each year, the Chair of the Collaborative Evaluation Committee will circulate a call letter among partner institutions requesting that they identify representatives for the Evaluation Committee.

Partner institutions will submit their list of representatives no later than September 30 of each academic year.

Quorum: 5 members from the three partner institutions.

CHAIR

Two Co-Chairs will be selected by the membership at the first meeting in the academic year and will assume the Chair from the second meeting in the academic year. The Co-Chairs will rotate among partner institutions.

Term of appointment: Two years

The Co-Chairs will set the agenda and timetable for committee meeting through consultation with committee members and will circulate agendas, minutes, reports and other relevant information to and from the Committee to other NCBNP Committees.

MINUTES

Minutes: The Co-Chairs will appoint the Minute Taker. The Minute Taker will record the proceedings of meetings and submit meeting minutes to the Co-Chair and Committee members within two weeks of a meeting.

The UNBC Coordinator of Undergraduate Nursing Programs shall retain a copy of all meeting minutes for future referral.

OPERATING PROCEDURES

DECISION MAKING

By consensus

MEETINGS

The Committee will meet at least four times per year.

REPORTS

The Committee will submit an annual report of its activities to the Collaborative Coordinators Committee, Collaborative Curriculum Committee, and to the Collaborative Management Committee by August 31 of each year.

EVALUATION AND REVIEW

The Collaborative Management Committee will review and comment on the Collaborative Evaluation Committee's work, and provide these comments to the Collaborative Evaluation Committee by September 30th for discussion at the first meeting in the academic year.

SECTION 3 – GOVERNANCE

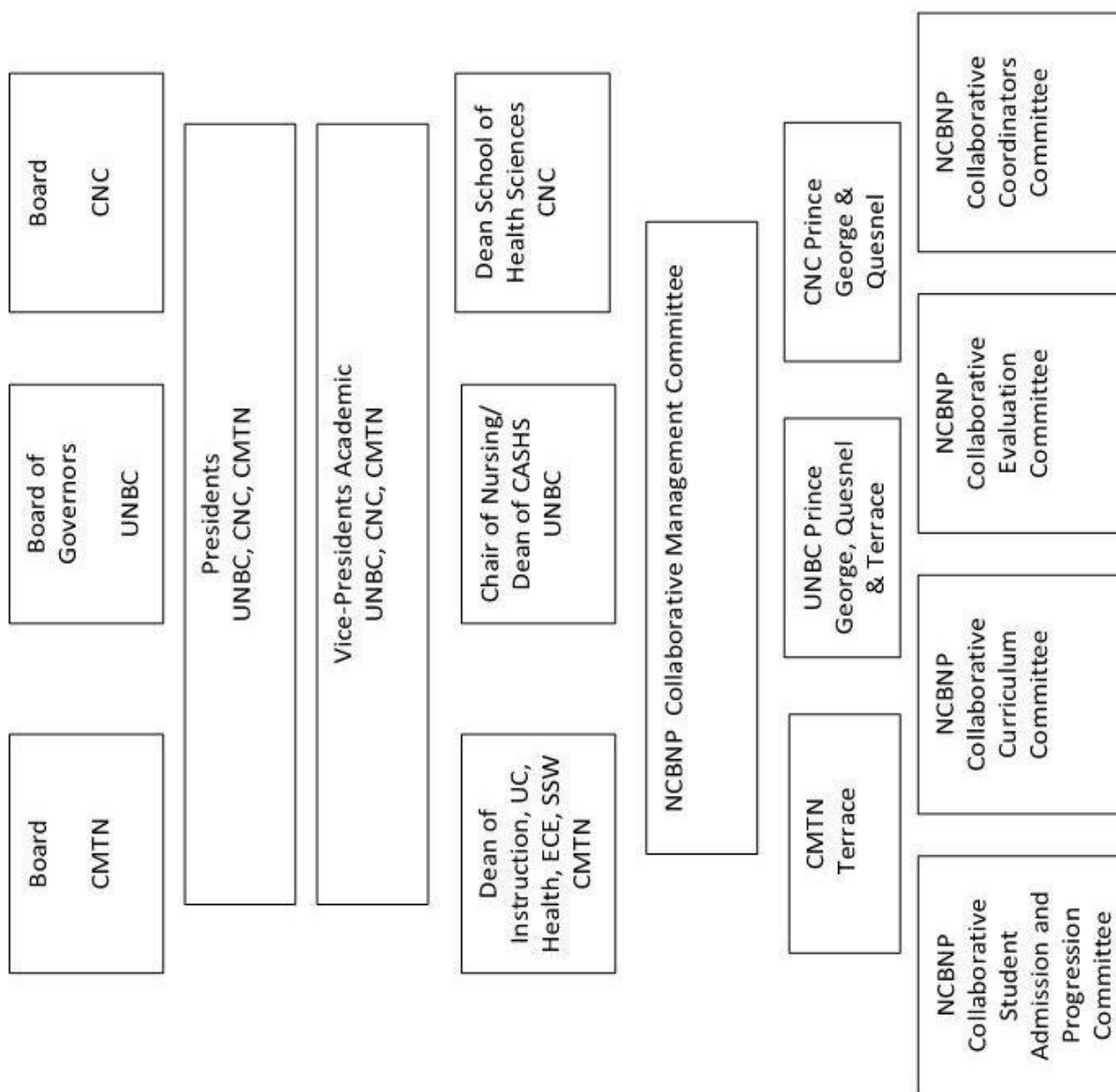
RESPONSIBILITY

The Collaborative Management Committee is responsible for updating the Terms of Reference of the Collaborative Evaluation Committee in consultation with the Collaborative Evaluation Committee and Collaborative Faculty Committee.

VERSION CONTROL AND CHANGE HISTORY

This 2015 version was created using the March 2011 Draft version of the Collaborative Evaluation Committee Terms of Reference.

NCBNP GOVERNANCE STRUCTURE



Agenda Item:	7.d. Agreements, Scholarships, Bursaries and Awards – D. Ryan
Material:	1. Agreements, Scholarships, Bursaries and Awards as recommended and approved by the UNBC Senate for the period of March 2020 to April 2020.
Motion:	<i>That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period of March 2020 to April 2020, as presented.</i>



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the UNBC Masters Tuition Scholarship be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To remove the references to the Graduate Entrance Scholarship (GES) in the terms as the GES is no longer active.

Proposed By: Linda Fehr

Advancement Contact: N/A

Faculty/Academic Department: Awards and Financial Aid

Date: February 26, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.10

Moved by: Van Der Velde

Seconded by: Wheate

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For Approval of Senate.

UNBC Masters Tuition Scholarship

Donor: UNBC

Value: Half the value of the tuition fee units for the degree program into which the student has been accepted, renewable for one year.

Eligibility: The scholarship is provided to full-time students who have ~~received a UNBC Graduate Entrance Scholarship (GES) or who have~~ successfully competed for a national or provincial scholarship or fellowship equal or greater to ~~a GES \$10,000~~. Students must remain in satisfactory academic standing to maintain the scholarship and must be judged to be making satisfactory progress by submitting a Progress Report to the Office of Graduate Programs prior to renewal.

Criteria: Recipient of ~~a GES or~~ a national or provincial scholarship or fellowship.

Application Instructions: If an applicant has successfully competed for a national or provincial scholarship or fellowship ~~(and did not receive a GES)~~, the recipient should provide proof of the national/provincial award and contact the Office of Graduate Programs in order to also receive a UNBC Master's Tuition Scholarship.

Established 2004



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the DWB Consulting – Engineering Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the DWB Consulting – Engineering Award commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: January 17, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.03

Moved by: Jensen

Seconded by: Van Der Velde

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: DWB Consulting – Engineering Award

Awards Guide Description/Intent: DWB Consulting Services Ltd (DWB) is a dynamic, multidisciplinary consulting firm that specializes in offering a full suite of value-added engineering, environmental and forestry services to their clients. DWB has established this award to support UNBC students obtaining an Engineering degree.

Donor: DWB Consulting Services Ltd.

Value: \$2,500

Number: One in each 2020/21, 2021/22, 2022/23 and 2023/24

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in the Environmental Engineering Program or the Civil Engineering Program, who has completed 30 credit hours. First preference will be given to a student who is enrolled in a UNBC Engineering Program. Second preference will be given to a student enrolled in the UNBC/UBC Engineering Program.

Criteria: Academic proficiency.

Effective Date: Established 2020

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Northern Physiotherapy Bursary be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the Northern Physiotherapy Bursary commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: January 29, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.04

Moved by: Jensen

Seconded by: Van Der Velde

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Northern Physiotherapy Bursary

Awards Guide Description/Intent: People across Northern BC have long been advocating for a physical therapy program in the North to address the need for equitable access to physiotherapy services in northern and rural communities. This bursary was established to financially support a student enrolled in the Master of Physical Therapy-Northern Program at UNBC. Recipients are encouraged to consider a career in public practice in a northern, remote or rural community upon graduation.

Donor: Northern Physiotherapists and supporters of physiotherapy training in the North

Value: \$1,000

Number: One

Award Type: Bursary

Eligibility: Available to a graduate student enrolled in the Master of Physical Therapy – Northern (MPT-N) Program. First preference will be given to a resident of northern or rural British Columbia.

Criteria: Demonstrated financial need and satisfactory academic standing.

Notes: This award may not be received more than once unless there are no new eligible applicants for the Bursary. In which case, it may be awarded to a student who has previously received it.

Effective Date: Endowed 2019

Recipient Selection: Senate Committee on Scholarships and Bursaries with nomination by the UNBC MPT-N Program.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Redden Family Physiotherapy Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the Redden Family Physiotherapy Award commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: January 29, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.05

Moved by: Jensen

Seconded by: Van Der Velde

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Redden Family Physiotherapy Award

Awards Guide Description/Intent: Sonja and Bob Redden are passionate about supporting students from Northern BC who plan to live and work in this region after completion of their post-secondary education.

Donor: Sonja and Bob Redden

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a graduate student enrolled in the Master of Physical Therapy – Northern (MPT-N) Program who demonstrates a strong commitment to community involvement. First preference will be given to applicants from rural or Indigenous communities in Northern British Columbia.

Criteria: Satisfactory academic standing and community service.

Effective Date: Endowed 2019

Recipient Selection: Senate Committee on Scholarships and Bursaries with nomination by the UNBC MPT-N Program.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Robert Fedorkiw Memorial Award for Physiotherapy be approved.

Effective Date: 2021-2022 Academic Year

Rationale: To activate the Robert Fedorkiw Memorial Award for Physiotherapy commencing the 2021-2022 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: January 29, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.06

Moved by: Jensen

Seconded by: Van Der Velde

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Robert Fedorkiw Memorial Award for Physiotherapy

Awards Guide Description/Intent: This fund was established to honour Rob's memory and aid in the expansion of physical therapy education in the North, with a focus on patient relations – an initiative that echoes the generosity and spirit of Rob and Terry. Recipients are encouraged to consider a career in public practice upon graduation.

Donor: Terry Fedorkiw, family and friends of Rob and Terry Fedorkiw

Value: \$1,500

Number: One

Award Type: Award

Eligibility: Available to a second-year graduate student enrolled in the Master of Physical Therapy - Northern (MPT-N) Program who demonstrates patient-centred care within their clinical education. First preference will be given to a resident of northern British Columbia.

Criteria: Satisfactory academic standing.

Note: This award may not be received more than once unless there are no new eligible applicants for the Award. In which case, it may be awarded to a student who has previously received it.

Effective Date: Endowed 2012

Recipient Selection: Senate Committee on Scholarships and Bursaries with nomination by the UNBC MPT-N Program.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Anna Sorkomova Memorial Bursary be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To revise the Anna Sorkomova Memorial Bursary commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: February 11, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.07

Moved by: Van Der Velde

Seconded by: Wheate

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Anna Sorkomova Memorial Bursary

Awards Guide Description/Intent: This award is in memory of Anna Sorkomova, graduate exchange student at UNBC from Yakutsk in Siberia. The donor has established this award to help alleviate some of the financial hardships that international students encounter in coming to Canada to study and participate in full-time studies and/or exchange programs. The donor is committed to personally assist these students overcome some of the cultural challenges they experience and to help us learn from their cultures.

Donor: ~~Charles A. Buchan, B. Comm., CA, Retired Partner with Deloitte & Touche LLP~~
Charles Buchan and Elena Fedyko-Buchan

Value: \$1,500

Number: ~~Two~~Variable

Award Type: Bursary

Eligibility: ~~Available to full time undergraduate or graduate students who are in great need. First preference will be given to international exchange students from former eastern communist bloc countries. Second preference will be given to any international exchange student with demonstrated need. Third preference will be given to Canadian students.~~

Available to full-time undergraduate or graduate students. First preference will be given to international students from former eastern communist bloc countries. Second preference will be given to international students from any country.

Criteria: Demonstrated financial need.

Effective Date: Established 2000

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.~~Director of International Operations.~~



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the BC Association of Social Workers Prize be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To revise the BC Association of Social Workers Prize commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: February 7, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.08

Moved by: Van Der Velde

Seconded by: Wheate

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For information of Senate.

aAWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: BC Association of Social Workers Prize

Awards Guide Description/Intent: The British Columbia Association of Social Workers' members work in a wide variety of fields including child welfare, mental health, hospitals, alcohol and drug programs, non-profit organizations, social planning, corrections, counselling centres and private practice. The Association promotes the profession of social work and advocates for social justice as well as providing benefits to members such as current updates and advice on professional matters, job finding services and professional development. [Social Work students are encouraged to take advantage of the benefits and resources available through BCASW by visiting bcasw.org.](#)

Donor: BC Association of Social Workers

Value: \$250

Number: One

Award Type: Prize

Eligibility: ~~Available to a full-time student currently enrolled as a third year student in the Social Work (BSW) Program who is a resident with continuous dwelling within the UNBC region for four years immediately prior to admission to the Social Work Program at UNBC. The prize will be awarded for study in the fourth year of the Social Work Program.~~

~~Available to a full-time undergraduate student enrolled in the Bachelor of Social Work (BSW) Program who has completed 90 credit hours. First preference will be given to residents of Northern British Columbia.~~

Criteria: ~~Demonstrated F~~financial need and academic proficiency.

Application Instructions: ~~Complete the Financial Need and Residency sections of the Awards Application form.~~

Effective Date: Established 1996

Note: ~~The Chair of the Social Work Program will review applications and nominate a recipient to the Awards Office.~~

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Chemistry Award of Excellence be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To revise the Chemistry Award of Excellence commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: February 5, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200226.09

Moved by: Van Der Velde

Seconded by: Wheate

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 26, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Chemistry Award of Excellence

Awards Guide Description/Intent: The Chemistry Award of Excellence has been established to recognize and support outstanding students majoring in Chemistry.

Donor: Anonymous

Value: \$1,250

Number: One

Award Type: Scholarship

Eligibility: ~~Available to a full-time student who has completed a minimum of 30 credit hours but not more than 60 credit hours toward an undergraduate degree at UNBC with a declared major in Chemistry.~~

Available to a full-time undergraduate student with a declared major in Chemistry. First preference will be given to a student who has completed 30-60 credit hours. Second preference will be given to a student who has completed 61-90 credit hours.

Criteria: ~~Demonstrative a~~Academic excellence.

Note: ~~The scholarship will be awarded in January.~~

Effective Date: Endowed 1999

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Minerva BC Foundation Scholarship be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the Minerva BC Foundation Scholarship commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 13, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.03

Moved by: Lewis

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 25, 2020
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Minerva BC Foundation Scholarship

Awards Guide Description/Intent: Minerva BC is a registered non-profit charitable organization that supports women and girls throughout the province to gain the confidence and skills they need to reach their leadership potential.

Donor: Minerva BC Foundation

Value: \$2,500

Number: One

Award Type: Scholarship

Eligibility: Available to a full-time undergraduate student enrolled in the Bachelor of Commerce Program who identifies as female. First preference will be given to students who identify as indigenous, single parents, students returning to university after a prolonged absence or Minerva BC Program Alumna. Students who have been involved in Minerva BC programs must identify the name of the program and year they participated in their award application.

Criteria: Academic excellence.

Effective Date: Established 2020

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Timberwolves Student Athlete Society Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the Timberwolves Student Athlete Society Award commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 13, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.04

Moved by: Wagner

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 25, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Timberwolves Student Athlete Society Award

Awards Guide Description/Intent: This award has been established by the Timberwolves Student Athlete Society to recognize a student that supports UNBC Athletics who is not a student-athlete.

Donor: Timberwolves Student Athlete Society

Value: \$500

Number: One

Award Type: Award

Eligibility: Available to a full-time undergraduate student that demonstrates a high level of commitment to UNBC Athletics who is not a student-athlete.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2020

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Director of Athletics.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Timberwolves Student Athlete Society Athletic Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the Timberwolves Student Athlete Society Athletic Award commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 13, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.05

Moved by: Budde

Seconded by: Wheate

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 25, 2020
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Timberwolves Student Athlete Society Athletic Award

Awards Guide Description/Intent: This award has been established by the Timberwolves Student Athlete Society to recognize a student-athlete that demonstrates a high level of community involvement.

Donor: Timberwolves Student Athlete Society

Value: \$500

Number: One

Award Type: Award

Eligibility: Available to a full-time undergraduate student-athlete that demonstrates a high level of community involvement.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2020

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Director of Athletics and Recreation.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Men's Soccer Alumni Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the UNBC Men's Soccer Alumni Award commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 12, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.06

Moved by: Horianopoulos

Seconded by: Lewis

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 25, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: UNBC Men's Soccer Alumni Award

Awards Guide Description/Intent: This award has been established by a group of UNBC Men's Soccer Alumni who wish to give back to the program. They hope that their support will help attract and retain a top player to the UNBC Men's Timberwolves Soccer team.

Donor: UNBC Men's Soccer Alumni

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full-time or part-time undergraduate UNBC Timberwolves athlete on the men's soccer team.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2020

Recipient Selection: The head coach of the Men's UNBC Timberwolves Soccer team will identify suitable applicants and forward nomination information to the Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Mental Health Champions Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the UNBC Mental Health Champions Award commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 13, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.07

Moved by: Mayes

Seconded by: Wagner

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 25, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: UNBC Mental Health Champions Award

Awards Guide Description/Intent: This award has been established to support UNBC students who have undertaken formal or semi-formal training in mental health care and awareness.

Donor: Generous UNBC Donors

Value: \$500

Number: Two in 2020/21

Award Type: Award

Eligibility: Available to a full-time undergraduate student who has undertaken formal or semi-formal training in mental health care and awareness. First preference will be given to a student from School District 57. Second preference will be given to a resident of Northern British Columbia.

Criteria: Demonstrated financial need and academic proficiency.

Application Instructions: Applicants must include the following in their application: 1) the formal or semi-formal training they have undertaken in mental health care and awareness 2) their goals of sharing these teachings, habits, and attitudes with the greater UNBC community as champions for mental wellness.

Effective Date: Established 2020

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Canfor Annual Awards be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To revise the Canfor Annual Awards commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 6, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.08

Moved by: Jensen

Seconded by: Budde

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: March 25, 2020
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Canfor Annual Awards

Awards Guide Description/Intent: Canfor Corporation is a leading integrated forest products company with strong roots in northern British Columbia. As the largest BC producer of softwood lumber and through its 50% ownership of CPLP Income Fund one of the largest market pulp producers in Canada, Canfor is committed to fostering growth and strengthening the communities that we call home. The Canfor Annual Awards commemorate Canfor's support of the University of Northern British Columbia and its students. It is Canfor's hope that these students will put their talents to work in the field of forestry in communities throughout northern British Columbia.

Donor: Canfor Corporation

Value: \$2,000

Number: Three

Award Type: Award

Eligibility: Available to [a](#) full time undergraduate students enrolled in [his/her/their](#) first or second year of the Natural Resources Management [pP](#)rogram. ~~Students must [have express](#)~~ an explicit interest in a career in industrial related forestry as well as plans to remain in the North [in the career goals section of their award application](#).

Criteria: ~~An explicit interest in industrial forestry and~~ Academic proficiency

Conditions: ~~Applicants must submit a 500 word essay outlining his/her career goals.~~

Note: ~~Recipients of these awards are ineligible for receipt of the Canfor Legacy Endowed Awards in the same academic year and vice versa.~~ [Students are eligible to receive only one UNBC Canfor-sponsored award.](#)

Effective Date: Established 2000

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

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Canfor Annual Awards

Awards Guide Description/Intent: Canfor Corporation is a leading integrated forest products company with strong roots in northern British Columbia. As the largest BC producer of softwood lumber and through its 50% ownership of CPLP Income Fund one of the largest market pulp producers in Canada, Canfor is committed to fostering growth and strengthening the communities that we call home. The Canfor Annual Awards commemorate Canfor's support of the University of Northern British Columbia and its students. It is Canfor's hope that these

students will put their talents to work in the field of forestry in communities throughout northern British Columbia.

Donor: Canfor Corporation

Value: \$3,500

Number: Four

Award Type: Award

Eligibility: Available to [a](#) full time undergraduate students enrolled in the Natural Resources Management [p](#)Program with a Major in Forest Ecology and Management who have completed 60 credit hours. Students must [have](#)[express](#) an explicit interest in a career in industrial related forestry as well as plans to remain in the North [in the career goals section of their award application](#).

Criteria: ~~An explicit interest in industrial forestry and~~ Academic proficiency

Conditions: ~~Applicants must submit a 500 word essay outlining his/her career goals.~~

Note: ~~Recipients of these awards are ineligible for receipt of the Canfor Legacy Endowed Awards in the same academic year and vice versa.~~ [Students are eligible to receive only one UNBC Canfor-sponsored award.](#)

Effective Date: Established 2000

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Canfor Legacy Awards be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To revise the Canfor Legacy Awards commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 6, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.09

Moved by: Jensen

Seconded by: Budde

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: March 25, 2020

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Canfor Legacy Awards

Awards Guide Description/Intent: Canfor Corporation is a leading integrated forest products company with strong roots in northern British Columbia. With the purchase of Northwood Inc. in 1999, Canfor is the largest BC producer of softwood lumber and through its 50% ownership of CPLP Income Fund one of the largest market pulp producers in Canada. Canfor is committed to innovative practices that foster growth and create opportunities in the north. Canfor Legacy Awards are provided yearly to commemorate Legacy Northwood's commitment to the University of Northern British Columbia and its students. In continuation of the original intent of these awards, they will recognize those students who achieve academic excellence and strive to prepare themselves for exciting careers.

Donor: Canfor Corporation

Value: \$2,000

Number: Three

Award Type: Award

Eligibility: Available to [a](#) full time undergraduate students enrolled in [his/her/their](#) first or second year of the Natural Resources Management [p](#)Program. ~~Students must [have](#)express~~ an explicit interest in a career in industrial related forestry as well as plans to remain in the North [in the career section of their application](#).

Criteria: ~~An explicit interest in industrial forestry and~~ Academic proficiency

~~**Conditions:** Applicants must submit a 500 word essay outlining his/her career goals.~~

Note: ~~Recipients of these awards are ineligible for receipt of the Canfor Annual Awards in the same academic year and vice versa.~~ [Students are eligible to receive only one UNBC Canfor-sponsored award.](#)

Effective Date: Endowed 1993

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

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Canfor Legacy Awards

Awards Guide Description/Intent: Canfor Corporation is a leading integrated forest products company with strong roots in northern British Columbia. With the purchase of Northwood Inc. in 1999, Canfor is the largest BC producer of softwood lumber and through its 50% ownership of CPLP Income Fund one of the largest market pulp producers in Canada. Canfor is committed to innovative practices that foster growth and create opportunities in

the north. Canfor Legacy Awards are provided yearly to commemorate Legacy Northwood's commitment to the University of Northern British Columbia and its students. In continuation of the original intent of these awards, they will recognize those students who achieve academic excellence and strive to prepare themselves for exciting careers.

Donor: Canfor Corporation

Value: \$3,500

Number: Four

Award Type: Award

Eligibility: Available to [a](#) full time undergraduate students enrolled in the Natural Resources Management [p](#)Program with a Major in Forest Ecology and Management who have completed 60 credit hours. Students must [have express](#) an explicit interest in a career in industrial related forestry as well as plans to remain in the North [in the career goals section of their application](#).

Criteria: ~~An explicit interest in industrial forestry and~~ Academic proficiency

Conditions: ~~Applicants must submit a 500 word essay outlining his/her career goals.~~

Note: ~~Recipients of these awards are ineligible for receipt of the Canfor Annual Awards in the same academic year and vice versa.~~ [Students are eligible to receive only one UNBC Canfor-sponsored award.](#)

Effective Date: Endowed 1993

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Jack and Mary Wiggin Aboriginal Health Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To revise the Jack and Mary Wiggin Aboriginal Health Award commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 12, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.10

Moved by: Jensen

Seconded by: Budde

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: March 25, 2020
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: ~~In-course~~[General](#)

Award Name: Jack and Mary Wiggin Aboriginal Health Award

Award Intent: In the spirit of reconciliation as set out in the work of the Truth and Reconciliation Commission of Canada (TRC) and TRC Calls to Action to expand the supply of Aboriginal health professionals, the purpose of this award is to contribute toward improved outcomes in the health of Aboriginal peoples and communities in Canada by investing in the training of talented and committed Aboriginal students in health-care fields. For the terms of this award, Aboriginal includes people of First Nations, Inuit and Metis heritage.

Calendar Description/Intent: This award ~~is~~[has been](#) established in the name of Jack and Mary Wiggin by their five adult children, with funding from Jack and Mary's estate. Through dedication and resilience and the support of mentors at key points, Jack overcame the socio-economic challenges of his birth family to receive an MSC and MD from Queen's University at Kingston. After practising family medicine in a small Ontario town, he earned a PhD from Cambridge University and went on to a distinguished and varied career in medicine and health sciences. Daughter of a medical doctor, Mary trained as a nurse and applied those skills well in raising their family. Jack and Mary spent their last three decades in British Columbia to be near family, including ten grandchildren and three great grandchildren. Both Jack and Mary were involved in programs that supported students who faced challenges in continuing their education. Before she passed away, Mary had intended to establish an award in Jack's name to assist in the training of medical doctors. After reading all reports of the Truth and Reconciliation Commission (TRC), she expressed particular concern about the impacts of colonialism and residential schools on Aboriginal peoples in Canada and her heartfelt desire for reconciliation efforts and initiatives to succeed. Jack and Mary's children feel this award will serve a student population both parents would wish to support.

Donor: The Wiggin Family

Value: \$3,500

Number: One

Award Type: Award

Eligibility: ~~Available to a full-time Aboriginal student who has completed at least 60 hours of their undergraduate program in a health field. Applicants must intend to apply to the Northern Medical Program (NMP), the Family Nurse Practitioner Program (MScN FNP), other post-graduate health sciences program that is specifically related to health in rural and remote Aboriginal communities, or further their education through graduate research in a subject area that will support the development and delivery of improved health outcomes for Aboriginal people in rural and remote communities. In light of both a pressing need for family nurse practitioners as community-based primary care providers serving the needs of Aboriginal populations, and the current under-representation of Aboriginal students in nursing, first preference will be given to a student intending to develop a career as a Family Nurse Practitioner serving rural and/or remote Aboriginal communities.~~

Eligible applicants should demonstrate resilience in the face of challenges, highlights of any community engagement (e.g. volunteer or other community ties/involvement), creativity and potential for leadership and innovation. Available to a full-time Aboriginal graduate or undergraduate student studying in a health related field. First preference will be given to a student intending to develop a career serving rural and/or remote Aboriginal communities and who is enrolled in or who intends to apply to the Northern Medical Program (NMP) or the Family Nurse Practitioner Program.

Criteria: Demonstrated financial need and academic proficiency ~~with a minimum of 3.5 GPA.~~

Application Instructions: ~~Applicants must complete the on-line in-course awards application and submit supporting documentation to the Financial Aid Office. Such documentation must include a one to two page submission on how they meet the eligibility criteria. The submission is to touch on a) what motivated them to pursue health-focused studies; and b) key health and service delivery challenges they see in their own community and/or in rural/remote Aboriginal communities more broadly. The submission may take essay or other form to allow inclusion of original creative voice – e.g. poem, or artistic work (with commentary, as they wish, on what the work seeks to convey). Applicants may also include a letter of recommendation. A student may receive the award more than once. Applicants must provide additional documentation to the Awards Office, including a one to two page submission that touches on a) what motivated them to pursue health-focused studies; and b) key health and service delivery challenges they see in their own community and/or in rural/remote Aboriginal communities more broadly. The submission may take essay or other form such as poem, or artistic work. Applicants may also include a letter of recommendation.~~

Effective Date: Endowed 2017

Recipient Selection: ~~Senate Committee on Scholarships and Bursaries on recommendation by a selection committee comprised of the Coordinator of the FNP, the Associate VP of the Northern Medical Program, the Senior Advisor to the President on Aboriginal Relations, or their delegates. The Committee must include an Elder or other Aboriginal representative. The selection committee will evaluate the candidates based on the criteria and donor's intent defined in Eligibility. One member of the donor's family may participate in the selection as an observer to offer clarification on donor intent and will not choose the recipient.~~ Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office. The UNBC Awards Office will consult with the UNBC Manager of Aboriginal Student Engagement or their delegate and an elder selected or appointed by the UNBC Manager of Aboriginal Student Engagement.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Steadman Family Matching Grant Bursary be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To revise the Steadman Family Matching Grant commencing the 2020-2021 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 9, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.11

Moved by: Wheate

Seconded by: Horianopoulos

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 25, 2020
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Open

Award Name: Steadman Family Matching Grant Bursary

Awards Guide Description/Intent: This bursary was established by Tom and Linda Steadman – entrepreneurial partners in Prince George business – to help those whose personal efforts, like their own, contributed towards their success. Tom Steadman was a founding advocate of the University, a Founder of the Interior University Society, Member of the Implementation Planning Group and the Interim Governing Council. He also chaired UNBC's North to the Future Campaign and the University of Northern British Columbia Foundation.

Donor: Tom and Linda Steadman

Value: Up to 50% of tuition and books

Number: Variable

Award Type: Bursary

Eligibility: Available to full-time students enrolled in an undergraduate degree program at UNBC. Candidates must reasonably demonstrate that they have personally earned the monies being applied towards their tuition and books for the upcoming academic year. [To the degree possible, amounts will be maximized in the following priority: First Preference will be given to residents of northern British Columbia-the previous recipients of this award. Second preference will be given to applicants with the highest self-earnings.](#)

Criteria: Demonstrated financial need.

~~**Note:** Students may apply for and receive this award more than once.~~

Application Instructions: Complete the financial need section of the application form and supply a letter [to the Awards Office](#) outlining how you have earned the money you plan to use for your education.

Effective Date: Endowed 1993

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

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Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the SCSB 2019-2020 Annual Report be approved.

Effective Date: March 2020

Rationale: The annual report is due to be submitted to Senate in April.

Proposed By: Linda Fehr, Coordinator – Awards & Financial Aid

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 25, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200325.13

Moved by: Wagner

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 3 Pages

Approved by SCSB: March 25, 2020
Date


Chair's Signature

For information of Senate.

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 25, 2020

OVERVIEW

Since the last annual report in March of 2019 the Senate Committee on Scholarships and Bursaries has met ten (10) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2019/2020 general scholarships and bursaries fund expenditures
- Ratified nominations of 2019/2020 awards recipients
- Established the selection criteria and procedures for the Lieutenant General's Silver Medal
- Reviewed and approved thirty-seven Terms and Conditions for newly established awards
- Approved twenty-six revisions to Terms and Conditions for existing awards
- Reviewed eleven student requests for scholarship deferrals/reinstatements

STATISTICAL SUMMARY – 2019/2020

Award Type	Number	Value
Donor-Directed	678	\$1,668,825.32
UNBC General Fund (not including waivers)	232	\$ 678,900.00
UNBC Scholars Waivers	133	\$ 563,822.54
Graduate Tuition Waivers	55	\$ 240,314.34
Athletic Tuition Waivers	32	\$ 198,248.72
Provincial/Youth in Care Tuition Waivers	8	\$ 26,036.64
Three, Six and Fifteen Credit Hour Tuition Waivers	20	\$ 19,527.48
School District 57 Waivers (matching)	5	\$ 5,000.00
UNBC Tuition Awards for Excellence Waivers	1	\$ 4,339.44
Canada 150th Anniv. Intn'l Scholarship Waivers	88	\$ 147,000.00
Totals	*1252	\$3,522,014.48 **

* 4% increase in number from 2018/2019
** 13% increase in value from 2018/2019

Student Data		Number	
Self-declared Female Recipients		833	
Self-declared Male Recipients		419	
Self-declared Aboriginal Recipients		96	
Northern Residents		748	
Undergraduate Entrance Recipients		278	
General Awards Recipients		127	(all student types)
In-Course Undergraduate Award Recipients		655	
Graduate Award Recipients		185	(includes only UNBC-administered awards)
NMP Award Recipients		7	
Number of individual recipients		700	(students who received one or more awards)

Award Category	Number	Value	Median Value
Needs-based Awards	339	\$ 515,590.52	\$1,200
Merit-based Awards	913	\$3,006,423.96	\$2,500

NEW DONOR-NAMED AWARDS ESTABLISHED IN 2019/2020

Name of Award	Number	Value/Award	Total Value
BCGOC Indigenous Knowledge Research Grant	3	\$ 5,000	\$15,000
Brian Brownridge Memorial Award	2	\$ 1,000	\$ 2,000
Jack and Betty Meilgaard Award	1	\$ 1,500	\$ 1,500
Jan Galvin Bursary	1	\$ 5,000	\$ 5,000
Northern Nations Community Award	1	\$ 2,500	\$ 2,500
UNBC Engineering Bursary	1	\$ 1,000	\$ 1,000
UNBC Engineering Scholarship	1	\$ 1,000	\$ 1,000
Julia Torbela Ziebart Scholarship	1	\$ 1,000	\$ 1,000
MNP Fort St. John Scholarship	1	\$ 1,000	\$ 1,000
Fort St. John and Area Future Leader Award	1	\$ 3,000	\$ 3,000
John and Lois Lapadat Memorial Bursary	1	\$ 500	\$ 500
NMPT Rural Nursing Award	20	\$ 2,000	\$ 40,000
TLA Forestry Award	2	\$ 2,500	\$ 5,000
Bridget Moran Bursary	1	\$ 750	\$ 750
David Sakawsky Memorial Award	1	\$ 500	\$ 500
Dr. Alfred Joseph Award	1	\$ 500	\$ 500
Ryan-Sanford Cadet-Service Scholarship	1	\$ 1,000	\$ 1,000
Corey Robert Jarvis Memorial Award	1	\$ 1,000	\$ 1,000
Fuller Family Bursary	4	\$ 1,000	\$ 4,000
Mosaic Forestry Award	1	\$ 4,000	\$ 4,000
Prince George Italian Club Award	1	\$ 500	\$ 500
Radloff Scholarship	1	\$ 1,000	\$ 1,000
Seabrook Athletic Leadership Award	1	\$ 1,000	\$ 1,000
Spike Kendy Bursary	1	\$ 1,000	\$ 1,000
TC Engineering Scholarship	10	\$ 3,000	\$ 30,000
UNBC Master of Engineering Prize	1	\$10,000	\$ 10,000
West Fraser Award	3	\$ 2,500	\$ 7,500
GERS PhD Supplement	6	\$10,000	\$ 60,000
Walker Wood Engineering Scholarship	2	\$ 4,000	\$ 8,000
Allnorth Engineering Bursary	2	\$ 500	\$ 1,000
Kristopher McKay Award	1	\$ 1,000	\$ 1,000
Ricoh Canada Bursary	2	\$ 1,250	\$ 2,500
Susan Robertson Prize	1	\$ 1,000	\$ 1,000
DWB Consulting – Engineering Award	1	\$ 2,500	\$ 2,500
Northern Physiotherapy Bursary	1	\$ 1,000	\$ 1,000
Redden Family Physiotherapy Award	1	\$ 1,000	\$ 1,000
Robert Fedorkiw Memorial Award	1	\$ 1,500	\$ 1,500
TOTALS	82		\$220,750

UNAWARDED SCHOLARSHIPS AND BURSARIES 2019/2020

Name Of Award	Reason	Value	# Times Not Awarded (past Five Years)
Aldyen Hamber Women's Studies Bursary	Program specific	\$1,500	2
Anna Sorkomova Memorial Bursary (2 awards)	Specific Criteria	\$3,000	1
Canfor Legacy Award (1 of 4)	Program/Year Specific	\$2,000	1
Chemistry Endowed Scholarship	Program/Year specific	\$1,500	1
CPA Education Foundation Award	Specific Criteria	\$1,000	2
Elan Travel Bursary (1 of 2)	Program Specific - WVN	\$1,500	1
McCarthy Tetrault Annual Scholarship	Program Specific - NTP	\$1,250	1
Miriam Matejova Award	Specific Criteria	\$1,200	4
Northern BC Archives Graduate Research Scholarship (2)	No applicants	\$5,000	2
Prkachin Award to Support Advanced Study in Psychology	Program Specific	\$1,250	1
Prince George Doctors Bursaries (2)	Offers declined/withdrawn	\$2,000	0
Public and Private Workers of Canada Local 9 Award (1 of 2)	Membership Specific	\$1,500	1
Ricci Dalton Award (2)	Program Specific – essay required	\$1,000	2
Simons Foundation Bursaries for Lone Parents (1 of 2)	Enrollment in UNBC Day Care	\$2,000	5
Sophie Thomas Bursary	Donor did not nominate	\$1,000	1
TD Bursaries	Offers declined/withdrawn	\$4,000	0
Van Adrichem Undergraduate Summer Research Bursary	No applicants	\$2,000	1
William Dow Ferry Scholarship	Program Specific	\$2,000	1
Totals	25 awards*	\$34,700**	

*Percentage of *number* of available awards not awarded in 2019/2020: 1.9%

**Percentage of *value* of available awards not awarded in 2019/2020: 1%