

BOARD OF GOVERNORS - PUBLIC SESSION AGENDA

Saturday, November 14, 2015

9:00am – 10:30am

UNBC Senate Chambers Room 1079

Teleconference Instructions:

From the Vancouver area, dial: 604-899-4310

From anywhere else in North America, dial: 1-877-234-4610

Participants conference Pass Code: 2599371#

For assistance anytime throughout the conference please press * and 0 (zero) for a TELUS conference representative.

Participants:

Andy Clough, Carolee Clyne, Eric Depenau, Katherine LaForge, Kathy Lewis, John MacDonald, Shannon MacKay, Judy Mason, Ryan Matheson, Harry Nyce Sr., Daniel Weeks, Simon Yu, Julie Ziebart

UNBC Representatives (Non-Voting):

Geoff Payne (Interim Vice-President Research), Colleen Smith (Director of Finance & Budgets), Barb Daigle (Interim Vice-President Administration and Finance), Daniel Ryan (Acting Vice-President Academic and Provost), Katherine Scouten (Development Manager)

Denise Nagy (EA, Board of Governors - Recording)

1. Chair's Remarks

NOTE: *The Board of Governors Agenda for the Public Session consists of a consent agenda and a regular agenda. The consent agenda contains items that are routine and non-controversial, and discussion is not necessary. The consent agenda is moved and approved as a group. The Chair will inquire whether there are any items that need to be removed from the consent agenda and if so, these items will be placed on the regular agenda. The Chair will ask for approval of the items or motions on the consent agenda as follows:*

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

2. Approval of Agenda – page 3

Regular *That, the Agenda for the Public Session of the November 14, 2015 meeting of the Board of Governors be approved, as presented.*

3. Approval of Minutes

Regular September 12, 2015 – page 4

That, the Public Session Minutes of the September 12, 2015 meeting of the Board of Governors be approved as presented.

4. Business Arising

5. Human Resources Committee – Judy Mason, Chair

Regular a. Notification of Upcoming Promotion & Tenure Process (information) – D. Ryan – page 9

Regular b. Currently Advertised Faculty Positions (discussion) – D. Ryan – page 11

- Consent c. Report on Elevating Devices Safety Regulation & Power Engineers, Boiler, Pressure Vessel & Refrigeration Safety Regulation (information) – B. Daigle – **page 14**
- Consent d. Report on Employment Standards (information) – B. Daigle – **page 16**

6. Finance and Audit Committee – Andy Clough, Chair

- Regular a. Planning Update (discussion) – B. Daigle/R. Ryan – **page 19**
- Regular b. Report on Ancillary Operations (discussion) – B. Daigle – **page 20**
- Consent c. Quarterly Reports (information) – C. Smith
- (i) General Operating Fund Report to September 30, 2015 – **page 25**
- (ii) Consolidated Financial Report to September 30, 2015 – **page 32**
- (iii) Quarterly Forecast – **page 36**
- Regular d. Capital Projects Update (discussion) – B. Daigle – **page 42**
- Regular e. Enrolment Report (discussion) – D. Ryan – **page 45**
- Consent f. Agreements, Scholarships, Bursaries and Awards (information) – D. Ryan – **page 50**

7. Governance Committee – Ryan Matheson, Chair

- Regular a. Summary of Maclean’s Magazine and Globe & Mail (information) – D. Ryan – **page 161**

8. Office of External Relations – Daniel Weeks

- Regular a. Office of External Relations Report (discussion) – D. Weeks/K. Scouten – **page 165**
- (i) Fundraising Report
- (ii) Communications with Stakeholders
- (iii) Report on Government Relations

9. Office of Research – Geoff Payne

- Regular a. Office of Research Report (discussion) – G. Payne – **page 167**

10. President’s Report

- Regular a. Report on President’s Activities (information) – **page 171**

11. Chancellor’s Report – page 172

12. Other Business

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



Dr. Daniel J. Weeks
President and Vice-Chancellor

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	2. Approval of Agenda			
Prepared For:	<input type="checkbox"/> In-Camera 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:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:	Ryan Matheson, Chair, UNBC Board of Governors and the President's Executive Council			

Material: Agenda for the Board Public Session of November 14, 2015 attached.

Issue:

Background:

Motion: *That, the Agenda for the Public Session of the November 14, 2015 meeting of the Board of Governors be approved as presented*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	3. Approval of Minutes – Public Session September 12, 2015			
Prepared For:	<input type="checkbox"/> In-Camera 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:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:				

Material:

Issue:

Background:

Motion: *That, the Public Session Minutes of the September 12, 2015 meeting of the Board of Governors be approved as presented.*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	October 27, 2015			
Agenda Item:	5.a Notice of Upcoming Promotion and Tenure Process			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Joan Schneider, Faculty Relations Coordinator			
Reviewed By:	Danial A. J. Ryan, Acting Vice-President Academic and Provost			

Material: Memo Attached.

Issue:

Background:


Motion:

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

Remarks/Next Steps:



MEMORANDUM

TO: Daniel Weeks, President & Vice-Chancellor
FROM: Daniel A. J. Ryan, Vice-President Academic and Provost 
DATE: October 27, 2015
RE: University Promotion and Tenure Committee

Dr. Weeks,

The UPTC has received notice that one (1) faculty member will be applying for tenure, two (2) faculty members are applying for promotion to Associate Professor, two (2) faculty members are applying for promotion to Professor, one (1) faculty member will be applying for promotion to Senior Laboratory Instructor II, and a further two (2) faculty members will be applying for promotion to Senior Laboratory Instructor III.

The UPTC committee will meet the first week of December.

The UPTC consists of: the Acting Vice-President Academic and Provost, the Dean of Graduate Programs, two (2) tenured Senator representatives, one (1) alternate Senator representative, one (1) tenured faculty member from the College of Science and Management, one (1) alternate tenured faculty member from the College of Science and Management, one (1) tenured faculty member from the College of Arts, Social and Health Sciences, one (1) alternate faculty member from the College of Arts, Social and Health Sciences, one (1) tenured faculty member appointed by the Faculty Association, one (1) librarian, and one (1) senior laboratory instructor.

AGENDA ITEM BRIEFING NOTE

Date:	October 29, 2015			
Agenda Item:	5.b. Currently Advertised Faculty Positions			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Joan Schneider, Coordinator Faculty Relations, Vice-President Academic and Provost			
Reviewed By:	Daniel A. J. Ryan, Acting Vice-President Academic and Provost			

Material: Memorandum attached.

Issue:

Background:


Motion:

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

Remarks/Next Steps:



MEMORANDUM

TO: Daniel Weeks, President and Vice-Chancellor
FROM: Daniel A. J. Ryan, Vice-President Academic and Provost 
DATE: October 29, 2015
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

School of Nursing – Chair
Associate/Full Professor
Posting: FANU19-15
Applications Received to Date:
Status: Accepting Applications

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: January 1, 2016

School of Nursing (Terrace)
Assistant/Associate Professor
Posting: FANU23-14
Applications Received to Date: 4
Status: Accepting Applications

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

School of Nursing (Quesnel)
Assistant/Associate Professor
Posting: FANU21-14
Applications Received to Date: 5
Status: Accepting Applications

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

School of Nursing
Assistant Professor
Posting: FANU20-14
Applications Received to Date: 6
Status: Interviewing Candidates

Type of Appointment: Term
Closing date: January 5, 2015
Preferred start date: July 1, 2015

COLLEGE OF SCIENCE & MANAGEMENT

Integrated Wood Engineering & Design
Assistant/Associate Professor
Posting: FAENG18-15
Applications Received to Date: 26
Status: Shortlisted Applicants

Type of Appointment: Tenure-track
Closing date: September 28, 2015
Preferred start date: January 1, 2015

School of Business (Informatics)
Assistant/Associate Professor
Posting: FABU08-15
Applications Received to Date: 25
Status: Longlisted Applicants

Type of Appointment: Tenure-track
Closing date: August 31, 2015
Preferred start date: September 1, 2016

School of Business (Marketing)
Assistant/Associate Professor
Posting: FABU07-15
Applications Received to Date: 46
Status: Longlisted Applicants

Type of Appointment: Tenure-track
Closing date: August 31, 2015
Preferred start date: September 1, 2016

NORTHERN MEDICAL PROGRAM

No positions are currently advertised

RESEARCH CHAIRS

Tallwood and Hybrid Structures Engineering
Assistant/Associate Professor
Posting: FAENG02-15
Applications Received to Date: 10
Status: Finalization with BC Innovation Council

Type of Appointment: Tenure-track
Closing date: April 1, 2015
Preferred start date: July 1, 2015

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	5.c. Report on Elevating Devices Safety Regulation & Power Engineers, Boiler, Pressure Vessel & Refrigeration Safety Regulation			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Shelley Rennick, Director, Facilities Management			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation

a) Power Engineers, Boiler, Pressure Vessel Regulations:

The Power Plant and ancillary devices and the Bioenergy Plant are currently being operated within the guidelines established under the regulation. We employ 4th class Power Engineers (at a minimum) to operate the plant and a 3rd class Power Engineer as Chief Engineer. The plants are operated on a 24/7/365 basis.

Regulation Changes:

There are no new regulation changes this period that affect our operations.

b) Refrigeration Safety Regulation

UNBC does not employ anyone with Refrigeration Certification therefore all required work continues to be contracted out to a qualified contractor. A blanket order is currently in place with Inland Controls to carry out any work required.

Elevating Devices Safety Regulations

The University is operating within the guidelines established under the provincial regulation.

There were no items that required Safety Authority involvement in the past year.

UNBC meets all regulatory requirements for elevating devices in the province of BC.

UNBC does not employ anyone with Elevator Mechanic certification therefore all required work continues to be contracted out to a qualified contractor. A contract is currently in place with Kone Elevators.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	5.d. Report on Employment Standards			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Barb Daigle, Director, Human Resources			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

A. Employment Standards Act

Background and Purposes of Employment Standards Act

The *Employment Standards Act*, administered by the Employment Standards Branch of the Ministry of Labour and Citizens' Services, provides the minimum standards, legal rights and responsibilities of both employers and employees in provincially regulated workplaces. The Act applies to all employees other than those excluded by regulation.

Section 2 of the *Employment Standards Act* sets out the purposes of the Act as follows:

- (a) to ensure that employees in British Columbia receive at least basic standards of compensation and conditions of employment;
- (b) to promote the fair treatment of employees and employers;
- (c) to encourage open communication between employers and employees;
- (d) to provide fair and efficient procedures for resolving disputes over the application and interpretation of this Act;
- (e) to foster the development of a productive and efficient labour force that can contribute fully to the prosperity of British Columbia;
- (f) to contribute in assisting employees to meet work and family responsibilities.

The *Employment Standards Act* provides that certain basic protections found in the Act form part of any collective agreement. Other parts or specific sections of the Act can be replaced with provisions the parties negotiate themselves.

Application of Employment Standards Act

The *Employment Standards Act* applies generally to all employees of UNBC including the Faculty, members of CUPE Local 3799, Directors and Exempt Employees.

Part 7 of the Employment Standards Regulation outlines certain professions and occupations as well as some specific employee groups that are excluded from the Act. Part 7 also identifies certain variances and specific exclusions from various parts of the Act.

Additionally, where a collective agreement contains any provision respecting certain matters governed by the Act, such as hours of work and overtime, statutory holidays, vacations and vacation pay, seniority and layoffs, the corresponding part or provision of the Act does not apply in respect of employees covered by the collective agreement.

Compliance with Employment Standards Act

The policies of the University of Northern British Columbia are consistent with the *Employment Standards Act*.

The Act prescribes a specific process and timelines for complaints by an employee, former employee or other person to the Employment Standards Branch regarding any alleged contraventions of the Act.

The University of Northern British Columbia is not aware of any complaints that have been made under the *Employment Standards Act*.

B. Public Sector Employers Act

Background and Purposes of Public Sector Employers Act

The *Public Sector Employers Act* establishes employment compensation and termination standards for the BC public sector. The Act, which is governed by the Public Sector Employers Council (PSEC), provides for the establishment of an employers' association for each sector other than the public service sector to foster consultation between the association and representatives of employees in that sector, and to assist PSEC in carrying out any objectives and strategic directions established by the council for the employers' association. The University Public Sector Employers' Association (UPSEA) is the coordinating body for the university sector. The Act contains provisions governing collective bargaining as well as exempt employee compensation standards for those employees who are excluded from membership in a bargaining unit.

Section 2 sets out the purposes of the *Public Sector Employers Act* as follows:

- (a) to ensure the coordination of human resource and labour relations policies and practices among public sector employers, and

(b) to improve communication and coordination between public sector employers and representatives of public sector employees.

Application of Public Sector Employers Act

The *Public Sector Employers Act* applies to all employees of UNBC.

Compliance with Public Sector Employers Act

The University of Northern British Columbia is in compliance with the *Public Sector Employers Act*.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	6.a. Planning Update			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Daniel Ryan, Acting Vice-President Academic & Provost and Barb Daigle, Interim Vice-President Administration & Finance			
Reviewed By:				

Material: No materials.

Barb Daigle and Dan Ryan will provide an update and brief presentation on current status of planning processes.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	6.b. Report on Ancillary Operations			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Aaron LeBlanc, Director, Ancillary Services			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

Summary

Declining enrolment has impacted Ancillary Services this year. Slightly then lower revenues will impact the contribution Ancillary Services will be able to make to UNBC Central.

Key Points heading into Year End

- 1) Ancillary Services will continue to cover its operating costs and will not require support from UNBC General Operating.
- 2) Slightly then lower revenue will decrease the 4% overhead UNBC central will be able to collect heading into year end.
- 3) Anticipated decrease for contribution at year end is about 680K (311K Internal Support Positions + 369K Overhead and Admin) which is down from a budgeted contribution of 732K.
- 4) Ancillary Services, at this time, can continue to cover the costs of support positions found outside of Ancillary Services that provide support for UNBC administration.

Anticipated 2015/16 Year End by Unit

Residence	Actual	Approved	Adjusted
	Year	Budget	Budget
	End	2015/16	2015/16
	2014/15	2015/16	2015/16
	(000s)	(000s)	
Total Revenue	2,375	2,531	2,390
Salaries and Benefits	521	301	291
Operating Expenses	589	834	881
Debt Servicing	1,601	470	470
Provision for Capital and Reserves	(360)	477	322
Transfers	24	449	426
Total Expenditures	2,375	2,531	2,390

- 1) Decreased UNBC enrollment results in decreased bed counts.
- 2) The numbers are down, as is enrollment, and there is no evidence to support a claim that meal plans have impacted occupancy rates. 2nd year change was lower than other years and that year is a mandatory year for meal plans.

Year	Year Over Year % Change
1 st	-12%
2 nd	-1%
3 rd and 4 th	-9%
Graduate	0%

Food Services (CONTRACTED)	Actual	Approved	Adjusted
	Year	Budget	Budget
	End		
	2014/15	2015/16	2015/16
	(000s)	(000s)	
Total Revenue	160	435	381
Salaries and Benefits	0	0	67
Operating Expenses	62	133	107
Debt Servicing	0	100	100
Provision for Capital and Reserves	55	67	12
Transfers	42	135	95
Total Expenditures	160	435	381

- 1) Numbers for meal plans were slightly lower than anticipated due to a decrease in UNBC enrollment
- 2) Food Services will still be able to meet provisions for servicing debt for construction
- 3) A decreased contribution for reserves is the result of lower than anticipated revenue from Food, Vending, and Pouring contracts.

Conference and Event Services (CES)	Actual	Approved	Adjusted
	Year	Budget	Budget
	End		
	2014/15	2015/16	2015/16
	(000s)	(000s)	
Total Revenue	980	314	314
Salaries and Benefits	305	344	344
Operating Expenses	575	241	241
Debt Servicing	0	0	0
Provision for Capital and Reserves	178	0	0
Transfers	(77)	(270)	(270)
Total Expenditures	980	314	314

- 1) Event bookings, as planned, are down from previous year
- 1) A transfer from Ancillary Service units, 315K, continues to provide CES a stable foundation to provide internal event support services.

Bookstore	Actual	Approved	Adjusted
	Year	Budget	Budget
	End		
	2014/15	2015/16	2015/16
	(000s)	(000s)	
Total Revenue	2,030	2,049	1,936
Salaries and Benefits	454	538	437
Operating Expenses	1,721	1,665	1,536
Debt Servicing	0	0	0
Provision for Capital and Reserves	(109)	38	0
Transfers	(36)	(192)	(37)
Total Expenditures	2,030	2,049	1,936

- 1) Revenues are down due to enrollment decrease that has impacted text book sales

Copy Services	Actual	Approved	Adjusted
	Year	Budget	Budget
	End		
	2014/15	2015/16	2015/16
	(000s)	(000s)	
Total Revenue	409	475	436
Salaries and Benefits	1	0	3
Operating Expenses	466	418	433
Debt Servicing	0	0	0
Provision for Capital and Reserves	(57)	8	0
Transfers	0	50	1
Total Expenditures	409	475	436

- 1) Although higher than previous year overall revenues are slightly lower than anticipated due to longer transition time for new print services software.

Continuing Studies	Actual	Proposed	Adjusted
	Year	Budget	Budget
	End		
	2014/15	2015/16	2015/16
	(000s)	(000s)	
Total Revenue	1,927	3,002	1,925
Salaries and Benefits	574	899	834
Operating Expenses	1,784	1,836	1,356
Debt Servicing	0	0	0
Provision for Capital and Reserves	9	15	0
Transfers	(440)	251	(265)
Total Expenditures	1,927	3,002	1,925

- 1) Anticipated revenue growth will not be realized in this fiscal year because of the following
 - a. The Advanced Employment Skills Certificate secured employer commitment however there were not enough student applications to justify starting a 2015 cohort.
 - b. Online realized the launch of 2, not the planned 4 certificates, for 2015. Development on the remaining two has been halted until performance of the current 2 certificates can be measured this spring.

Ancillary Central	Actual	Approved	Adjusted
	Year	Budget	Budget
	End		
	2014/15	2015/16	2015/16
	(000s)	(000s)	
Total Revenue	718	0	0
Salaries and Benefits	397	367	298
Operating Expenses	314	413	340
Debt Servicing	0	0	0
Provision for Capital and Reserves	3	3	0
Transfers	3	(783)	(638)
Total Expenditures	718	0	0

- 1) This unit is supported by all Ancillary Units by transfers in form other Ancillary Units
- 2) Lower revenues in supporting units will result in a decrease in transfers coming in.

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015		
Agenda Item:	6.c. Quarterly Reports (i) General Operating Fund Report to September 30, 2015		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director, Finance & Budgets		
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance		

Material: Report attached.

Issue:

Background:

Motion:

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


Remarks/Next Steps:

General Operating Fund Report For the Period Ended September 30, 2015

Submitted by:

Barb Daigle

Interim Vice President, Administration &
Finance



**UNBC
25**

The logo features a central black circle with the text 'UNBC' in white above '25' in white. The circle is surrounded by several thick, colored lines radiating outwards: a teal line at the top, a light green line at the top-left, an orange line at the right, a teal line at the bottom, and a light green line at the bottom-right. The years '1990' and '2015' are faintly visible in the background behind the logo.

	2015/2016 Approved Budget	2015/2016 Revised Budget	Actual YTD	Variance from Budget	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	%
<u>OPERATING FUND REVENUES</u>					
Revenue Generated					
Provincial Government Grants	46,980	46,980	23,247	(23,732)	-50.52%
Federal Government Grant	1,145	1,145	573	(573)	-50.00%
Student Fees (Note 3)	18,078	18,078	9,668	(8,410)	-46.52%
Interest, Miscellaneous & Other	1,024	1,024	569	(455)	-44.46%
Ancillary Services (Note 4)	885	1,057	521	(536)	-50.70%
Internal Cost Recoveries	326	326	42	(284)	-86.98%
Total Operating Revenues	68,439	68,610	34,620	(33,990)	-49.54%

Comments on Revenue Variances:

The University of Northern British Columbia's fiscal year is April 1 - March 31. At September 30, it is expected that the variance from budget for most revenues would be in the range of 40% - 70%.

Provincial Government Grants	Within expected range.
Federal Government Grant	Within expected range. Indirect Cost of Research Grant is received in 4 instalments.
Student Fees	Within expected range.
Interest, Miscellaneous & Other	Within expected range. Interest income slightly higher than expected due to higher than predicted cash balances relating to research funding and the Northern Medical Program.
Ancillary Services	Within expected range.
Internal Cost Recoveries	Within expected range.

	2015/2016 Approved Budget	2015/2016 Revised Budget	Actual YTD	Committed	Budget Remaining	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's) (Note 5)	(000's)	%
OPERATING EXPENDITURES						
Salaries & Benefits (Note 5)						
President's Office / Executive Services	470	471	225	219	26	5.6%
External Relations	1,019	1,047	518	356	172	16.5%
Academic Services	7,522	7,349	3,599	3,106	645	8.8%
Research	832	801	372	379	50	6.2%
Academic Programs	30,954	31,575	14,494	12,733	4,347	13.8%
Student Engagement	2,449	2,567	1,133	1,041	393	15.3%
Administrative Services	5,446	5,600	2,909	2,413	278	5.0%
University Operations (Note 6)	2,951	2,450	620	-	1,830	74.7%
Total Salaries and Benefits	51,644	51,859	23,870	20,248	7,741	14.9%
Operating Expenditures						
President's Office / Executive Services	232	232	91	2	140	60.3%
External Relations	266	268	157	52	60	22.2%
Academic Services	804	929	348	39	542	58.3%
Research	175	175	86	14	74	42.6%
Academic Programs	2,507	2,498	1,113	102	1,283	51.4%
Student Engagement	816	818	409	81	328	40.1%
Administrative Services	754	754	435	37	281	37.3%
University Operations (Note 6)	9,172	9,073	4,173	1,268	3,632	40.0%
Total Operating Expenditures	14,726	14,748	6,812	1,595	6,341	43.0%
Transfers to Other Funds (Note 8)	2,524	2,626	1,934	-	692	26.4%
Transfers from Other Funds (Note 9)	(2,215)	(2,377)	(884)	-	(1,493)	-62.8%
Total Operating Expenditures and Transfers	66,679	66,855	31,731	21,843	13,280	19.9%

	2015/2016 Approved Budget	2015/2016 Revised Budget	Actual YTD	Committed	Budget Remaining	% Remaining
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	(000's)	
<u>CAPITAL EXPENDITURES</u>						
Library Acquisitions	1,760	1,760	1,760	-	-	0.0%
Capital Equipment Replacement Reserve	-	-	-	-	-	0.0%
Total Capital Expenditures	1,760	1,760	1,760	-	-	0.0%
2015/16 Total Budget	68,439	68,615	33,491	21,843	13,280	19.4%

Comments on Expenditures, Labour & Transfers:

The University of Northern British Columbia's fiscal year is April 1 - March 31. At September 30, it is expected that the variance from budget for most expenditures would be in the range of 40% - 60%. However, since many expenses do not occur evenly during the year, eg. hydro, individual departments are reviewed to identify potential problem areas. Based on this review, no issues requiring Board attention were identified. Because not all expenses have committed values, it is difficult to project the exact totals to year end.

Salaries and benefits are committed to March 31st. However, costs such as casual wages, sick leave replacement, sessional instructor contracts, and overtime vary due to circumstances in each area and are difficult to predict to year end.

Transfers to and from other funds are recorded at various points during the year, with most occurring at the beginning of the year. No issues have been identified in the transfer accounts that will have a significant impact on the total annual financial results.

GLOSSARY

All salary, benefit and non-salary expenditures are included in the following groupings:

President's Office/ Executive Services:	Board of Governors, Chancellor's Office, and President's Office
External Relations:	Vice President External Relations, Communications, Alumni, and University Development
Academic Services:	Provost's Office, Registrar's Office, Financial Aid, Admissions & Advising, Student Recruitment, Senate, Convocation, Library, Information Technology Services, and Teaching, Learning & Technology
Research:	Vice President Research, Research Services & Partnerships, and Northern Health Sciences Research Facility
Academic Programs:	College of Arts, Social & Health Sciences, College of Science & Management (which includes the Laboratory), Regional Operations, Master of Business Administration, and Graduate Programs
Student Engagement:	Vice Provost Student Engagement, First Nations Centre, Student Success (incl. International Operations), Student Engagement, and Athletics & Recreation
Administration:	Vice President Administration & Finance, Finance & Budgets, Facilities, Purchasing, Contracts & Risk Management, and Human Resources
University Operations:	All expenditures made and revenues collected centrally. Examples: tuition fees, tuition waivers, utilities, legal fees and audit fees

NOTES TO THE OPERATING STATEMENT

1. The 2015/16 Approved Budget comprises the amounts approved at the May 30, 2015 Board meeting.
2. The 2015/16 Revised Budget comprises the approved budget plus reallocations and transfers that occur during the fiscal year.
3. Student fee revenue represents revenue recorded when a student registers. It does not mean that the fees have been collected. Over the fiscal year the system adjusts student fee revenue as students add or drop courses. At year end an assessment is made to determine whether outstanding fees are collectible. Where they are determined to be doubtful the amount is recorded as bad debt.
4. This revenue represents the rent paid to UNBC by Compass Group Canada, National Collaborating Centre for Aboriginal Health, and Rogers Communications for on-campus space, and by other agencies renting space at the University. As well, it includes the chargeback for personnel services provided to the Northern Sport Centre, the 4% of gross sales administration fee charged to Ancillary operations and 15% of gross revenue administration fee charged to the Master of Business Administration program for the administrative and operational (heat, light and power) services provided to them, and an additional \$150,000 contribution from Ancillary operations.
5. The budget for salaries and benefits includes \$1,033,348 in salary savings prorated amongst the various operating areas. The committed amount includes benefits on contractual salaries estimated at 8 to 21.5%.
6. Salary budget in University Operations includes estimated costs of: tuition waivers for employees, increases occurring July 1, 2015, and other items under the various employee agreements (e.g. previous year amounts not yet reallocated to units pending conclusion of employee group negotiations), long term leaves such as maternity/parental leaves, and new positions approved in the 2015/16 budget but not yet allocated to the appropriate unit(s), pending completion of the hiring process. This budget is reallocated to the operational areas incurring the expenses during the year. The spending under this category represents the cost of tuition waivers for staff and faculty, any employee severance pay, and administrative leaves.
7. The University Operations budget includes the plant operation costs of \$3,181,047.
8. Transfers to other funds include such items as transfers to capital, sponsored research, professional development and scholarship funds, as included in the 2015/16 approved budget. These transfers occur at various points during the year.
9. Transfers from other funds include such items as transfers from endowments, research funds and the Northern Medical Program, as included in the 2015/16 approved budget. These transfers occur at various points during the year.

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015		
Agenda Item:	6.c. Quarterly Reports (ii) Consolidated Financial Report to September 30, 2015		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director, Finance & Budgets		
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance		

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

CONSOLIDATED FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2015



Submitted by: Barb Daigle
Interim Vice-President, Administration & Finance

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
STATEMENT OF FINANCIAL POSITION
AS AT SEPTEMBER 30, 2015

(unaudited)
(thousands of dollars)

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash and temporary investments	\$ 51,550	\$ 56,492
Accounts receivable	4,299	4,353
Inventory	1,452	1,875
Prepaid and deferred charges	1,392	1,080
	58,693	63,800
INVESTMENTS AND RESTRICTED CASH	64,152	63,130
CAPITAL ASSETS	213,925	217,672
	\$ 336,770	\$ 344,602
LIABILITIES & NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 6,151	\$ 5,417
Unearned revenue	6,944	7,460
	13,095	12,877
DEFERRED CONTRIBUTIONS	28,189	27,191
LONG-TERM DEBT	5	179
UNAMORTIZED DEFERRED CAPITAL CONTRIBUTIONS	166,986	169,834
NET ASSETS	128,495	134,521
	\$ 336,770	\$ 344,602

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
 DETAILED SCHEDULE OF OPERATIONS
 FOR THE QUARTER ENDED SEPTEMBER 30, 2015
 (Unaudited)**

(thousands of dollars)

	Total	
	<u>2015</u>	<u>2014</u>
REVENUE		
Government grants		
Provincial government	\$ 24,105	\$ 24,021
Other govt/univ/college	2,685	2,804
Federal government	2,483	3,545
Tuition	4,455	5,363
Other fees	374	320
Investment	4,256	2,285
Misc	3,009	4,718
Sales	3,175	4,266
Amortization of deferred capital contributions	3,301	3,286
	47,843	50,608
EXPENSES		
Salaries and benefits	29,728	29,073
Operating expense	15,442	15,088
Amortization	4,444	4,450
Debt service costs	135	352
Cost of goods sold	512	535
	50,261	49,498
Excess (deficiency) of revenue over expenses	\$ (2,418)	\$ 1,110

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015		
Agenda Item:	6.c. Quarterly Reports (iii) Quarterly Forecast		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director, Finance & Budgets		
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance		

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

Please enter amounts received as positive amounts and amounts amortized to revenue as negative.	Forecast	Projections		
	2015/16	2016/17	2017/18	2018/19
Operating Contributions				
From Ministries				
Contributions deferred from previous years	2,314	2,314	2,314	2,314
plus: Operating contributions from AVED	48,192	48,534	49,317	49,317
plus: Operating contributions from other Ministries	1,100	1,100	1,100	1,100
plus: Routine Capital (received through EFT) recognized as	169	169	169	169
minus: Amounts amortized to revenue	(49,461)	(49,803)	(50,586)	(50,586)
Deferred contribution balance at the end of the year	2,314	2,314	2,314	2,314
From Other Service Delivery Agencies				
Contributions deferred from previous years	3,359	2,914	2,349	1,662
plus: Contributions received in the current year	5,555	5,555	5,555	5,555
minus: Amounts amortized to revenue	(6,000)	(6,120)	(6,242)	(6,367)
Deferred contribution balance at the end of the year	2,914	2,349	1,662	850
From the Federal Government				
Contributions deferred from previous years	2,507	2,507	2,507	2,507
plus: Contributions received in the current year	6,000	6,120	6,242	6,367
minus: Amounts amortized to revenue	(6,000)	(6,120)	(6,242)	(6,367)
Deferred contribution balance at the end of the year	2,507	2,507	2,507	2,507
From Other Sources				
Contributions deferred from previous years	10,589	10,589	10,589	10,589
plus: Contributions received in the current year	2,500	2,499	2,498	2,497
minus: Amounts amortized to revenue	(2,500)	(2,499)	(2,498)	(2,497)
Deferred contribution balance at the end of the year	10,589	10,589	10,589	10,589
Endowment Deferred Contributions				
Opening Balance	11,428	9,553	7,676	5,769
New endowment spend contribution (Endowment Matching)				
Unrealized gains/(losses)				
Realized gains/(losses)				
Transfers (to)/from Capitalization	(975)	(977)	(1,007)	(1,037)
Transfers to Stmt of Remeasurement				
Amortized/Transferred to revenue	(900)	(900)	(900)	(900)
Balance at end of period	9,553	7,676	5,769	3,832
Deferred Capital Contributions				
From Ministries: Cash				
Contributions deferred from previous years	144,295	140,032	134,422	128,868
plus: Certificates of Approval (COAs) received	1404	-	-	-
plus: other (please specify nature in Notes)				
minus: Amounts amortized to revenue	(5,667)	(5,610)	(5,554)	(5,498)
Deferred capital contribution balance at the end of the year	140,032	134,422	128,868	123,370
From Ministries: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
From the Federal Government: Cash				
Contributions deferred from previous years	11,280	11,385	11,494	11,607
plus: Contributions received in the current year	500	500	500	500
minus: Amounts amortized to revenue	(395)	(391)	(387)	(383)
Deferred contribution balance at the end of the year	11,385	11,494	11,607	11,724
From Other Sources: Cash				
Contributions deferred from previous years	14,341	14,066	13,796	13,531
plus: Contributions received in the current year	250	250	250	250
minus: Amounts amortized to revenue	(525)	(520)	(515)	(510)
Deferred capital contribution balance at the end of the year	14,066	13,796	13,531	13,271
From Other Sources: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
Contributed Surplus				
Cash				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
Non-depreciable Assets				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
Externally Restricted Assets				
Opening balance	47,382	48,857	50,334	51,841
plus: Contributions received in the current year	500	500	500	500
Endowment transfers (to)/from other institutions/entities				
Transfers to/(from) Deferred Endowment Contributions to Stmt of Remeasurement Gains/Losses				
Transfers to/(from) Deferred Endowment Contribution (income permanently restricted for inflation protection)	975	977	1,007	1,037
Closing balance at the end of the year	48,857	50,334	51,841	53,378

Please report all debits as positive numbers and credits as negative numbers

	Forecast	Projections		
	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
----- \$thousands -----				
Revenue - (credits)				
Amortization of contributions:				
Operating contributions from Provincial Ministries	(49,461)	(49,803)	(50,586)	(50,586)
Operating contributions from Provincial Crown Corps & Agencies	(6,000)	(6,120)	(6,242)	(6,367)
Operating contributions from the Federal Government	(6,000)	(6,120)	(6,242)	(6,367)
Operating contributions from other sources	(2,500)	(2,499)	(2,498)	(2,497)
Deferred capital contributions from Province	(5,667)	(5,610)	(5,554)	(5,498)
Deferred capital contributions from Federal Government	(395)	(391)	(387)	(383)
Deferred capital contributions from Other Sources	(525)	(520)	(515)	(510)
Contributed surplus	-	-	-	-
Sales of goods and services to Provincial Ministries (including contracts)				
Sales of goods and services to Crown Corps & Agencies (including contracts)				
Sales of goods and services to others (contracts and other sales)	(1,000)	(1,020)	(1,040)	(1,061)
Sales of goods and services to others (Ancillary Services)	(9,200)	(9,384)	(9,572)	(9,763)
Domestic Tuition and Mandatory Fees	(17,500)	(17,850)	(18,207)	(18,571)
International Tuition and Mandatory Fees	(3,360)	(3,427)	(3,496)	(3,566)
Recognition of endowment investment income	(900)	(900)	(900)	(900)
Realized investment earnings (gains)/losses	-	-	-	-
Earnings from commercial subsidiaries (GBE's)				
Investment Earnings (not included above)	(1,500)	(1,500)	(1,500)	(1,500)
Other revenue (not included above)	(500)	(510)	(520)	(530)
Total Revenue	<u>(104,508)</u>	<u>(105,654)</u>	<u>(107,259)</u>	<u>(108,099)</u>
Expenses - debits				
Salaries and benefits	63,000	63,630	64,266	64,909
Cost of goods sold	1,950	1,970	1,990	2,010
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	27,300	27,846	28,403	28,971
Capital asset amortization expense	8,800	8,888	8,977	9,067
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties (Scholarships)	2,600	2,626	2,652	2,679
Grants to third parties (Foundations and Other)				
Debt service costs (net of sinking fund earnings)	270	270	270	270
Amortization of debt issue costs				
Other				
Total Expense	<u>103,920</u>	<u>105,230</u>	<u>106,558</u>	<u>107,906</u>
Net (Revenues)/Expenses before extraordinary items	(588)	(424)	(701)	(193)
(Gain) loss on sale of capital assets	-	-	-	-
Net (Revenues)/Expenses	(588)	(424)	(701)	(193)
Unallocated Pressures (use in Q1 only)				
Operating Net (Income) Loss (for Ministry)	<u>(588)</u>	<u>(424)</u>	<u>(701)</u>	<u>(193)</u>
Endowment (restricted asset) contributions	(1,475)	(1,477)	(1,507)	(1,537)
Net (Income) Loss (PSI)	<u>(2,063)</u>	<u>(1,901)</u>	<u>(2,208)</u>	<u>(1,730)</u>

Please report all debits as positive amounts and credits as negative amounts

	Forecast	Projections		
	2015/16	2016/17	2017/18	2018/19
Financial assets - debits				
Cash and temporary investments	51,750	53,116	50,918	48,154
Accounts receivable (net):				
from Ministries				
from other Service Delivery Agencies				
other receivables	2,500	2,525	2,550	2,576
	<u>2,500</u>	<u>2,525</u>	<u>2,550</u>	<u>2,576</u>
Sinking Funds:				
Sinking funds on Fiscal Agency Loan program debt	3,325	3,325	3,325	3,325
Sinking funds on other debt		-	-	-
	<u>5,825</u>	<u>5,850</u>	<u>5,875</u>	<u>5,901</u>
Inventory held for resale	790	798	806	814
Loans, advances and mortgages receivable (net)				
Investments in commercial subsidiaries (GBE's)				
Investments - other (net)	19,751	20,146	20,549	20,960
TOTAL FINANCIAL ASSETS	<u>78,116</u>	<u>79,910</u>	<u>78,148</u>	<u>75,829</u>
Liabilities - (credits)				
Accounts payable (net):				
to Provincial Ministries				
to Provincial Crown Corporations and Agencies				
other payables (excluding current portion of debt and/or leases)	(7,600)	(7,676)	(7,753)	(7,831)
	<u>(7,600)</u>	<u>(7,676)</u>	<u>(7,753)</u>	<u>(7,831)</u>
Unfunded pension and other accrued liabilities				
Deferred income on externally restricted assets	(9,553)	(7,676)	(5,769)	(3,832)
Deferred contributions:				
deferred operating contributions - Ministries & SDAs	(5,228)	(4,663)	(3,976)	(3,164)
deferred operating contributions - Federal & Other	(13,096)	(13,096)	(13,096)	(13,096)
deferred capital contributions - Ministries	(140,032)	(134,422)	(128,868)	(123,370)
deferred capital contributions - Federal & Other	(25,451)	(25,290)	(25,138)	(24,995)
Deferred Tuition				
Deferred Other		-	-	-
Unearned lease revenue				
	<u>(183,807)</u>	<u>(177,471)</u>	<u>(171,078)</u>	<u>(164,625)</u>
Public debt (including current portion):				
Obligations under Capital Leases (including current portion)		-	-	-
P3 liabilities		-	-	-
Fiscal Agency Loan program debt	(3,000)	(3,000)	(3,000)	(3,000)
other debt		-	-	-
	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
TOTAL LIABILITIES	<u>(203,960)</u>	<u>(195,823)</u>	<u>(187,600)</u>	<u>(179,288)</u>
Net assets/(liabilities)	<u>(125,844)</u>	<u>(115,913)</u>	<u>(109,452)</u>	<u>(103,459)</u>
Non-financial assets - debits				
Inventory for operating purposes	90	91	92	93
Capitalized debt issue costs		-	-	-
Prepaid expenses and other deferred charges	1,800	1,818	1,836	1,854
Endowment Funds (restricted assets)	48,857	46,436	47,820	49,222
Capital assets (net of amortization)	212,275	206,647	200,991	195,307
TOTAL NON-FINANCIAL ASSETS	<u>263,022</u>	<u>254,992</u>	<u>250,739</u>	<u>246,476</u>
Accumulated (surplus)/deficit - Operating				
Share capital		-	-	-
Contributed surplus		-	-	-
Accumulated Surplus	(137,178)	(139,079)	(141,287)	(143,017)
Accumulated Remeasurement Gains and (losses)		-	-	-
TOTAL ACCUMULATED (SURPLUS)/DEFICIT	<u>(137,178)</u>	<u>(139,079)</u>	<u>(141,287)</u>	<u>(143,017)</u>
Guarantees of Third Party Debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Please enter cash inflows as positive amounts and outflows as negative amounts

	Forecast 2015/16	Projections		
		2016/17	2017/18	2018/19
Opening balance - cash & temporary investments	55,969	51,750	53,116	50,918
Operating activities:				
Net (Income) Loss (PSI)	2,063	1,901	2,208	1,730
Less:				
non-cash revenue	(70,548)	(71,063)	(72,024)	(72,208)
(gain) loss sale of assets	-	-	-	-
Add:				
non-cash expenses	8,800	8,888	8,977	9,067
cash received for operating contributions	63,516	63,977	64,881	65,005
Net change in working capital	(2,300)	43	44	44
Net change in investments	(500)	(395)	(403)	(411)
Net change in restricted assets & Deferred Endowment Contributor	(800)	544	(3,291)	(3,339)
Net change in other assets	(2,000)	(19)	(19)	(19)
	(1,769)	3,876	373	(131)
Financing activities:				
Cash received for deferred capital contributions	2,154	750	750	750
Cash received for contributed surplus	-	-	-	-
Capital Leases:				
New capital leases				
Capital lease payments				
P3 liabilities:				
Liabilities incurred (i.e. capitalized contract costs)				
Reduction in liabilities (impact of unitary payments)				
Fiscal Agency Loans:				
New borrowing under Fiscal Agency Loan program				
Repayment of existing Fiscal Agency Loan program debt				
Sinking fund instalments - Fiscal Agency Loan program debt	-	-	-	-
Other Borrowing:				
New borrowing of other debt				
Repayment of other debt				
Sinking fund instalments - other debt				
Capitalized debt issue costs				
Dividends				
	2,154	750	750	750
Capital asset activities:				
Capital assets additions (with Provincial funding)	(1,604)	(200)	(200)	(200)
Capital assets additions (without Provincial funding)	(3,000)	(3,060)	(3,121)	(3,183)
Capital assets additions (including P3s and capital lease assets)	(4,604)	(3,260)	(3,321)	(3,383)
Capitalized interest (including IDC on P3 projects)	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
	(4,604)	(3,260)	(3,321)	(3,383)
Closing balance - cash & temporary investments	51,750	53,116	50,918	48,154

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

3333 University Way
Prince George, BC
Canada V2N 4Z9

Tel.: (250) 960-5510
Fax: (250) 960-5794

September 30, 2015

Funding and Analysis Branch
Ministry of Advanced Education

To Whom It May Concern:

This is to confirm that I have reviewed the 2015/16 second quarter forecast submitted by the University of Northern British Columbia with senior management of the University. I agree that the forecast has been prepared based on the assumptions and plans that are currently under consideration in the budget planning process.

Sincerely,



Ryan Matheson
Chair, UNBC Board of Governors

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	6.d. Capital Projects Update			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Shelley Rennick, Director, Facilities Management			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

The Five Year Capital Plan 2015 – 2020 includes the following projects.

- 1/ Allied Health Sciences Building
- 2/ Facilities Management building c/w multi-purpose lab
- 3/ Engineering Program space – Repurposing
- 4/ Sustainable Communities & Bioenergy Expansion
- 5/ Residence Renewal
- 6/ International Education and Continuing Studies Building
- 7/ Charles Jago Northern Sports Centre Expansion

UPDATE

1/ Allied Health Sciences Building

Status:

A consultant has been retained to provide a report to UBC, MAVED, and UNBC. This report has not yet been received.

2/ Facilities Management building c/w multi-purpose lab

Status:

There has been no further activity on this project since the last report.

3/ Engineering Program space – Repurposing

Status:

Facilities is currently working with the Dean of CSAM to review current lab space to determine availability and short and long term requirements. These discussions are in the very preliminary stages and will for part of the current Academic Planning going forward.

4/ Sustainable Communities and Bioenergy Expansion

Status:

Sustainable Communities Demonstration Project – Phase 1

The piping has been installed, but connection of the heat input and retrofit of the end-use buildings has been delayed. Design and procurement has been delayed while internal staff were assigned to other duties. Conversion of the residence heating systems was postponed to coincide with the residence renovation project. The project funding does not have specific deadlines affected by these delays. Design work is restarting, with installation scheduled for spring and summer 2016. The schedule is driven by a need to coordinate with the residence renovations, and energy cost savings that begin to accrue once complete.

Budget: There is \$1.0 million remaining in this budget to complete this project.

5/ Residence Renewal

Status:

The focus of this project is: to enhance student experience, to preserve the building asset, and to reduce on-going operating costs. The architectural team has nearly completed the design and drawings. A construction management firm has been retained, with sub-trade tendering to begin in December 2015. Construction work in Residence 1 (Neyoh) is scheduled for April 25 through August 26, 2016, with work on Residence 2 (Keyoh) scheduled for the following summer.

Budget: \$14.8 million has been approved for this project.

6/ International Education and Continuing Studies Building

Status:

The requirement for a building to house these activities has been put on hold pending the Academic Planning process.

7/ Charles Jago Northern Sports Centre Expansion

Status:

A proposal to start the planning and consultation process for building expansion is going to the NSCL board in September. The plan will be presented to the UNBC Board at the November meeting.

OTHER CAPITAL PROJECTS

BMO

The BMO building downtown is currently underutilized and a number of deferred maintenance items are on the horizon. Therefore a business concept and capital renewal report is currently being developed to determine potential future uses and requirements of this building.

Wood Innovation and Design Centre Update:

The building fit-out is nominally complete. The Computer Numerical Controlled (CNC) wood processing machine is installed and operational – the Universal Testing Machine for controlled loading and breaking of test pieces is in transit and due for installation within the next month. Progress has been made on the outstanding building deficiencies. Of the original \$2.7 million budget, total invoicing to date is \$2,402,000.

Timeline: Project completion (all on-site work) is scheduled for November 2015 with invoice payment and project close-out to follow.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	October, 30, 2015		
Agenda Item:	6.e. Enrolment Report		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost		
Reviewed By:	Dan Ryan, Acting Vice-President Academic and Provost		

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

November 1st Snapshot FTE Summary 2015 vs. 2014 and Fall Applications 2016 vs. 2015

The following summary compares Fall 2015 Full Time Equivalents (FTE) and headcounts as of November 1, 2015 to Fall 2014 numbers. Fall 2016 application numbers are also compared to Fall 2015 numbers as of the November 1st snapshots.

Executive Summary:

Fall 2015 FTE, Winter 2016 FTE and Fall 2016 Application reports as of the November 1st snapshot.

Fall 2015 FTE summary:

- Total FTE (excluding international fee paying FTE) down -5.5% (-145.1)
 - At 75.0% of estimated fall portion of ministry FTE targets
 - At 91.3% of Measure (M)
- Overall registrations down -5.0% (-175hc)
 - At 77.3% of estimated fall portion of head count needed to meet ministry FTE targets
 - At 91.6% of Measure (M)

Winter 2016 FTE summary:

- Total FTE (excluding international fee paying FTE) down -4.1% (-70.8)
 - At 53.1% of estimated winter portion of ministry FTE targets
 - At 65.0% of Measure (M)
- Overall unique registrations down -3.9% (-83hc)
 - At 50.1% of estimated winter portion of head count needed to meet ministry FTE targets
 - At 60.2% of Measure (M)

Fall 2016 applications summary:

- Total applications up 47.0% (191 hc) from Fall 2015
 - At 19.8% of Measure (M)
- Total admissions up 28.6% (78 hc) from Fall 2015
 - At 18.4% of Measure (M)
- Total registrations flat n/a (0 hc) from Fall 2015
 - At 0.0% of Measure (M)

More detailed:

Fall Full Time Equivalents (FTE)

Overall

- Undergraduate FTE down -4.4% (-94.1).
 - At 64.3% of estimated fall portion of ministry FTE targets³.
 - At 90.9% of Measure (M).
- Graduate FTE down -8.3% (-48.3).
 - At 111.8% of estimated fall portion of ministry FTE targets.
 - At 91.4% of Measure (M).
- Continuing Studies FTE down -41.2% (-19.9).
 - At 179.7% of estimated fall portion of ministry FTE targets.
 - At 74.6% of Measure (M).

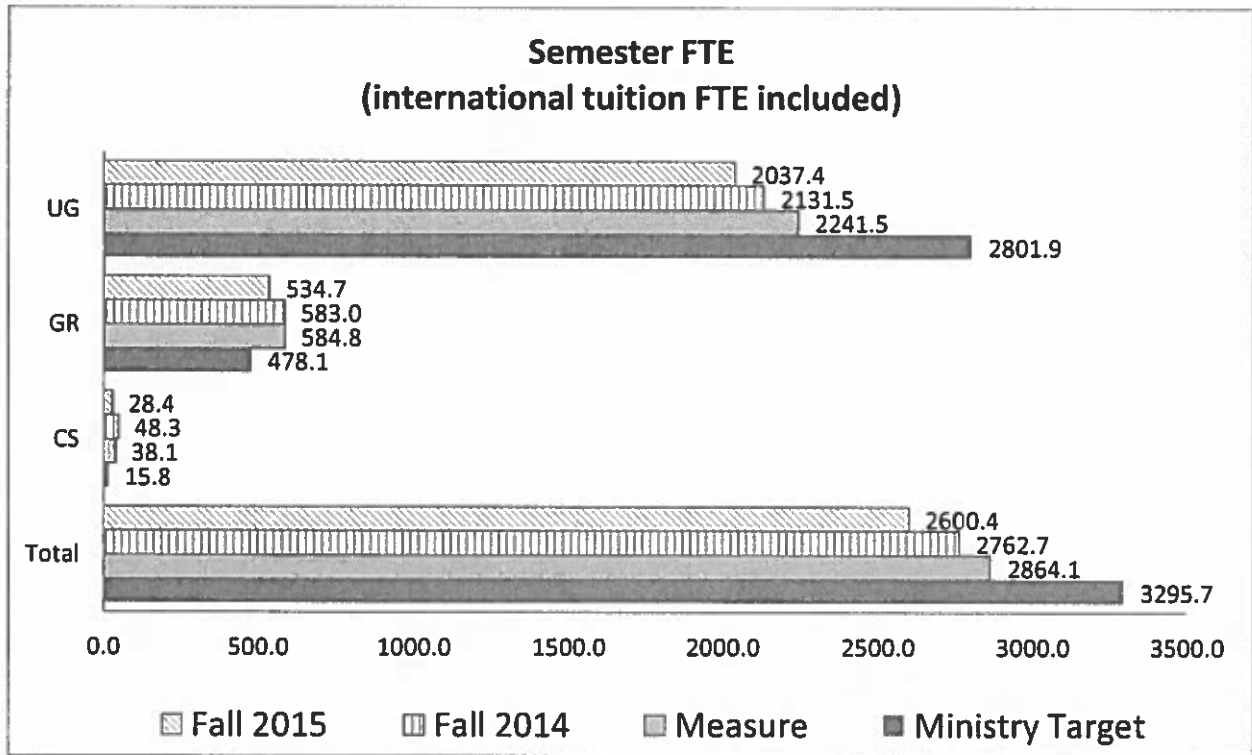
Included in above numbers:

- International (domestic tuition paying) FTE down -17.4% (-23.5).
 - At 90.4% of Measure (M).
- International (international tuition paying) FTE down -11.6% (-17.1).
 - At 82.5% of Measure (M).

Total FTE change with international tuition paying FTE removed is down -5.5% (-145.1).

College breakdown (FTE)

- CASHS
 - Overall FTE down -8.1% (-107.6)
 - Undergraduate down -9.3% (-93.3)
 - Graduate down -4.3% (-14.3)
- CSAM
 - Overall FTE down -1.7% (-22.6)
 - Undergraduate up 1.4% (14.7)
 - Graduate down -15.2% (-37.3)



Fall Registrations (hc)

Overall

- Undergraduate registrations down -4.8% (-126hc).
 - At 71.0% of estimated fall portion of head count needed to meet ministry FTE targets.
 - At 90.5% of Measure (M).
- Graduate registrations down -9.3% (-61hc).
 - At 104.9% of estimated fall portion of head count needed to meet ministry FTE targets.
 - At 89.6% of Measure (M).
- Continuing Studies registrations up 6.9% (12hc).
 - At 117.6% of estimated fall portion of head count needed to meet ministry FTE targets.
 - At 119.6% of Measure (M).

Included in above numbers:

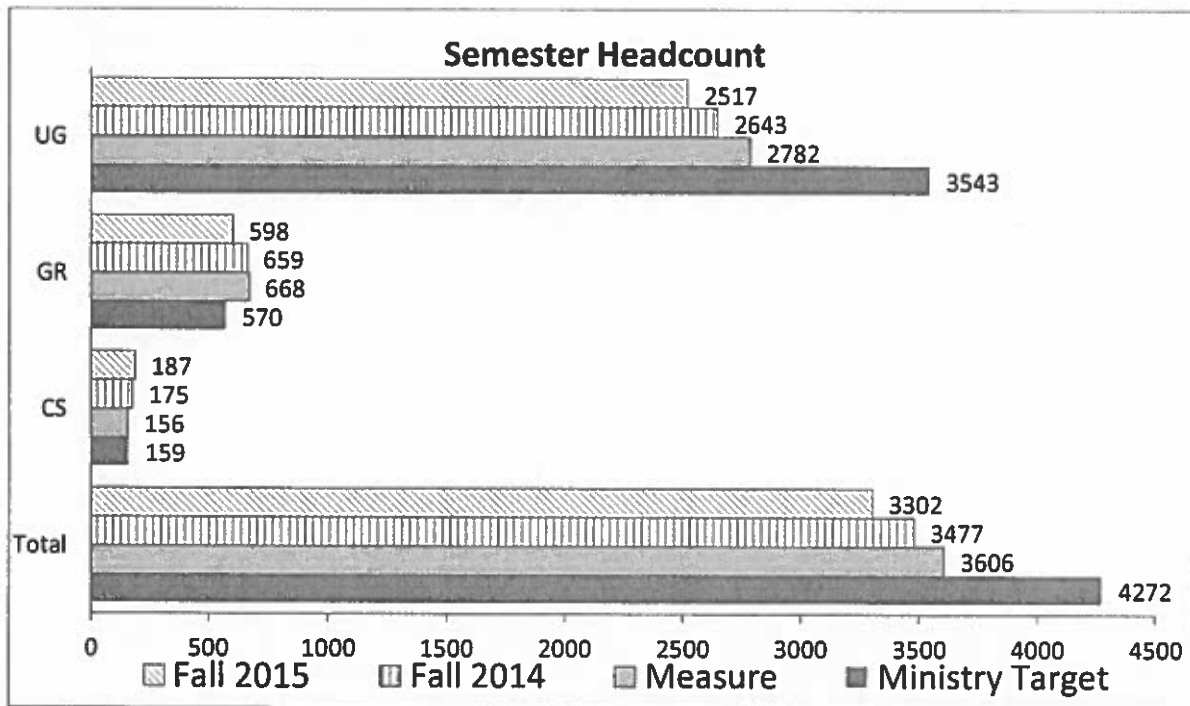
- International (domestic tuition paying) registrations down -16.7% (-24hc).
 - At 85.5% of Measure (M).
- International (international tuition paying) registrations down -20.2% (-41hc).
 - At 76.7% of Measure (M).

Total registration down -5.0% (-175hc).

College Breakdown (hc)

- CASHS
 - Overall hc down -8.7% (-141)
 - Undergraduate down -9.0% (-110)
 - Graduate down -7.7% (-31)
- CSAM
 - Overall hc down -1.8% (-27)
 - Undergraduate up 0.9% (11)
 - Graduate down -15.3% (-38)

Graduate down -15.3% (-38)



Appendix

Notes:

1. Measure (M) is a comparator number derived from the average of the last three years official final numbers for the semester being reported on. For example the Measure (M) for a fall 2013 FTE report would be based on the official numbers from the fall 2010, 2011 and 2012 terms.
2. Ministry targets are based on final year end annualized numbers; in order to come up with estimated term targets the ministry target was broken down based on the average split of FTE UNBC sees between summer, fall and winter terms. Further to this the estimated headcount targets were determined by using the average number of students it takes to generate 1FTE in a given semester and at a given student level.
3. International tuition group UG FTE are not included in the % of estimated ministry target calculations.
4. The ministry targets proved to UNBC includes a portion of "undesigned" FTEs; for the purpose of this report these "undesigned" FTE are used as the targets for continuing studies.

AGENDA ITEM BRIEFING NOTE

Date:	October 30, 2015			
Agenda Item:	6.f. Agreements, Scholarships, Bursaries & Awards			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost			
Reviewed By:	Dan Ryan, Acting Vice-President Academic and Provost			

Material: Report attached.

Issue:

Background:

In accordance with the Terms of Reference for the Finance and Audit Committee, these recommendations from Senate are being forwarded to that Committee for approval, and to the full Board for information.

Motion:

That, on behalf of the Board of Governors, the Finance and Audit Committee approves the establishment of Agreements, Scholarships, Bursaries and Awards, as recommended by the Senate, for the period of June-September 2015.

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

Remarks/Next Steps:

**An Agreement of Cooperation Between
Kangwon National University, Republic Korea
and
the University of Northern British Columbia, Canada**

I. Preamble

Kangwon National University (KNU) and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate up to three (3) students annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Dean of Academic & Students Affairs at Kangwon National University

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Kangwon National University will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Kangwon National University student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Kangwon National University.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the Kangwon National University or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled


in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.



Dr. Shin Seung Ho
President

Date: Apr. 8, 2015

Kangwon National University
Gangwon-Do, Republic of Korea

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

University of Northern British Columbia
Prince George, BC, Canada

Motion Number (assigned by
Steering Committee of Senate): S-201506.28

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to renew the bilateral Exchange Agreement between University of Northern British Columbia and PSB Paris School of Business, France, be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The bilateral Exchange agreement between our two institutions has been in effect since 2007 and is an active exchange agreement. The ESGCV – Groupe ESG and PSB Paris School of Business both belong to a joint group Studalis in France. The Schools' International Directors have asked if UNBC would sign separate agreements with these two schools and split the exchange numbers between the two schools. The ESGCV – Groupe ESG went through SCAAF on May 6th, 2015 with an adjusted student number for Senate. The International Department recommends this Exchange Agreement be signed as it is a very popular destination with UNBC students, particularly from the School of Business.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:


Motion No.: SCAAF201506.14

Moved by: S. Chen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: June 10, 2015
Date


Chair's Signature

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

**An Agreement of Cooperation Between
PSB Paris School of Business, France
and
the University of Northern British Columbia, Canada**

I. Preamble

PSB Paris School of Business and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate up to **two (2) students** annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Head of International Mobility at PSB Paris School of Business

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the PSB Paris School of Business will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A PSB student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the PSB Paris School of Business.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the PSB or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

For the University of Northern British Columbia

Mr Armand Derhy
Dean

Date: _____

For PSB Paris School of Business

Motion Number (assigned by
Steering Committee of Senate): S-201506.29

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to renew the Exchange Agreement between University of Northern British Columbia and Hebei University, China be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The Exchange agreement between our two institutions has been in effect since 2002 and is an active exchange agreement. Hebei University sends many students to UNBC, primarily fee-paying Study Abroad students

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 7 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201506.15

Moved by: S. Chen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: June 10, 2015

Date


Chair's Signature

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

**An Agreement of Cooperation Between
Hebei University, China
and
the University of Northern British Columbia, Canada**

I. Preamble

Hebei University and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate up to **three (3) students** annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Director of Office of International Cooperation at Hebei University

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Hebei University will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Hebei University student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Hebei University.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the Hebei University or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

For the University of Northern British Columbia

Dr. Hongrui Wang
President

Date: _____

For Hebei University

中国河北大学与加拿大北不列颠哥伦比亚大学

学术合作协议书

一. 序言

河北大学与北不列颠哥伦比亚大学（UNBC）本着发展校际关系和学术合作的意愿达成本协议。本协议在平等互惠的原则下，在以下领域内实施合作：

- (1) 两校学生的交换培养；
- (2) 以教学、科研和其他学术活动为目的的教师交换；
- (3) 双方可共同合作完成一些研究项目,分享研究成果；
- (4) 双方交流信息,包括科研及学术方面的出版物、发行书目及参考资料，教辅以及课程设置；
- (5) 双方联合参与科技会议及学术研讨会；
- (6) 其他双方认同的活动。

双方合作范围不限，但应特别注重促进与语言学习和文化交流有关的合作。

二. 学术交流与人员交换项目

为促进校际研究、学术活动的发展，加强师资力量，检测合作研究效益，提高研究生的教育水准，双方学校都欢迎来自另一方的访问教师及研究人员到学校学习交流，但无需为来访者提供经济资助。双方都尽可能使访问人员享受大学服务设施（办公空间，合理的事物性的帮助，图书馆优先使用权）。若无此条件提供，接待方应在接待访问者之前通知另一方学校。

如需安排来访教师、学者或研究人员讲授教学计划的课程，相关事宜由两校商定有关附加协议。

三. 学生交换培养项目

(一) 学生的提名与选拔

双方学校每年可在本科生或研究生中提名选拔 3 名学生赴对方学校进行为期一年或不满一年的学术研究。本着互惠的原则，交换准则遵循一对一的原则。一名学习一学年的学生可对等两名各学习一个学期的学生。双方学校并不一定在一年内必须互派相等数目的学生，而是寻求在协议期间的交换学生的总体数目上的平衡。

如果超出了接收学校的三个名额，派出学校可以按照自己的海外留学计划派出学生。具体事宜由北不列颠哥伦比亚大学的国际教育处处长与河北大学国际合作处处长负责。

选拔学生是该生所在学校的责任。选拔方法由双方按协议执行。基本准则为：(1) 学习成绩优异。(2) 对希望参加交换项目课程学习的学生所提供的理由进行评估。

UNBC 提名派往河北大学的学生需持有：(1) 一份填好的申请表。(2) 一份 UNBC 校方承认的大学成绩报告单。(3) 河北大学认可的许可函。

河北大学欲派往 UNBC 的学生需持有：(1) 一份填好的申请表。(2) 一份河北大学校方承认的大学成绩报告单。(3) 河北大学认可的许可函。

接收方学校有权拒收其认为不合适的申请学生。在此情况下，选派方可再提交其他申请人材料供对方参考。

鉴于每个学校都有些课程交换生不能选修，两校都应告知对方交换学生不能选修的课程。

（二）学习课程及学生生活

参加交换培养的河北大学和 UNBC 的学生应参加各自学校商议并被批准的课程学习，且该课程不应与接收方的规定冲突。学生必须事先获得某学习课程的书面注册许可方可获得学分。已被批准的学习课程如无该生本校的书面批准，不可变更（该书面认可信可由学生的学习顾问出据，一份必须送往注册处）。

学生按照接收方课程安排学习，享有该校学生的一切权利，遵守该校的纪律及规章制度。双方学校互相提供交换生表现情况的信息。学生获得选派方学校学位，而非接收方学校学位。

协议各方同意为交换培养的学生提供咨询及其它学业方面的服务。双方应帮助交换生融入学校生活。学校指定一名管理者或协调人作为学生在接收方学校的联系人。

（三）费用

参与该交换项目的学生按本校或本国的要求支付学费等其他费用，学生在接收方学校无需再付费，与某些服务相关的临时费用、学生会、社团费用、医疗保险、书本材料、娱乐等费用除外。旅程安排、获得必要的学生签证、居留许可证、健康保险等开支是参与交换项目学生的责任。所有的交换生都要求参加健康保险并向接收方出据证明。

选择住在校内学生宿舍的交换生应缴纳在接受方期间所需住宿费，准许住在学校宿舍（住宿条件要良好）的学生，在交换培养期间，从到达之日起至最后考试结束包括学期间隙都可住宿，但不包括暑假，登记了暑期课程的除外。在此情况下，提供住宿的时间应根据交换培养期间接收学校的校历而定。

向交换生提供的住宅质量应相当于或优于接收方学生的住宿条件。

四. 协议有效期及管理辦法

协议条款及条件有效期为五年，每年双方可检查并在双方认可的情况下更改。每个学校指定一名交换培养项目的管理者或协调人，这两个人将负责开发每年的议定书及来年两校之间学术交流内容。另指定一名联络员，通过提供有关共同的科研兴趣、资金来源等信息促进合作研究的发展。

任何一方可终止此协议，但需在终止前至少六个月提出书面通知。若任何一方终止协议，双方应同意执行协议终止期前的既定责任和义务。

河北大学校长

北不列颠哥伦比亚大学校长

傅广生教授

Dr. Daniel Weeks

日期:

日期:

Motion Number (assigned by
Steering Committee of Senate): S-201506.30

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the draft exchange agreement between Hankyong National University (HKNU), Korea and UNBC be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: An MOU with Hankyong National University was approved by Senate in November 2014 to establish a closer tie to this large and well-established University in Korea. Since the establishment of the MOU with Hankyong National University, they have sent us over 47 students to our English Language Studies program at UNBC. HKNU has a number of classes taught in English of interest to UNBC students and the institution is enthusiastic to become an exchange partner with UNBC.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:


Motion No.: SCAAF201506.16

Moved by: S. Chen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: June 10, 2015
Date


Chair's Signature

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

**An Agreement of Cooperation Between
Hankyong National University, Korea
and
the University of Northern British Columbia, Canada**

I. Preamble

Hankyong National University (HKNU) and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate up to **three (3) students** annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Director of International Affairs at Hankyong National University

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Hankyong National University will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Hankyong National University student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Hankyong National University.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the Hankyong National University or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

For the University of Northern British Columbia

TAE Beomseok
President

Date: _____

For Hankyong National University

Motion Number (assigned by
Steering Committee of Senate): S-201506.31

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the updated language for the approved 1+1 Master of Science Degree with Wenzhou University and UNBC be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The 1+1 Master of Science Program under the MSc NRES (Environmental Science) Degree is a formal agreement that was approved by Senate Motion No.2-201206.04 in June 2012. The program is up and running and we have students in the program at UNBC from Wenzhou University, China. During an inventory of the International Exchange Agreements, the International Education staff discovered language in the Agreement of Cooperation with Wenzhou University on a 1+1 Master of Science Program that puts UNBC at risk due to a change in Citizenship and Immigration Canada (CIC) laws. Please refer to the highlighted sections in the attached agreement for the language that should be stricken from the agreement.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a


Implications for Other Programs / Faculties? None

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 7 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING		
Brief Summary of Committee Debate:		
Motion No.:	SCAAF201506.17	
Moved by:	T. Whitcombe	Seconded by: D. Ryan
Committee Decision:	CARRIED	
Approved by SCAAF:	<u>June 10, 2015</u>	
	Date	Chair's Signature
For recommendation to <input checked="" type="checkbox"/> or information of _____ Senate.		

**Agreement of Cooperation on
1+1 Master of Science Program
Between
University of Northern British Columbia, Canada
And
Wenzhou University, China**

This agreement is between Wenzhou University (hereinafter referred to as WZU) and University of Northern British Columbia (hereinafter referred to as UNBC) on the basis of the mutual benefit principle, the recognition of equality for each other and the mutual trust in the mutual recognition of academic credits.

I. Objectives

The objective of this cooperative agreement is to establish an international partnership to provide graduate study opportunities in Canada for the undergraduate students legally registered in WZU through joint efforts of both parties so as to make a greater contribution to the future development of China and to the development of economic understanding, business relations and cultural exchange between China and Canada.

II. Name of Cooperative Program

1+1 Master of Science Program in Natural Resources and Environmental Studies (NRES) (Environmental Science): A two-year program in which students study at UNBC for one school year (i.e., three semesters) and then transfer to WZU to study for one year for a master's degree.

III. Description of the Program

In this program, students may be required to take advanced English training that will not be counted in the typical 4-year undergraduate and 2-year graduate systems. Students are eligible to apply for admission to Graduate Studies at UNBC while completing their last year of study in a bachelor's degree at WZU. Students need to satisfy all graduation requirements as specified by UNBC before obtaining the intended master's degree and shall abide by University policies and regulations, as well as Canadian laws and regulations, when studying in Canada. Major details of the program are presented as follows:

- Students selected for this program shall finish the first year of graduate study at UNBC and the second year of study at WZU.
- Degree completion may take longer than two (2) years, depending on the ability of students to complete their studies and the nature of a selected thesis topic.
- UNBC will confer to successful students a Master's Degree upon their successful completion of the graduate program of study, including meeting the grade point average requirement for the degree as specified by UNBC.

IV. Majors or Academic Fields Involved

This agreement covers the M.Sc. program in Natural Resources and Environmental Studies (NRES) (Environmental Science) as agreed between the two universities.

V. Requirements of UNBC Admissions and Regulations

Policy 1:

WZU students may apply for admission to UNBC in their last year of undergraduate study at WZU. Applicants must provide evidence of their knowledge and ability for the studies that they plan to pursue at UNBC. A grade point average of at least 3.00 (or equivalent to 80%) in the work of the last 60 credit hours leading to the bachelor's degree is required for entry. Admission to the program will be based on a student's academic ability and the availability of an appropriate supervisor at UNBC.

Policy 2:

The application package to UNBC for each student must contain:

- an application for admission form to the MSc NRES at UNBC¹,
 - students will need to indicate in their application documents that they are applying for the 1+1 Master of Science program.
- one recommendation letter issued by WZU to replace the three required reference/assessment reports,
- one official transcript issued by WZU,
- a personal statement of academic interests (1-2 pages),
- the UNBC Graduate Student Funding Information Sheet²,
- the graduate studies application fee.

Policy 3:

Each applicant must meet the UNBC English Language Requirement.

Policy 4:

Each successful applicant entering the program will have a co-supervisor at UNBC and a co-supervisor at WZU. The supervisory committee consists of the two co-supervisors and one additional UNBC faculty member, and is chaired by the co-supervisor at UNBC. The committee is formed by the end of the first semester of study at UNBC.

Policy 5:

Students must meet the minimum residency requirement of the program at UNBC as per the current calendar. Each student entering the program will complete the first year of study at UNBC, and the second year of study at WZU. Due to the nature of the thesis topic a student selects, the program of study may last more than two years. Students may elect to come back to UNBC to finish their theses in the third year if required.

¹ (http://www.unbc.ca/graduateprograms/programs/nres_msc.html)

² (http://www.unbc.ca/assets/csam/forms/funding_form.pdf)

Policy 6:

The Master of Science program requires students to complete five courses (15 credits, including two core courses and three elective courses) and a MSc thesis (12 credits). It is recommended that students take the two required core courses and two elective courses during the first year at UNBC. Students are also expected to work out a thesis proposal in their first year at UNBC. Students will transfer to WZU to complete their second year of study. It is recommended that students takes one elective course at WZU (see section VI.1.C) and conduct active research leading to a MSc thesis.

Policy 7:

The Master of Science program requires a final oral examination in English. Students may proceed to an oral examination when the supervisory committee is satisfied that the thesis represents an examinable document for the degree requirements. The Dean of Graduate Programs (or designate) from UNBC will act as Chair at the final oral examination. The location of the final oral examination can be at UNBC or WZU, but will be determined based on a student's preference and the availability of the examination committee members to travel to the examination campus.

Policy 8:

Credits for courses taken at WZU may be acceptable for transfer to UNBC, depending on the extent to which the WZU curriculum matches the curriculum at UNBC for a particular course.

Policy 9:

Students who violate any university regulations or standards of conduct may be subject to penalty as stipulated in the UNBC General Graduate Regulations and Policies.

VI. Responsibilities for WZU and UNBC

1. Responsibilities of WZU

A. Recruitment of students

WZU is responsible for recruiting qualified students to be considered for the 1+1 Master of Science Program, and will provide a recommendation letter for qualified applicants for admission to UNBC. WZU will also help students identify a co-supervisor at WZU.

B. English language teaching

WZU will design and provide an effective English curriculum that helps potential partnership students learn English and meet language requirements set forth by UNBC. The English curriculum will develop skills in reading, writing, listening and speaking university-level English.

C. Elective course teaching

WZU will develop at least one elective course that will be available for students when they return to WZU in the second year of the degree program. The contents of the elective course should be agreed upon by UNBC so that the credits can be transferred to the degree requirements.

D. Collection of tuition and fees

WZU will collect tuition and fees from students in the partnership program while they are studying in China for their second year of study in accordance with the standards set up by Chinese educational or political authorities. The tuition and fees collected in China are WZU's property.

E. Provision of student services

WZU will provide students with services that assist with their studies and daily life on the campus of WZU. During the transition period, when students begin to transfer from China to Canada, WZU will offer assistance in preparing application for admission to UNBC, transcripts, course descriptions, health forms, evaluations of students' academics, and visa applications.

2. Responsibilities of UNBC

A. Assistance in admission to the program

UNBC will offer students from WZU assistance in their applications for admission to the UNBC graduate program, including issuing admission letters to qualified students in a timely manner. UNBC will also help students identify a co-supervisor at UNBC.

B. Assistance in credit transfer

UNBC will recognize and accept credits for those courses from WZU that are equivalent to the UNBC curricula. In the process of credit transfer, UNBC will provide academic advice and guidance throughout the process.

C. Issuance of academic certification

UNBC will grant WZU students with the degree "Master of Science in Natural Resources and Environmental Studies" upon their successful fulfillment of academic requirements. Degree credentials issued to qualified WZU students will be the same as those issued to regular UNBC students within the same program.

D. English language training

Additional advanced English language training, if required, may be available to students at UNBC for additional fees.

E. Collection of tuition and fees

Students are responsible for paying all applicable tuition and fees while they are studying in Canada in accordance with the standards that apply to Canadian students on the UNBC campus. Students in the partnership program must pay UNBC a continuing student registration fee in order to maintain their graduate student status at UNBC for their second year of study at WZU and any time period beyond two years. The tuition and fees collected in Canada are the property of UNBC.

F. Student services

WZU students studying at UNBC are eligible for services available to other students at UNBC. WZU students may apply to reside in on-campus housing, and may access other campus facilities.

VII. Resolution of Conflicts

Both WZU and UNBC agree that disputes or conflicts that arise in the process of implementation are to be resolved through friendly talks and patient negotiations.

VIII. Additional Documents and Agreements

This agreement may be supplemented by additional documents providing specific details regarding this agreement.

IX. Term of Agreement

This agreement takes effect the day when it is signed by representatives of both sides and expires in five years thereafter.

X. Termination of Agreement

If one party intends to terminate this agreement, the party should inform the other party, in a written form of this decision six months in advance. Meanwhile, both parties should fulfill the responsibilities to current students within the program.

XI. Others

This agreement is in quadruplicate, and both parties will hold two original copies with one in English and one in Chinese.

Dr. Wei Xue
Vice President, International
Wenzhou University

Dr. Daniel Weeks
President & Vice Chancellor
University of Northern British Columbia

Date: _____

Date: _____

Motion Number (assigned by
Steering Committee of Senate): S-201506.32

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to approve the Memorandum of Understanding between University of Northern British Columbia and MingDao University, Taiwan be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: MingDao is a nationally accredited private University located in ChangHua, Taiwan that is looking to develop closer ties to UNBC based on similarities between our two institutions' research, education, and environmental goals. MingDao University would like to initiate a 2+2 undergraduate program and potentially a 1+1 Master's Degree program with UNBC. This Memorandum of Understanding would allow both parties to formalize initial discussions that would be beneficial to both institutions.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 1 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:


Motion No.: SCAAF201506.18

Moved by: S. Chen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: June 10, 2015
Date


Chair's Signature

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

Memorandum of Understanding
Between
The University of Northern British Columbia
And
MingDao University

In order to develop academic areas of mutual interest, the University of Northern British Columbia in Canada and MingDao University in Taiwan, ROC, agree to affirm a relationship for the following purposes:

1. Customized English Language Studies Programs ;
2. Exchange students and faculty members;
3. Promote cooperation in academic activities;
4. Develop other mutually beneficial programs.

Specific details of the implementation of specific activities that would follow from the above shall be negotiated between the two institutions and outlined in separate protocol agreements and shall be subject to approval by both institutions.

This agreement shall continue for five (5) years, renewable thereafter, unless either institution wishes to terminate it. Written notice of termination six months prior to the effective date of termination is required.

Date: _____

Date: _____

Dr. Daniel Weeks
President and Vice-Chancellor

Prof. Kuo, Chu-Hsun
President

University of Northern British Columbia
Canada

MingDao University
Taiwan, Republic Of China

Motion Number (assigned by
Steering Committee of Senate): S-201506.33

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to approve the Memorandum of Understanding between University of Northern British Columbia and Zhengzhou University, China be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: Zhengzhou University is a comprehensive University in Zhengzhou, Henan Province, China that is interested in starting collaboration discussions. This MOU would be a first step in solidifying the relationship between our institutions to begin developing a 2+2 program that will be both academically and financially beneficial for both institutions.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 1 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201506.19

Moved by: S. Chen

Seconded by: W. Schwab

Committee Decision: CARRIED.

Approved by SCAAF: June 10, 2015

Date


Chair's Signature

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

Memorandum of Understanding
Between
The University of Northern British Columbia
And
Zhengzhou University

In order to develop academic areas of mutual interest, the University of Northern British Columbia in Canada and Zhengzhou University in China agree to affirm a relationship for the following purposes:

1. Customized English Language Studies Programs ;
2. Exchange students and faculty members;
3. Promote cooperation in academic activities;
4. Develop other mutually beneficial programs.

Specific details of the implementation of specific activities that would follow from the above shall be negotiated between the two institutions and outlined in separate protocol agreements and shall be subject to approval by both institutions.

This agreement shall continue for five (5) years, renewable thereafter, unless either institution wishes to terminate it. Written notice of termination six months prior to the effective date of termination is required.

Date: _____

Date: _____

Dr. Daniel Weeks
President and Vice-Chancellor

Dr. Zhang, Qianhong
Vice President, International

University of Northern British Columbia
Canada

Zhengzhou University
China

Motion Number (assigned by
Steering Committee of Senate): S-201506.34

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That, on the recommendation of the SCAAF, Senate approves the establishment of the (NH-UNBC) Knowledge Mobilization Research Chair.

Effective Date: Immediately upon approval of Senate

Rationale: The Office of Research is currently pursuing this research chair.

Made by: Ranjana Bird

College / Academic Department:

Program: not applicable

Implications for Other Programs / Faculties? None

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 25 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

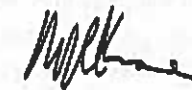
Motion No.: SCAAF201506.20

Moved by: R. Bird

Seconded by: D. Ryan

Committee Decision: CARRIED, with the condition that the supporting documentation be reviewed for typographical and grammar errors and revised based on these errors.

Approved by SCAAF: June 10, 2015
Date



Chair's Signature

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

Research and Education Chair in “Knowledge Mobilization in Health”

Northern Health (NH) proposes to establish a Chair titled “Knowledge Mobilization in Health” at UNBC. This proposal is aligned with the MOU between NH-UNBC and has received approval from the NH-UNBC MOU oversight committee. The establishment and position description was approved by the oversight committee on January 30, 2015. This committee consists of the Board Chairs from NH and UNBC and the CEO of NH and the President and Vice-Chancellor of UNBC. The next step is to receive approval from the Senate. This document contains a position description of the Chair constructed jointly by NH and UNBC (Health Research Institute).

The full financial support for this Chair is provided by Northern Health for three years.

The Northern Health-University of Northern British Columbia (NH-UNBC) Knowledge Mobilization (Kmb) Research Chair

Northern Health and the University of Northern British Columbia have through their Memorandum of Understanding formalized their long-standing and historical partnership.

The MoU recognizes UNBC’s and NH’s interdependences related to:

- 1) preparing students for the health professions,
- 2) developing new knowledge relevant to the health system in the North and translation of knowledge into policy and practice,
- 3) building capacity to educate students at the undergraduate and graduate level, and
- 4) fostering a learning environment while creating an academic culture in NH that supports student learning, research, and professional development (Appendix 3).

To contribute to achieving the goals of the MoU and to improve health care, health system sustainability, and health outcomes in the North, NH with its partners has identified knowledge mobilization in the context of a rural and northern region as one of the foundational elements for achieving impact. NH therefore provided funding to UNBC for a Knowledge Mobilization Research Chair. NH’s desire is for the Chair to create an enduring legacy in the North related to improving health and contributing to the science of Kmb. The Chair will be located within the Health Research Institute and the School of Health Sciences or other appropriate department at UNBC.

Kmb “refers to moving available knowledge (often from formal research) into active use. It involves efforts to bridge the gap between research, policy, and practice in order to improve outcomes in various organizations or sectors. Kmb involves knowledge sharing between research producers (e.g. university researchers) and research users (including professionals or others whose work can benefit from research findings).” ([http://en.wikipedia.org/wiki/Knowledge_mobilization.](http://en.wikipedia.org/wiki/Knowledge_mobilization)) Simply put, it is about closing the gap between research and practice/policy by turning knowledge into action. This can be done by:

- 1) engaging knowledge or research users in helping identify research questions requiring study and engaging them in other phases of the research process as appropriate. Such engagement is designed to improve the eventual application of research findings when they become available

(this also known as integrated knowledge translation, collaborative research, engaged scholarship, participatory or action research, etc), and

- 2) making knowledge users aware of research findings and facilitating their use of them in decision making (also known as dissemination and implementation/application). An important tenet of the concept of knowledge mobilization is the co-production of knowledge and mutual learning (two way flow of knowledge and information) that results from researchers and knowledge users meaningfully collaborating and partnering on research.

The science of knowledge mobilization is about understanding the determinants of knowledge use and studying strategies to accelerate the uptake of research in practice and policy. To date, knowledge mobilization research has tended not to focus on the unique northern and remote context, which undoubtedly influences the relevance of all research findings as well as the strategies that might be used to facilitate research uptake in the north.

There are 3 important inter-related components to the Chair position: knowledge mobilization research, capacity building for collaborative research, and efforts to ensure the sustainability of the Chair.

1) Advancing Knowledge Mobilization Science/research

The Chair is expected to:

- conduct research contributing to the science of knowledge mobilization in a Northern context
- develop a plan and a process for identifying and tracking research contributing to knowledge mobilization science at UNBC/NH
- contribute to the networking of UNBC/NH knowledge mobilization researchers
- develop a plan to monitor and evaluate the bibliometric impact of UNBC/NH
- be actively engaged in knowledge mobilization research

2) Building Capacity for Collaborative Research

The Chair is expected to:

- assess UNBC undergraduate and graduate training programs for inclusion of training on collaborative research and how to conduct research in a collaborative fashion and to offer suggestions about how to better include collaborative research training in student education
- mentor and build capacity among junior faculty in collaborative research and the art of writing successful collaborative research grants
- contribute to building capacity of NH knowledge users to engage in collaborative research (and the use of research)
- build capacity to conduct collaborative research in northern British Columbia by facilitating the linking and networking of researchers and NH knowledge users
- develop a plan to monitor and evaluate the impact of collaborative research in northern BC.

3) Ensuring the Chair position has a long term impact

The Chair is expected to:

- raise the profile of the Chair, HRI, collaborative research between NH and UNBC, and the practice and science of knowledge mobilization in the north and beyond

- bring in resources that supports the development of a program of research focused on knowledge mobilization within the context of rural and northern health care and services.

The term of the inaugural recipient of the Chair is 3 years and includes salary and operating funding.

The ideal candidate will be a senior academic scientist recognized nationally and internationally for their expertise and experience in knowledge translation practice and science and for conducting collaborative health research/engaged scholarship with health system senior executives, directors and managers, and frontline clinicians.

The individual will be adept with mix-methods and theoretically pluralistic. The individual will have deep understanding of the Northern and remote context and its influence on the mobilization of knowledge. The individual will have extensive experience cultivating, negotiating, and sustaining academic and research partnerships with health authorities, health systems, the not-for-profit public sector (e.g. health charities), health professional associations, researchers, and other key stakeholders. The Chair will have extensive experience developing educational programs, supervising students and trainees, and mentoring junior and other colleagues.

Characteristics: strategic thinker, inclusive and supportive of diversity, team player, consensus builder, diplomatic, people skills, driven by excellence, outcomes and relevance, pragmatic, persistent, balanced.



Memorandum of Understanding

This agreement dated for reference the 22nd day of June, 2010.

Between:

University of Northern British Columbia (UNBC)

-and-

Northern Health Authority (NH)

Whereas:

1. UNBC and NH have developed strategic plans outlining their respective mission statements, values and strategic directions (see Appendices 1 and 2);
2. UNBC is committed to improving the quality of life in its region, the province, and beyond, by attaining the highest standards of undergraduate and graduate teaching, learning, and research;
3. UNBC is committed to building partnerships in order to be innovative, resourceful, and responsive to student and community needs;
4. NH is committed to improving the health of people in the North;
5. NH is committed to working in partnership with organizations that will help further their mission;
6. UNBC and NH share co-terminus service areas, with the exception of Williams Lake and area;
7. UNBC and NH are committed to establishing structures and processes that enable creativity and innovation;
8. UNBC and NH have developed a vibrant and productive working relationship that has garnered provincial and national attention (see Appendix 3).

Therefore, the parties agree as follows:

1. To execute this Memorandum of Understanding as an enabling agreement to formalize a long-standing and historical partnership.
2. To profile the partnership with regional, provincial, and national policy and funding organizations, including but not limited to the Ministry of Health Services, the Ministry of Healthy Living and Sport, the Ministry of Advanced Education,

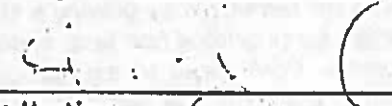
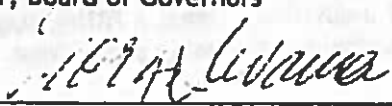
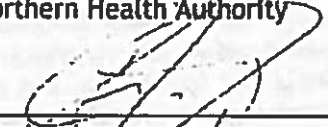

Public Health Agency of Canada, First Nations Inuit Health, Canadian Institute of Health Research, Canadian Health Services and Policy Research, Michael Smith Foundation for Health Research.

3. To seek opportunities to use a UNBC - NH partnership to further education, research, and innovation for the purpose of improving the quality of life for people who live in the North. This may include, but is not restricted to, health provider and professional education, population health research, clinical research infrastructure, Aboriginal health, information sharing and database development, and policy development.
4. To establish an *Executive Oversight Committee* that will review the key strategies underway to further the UNBC - NH partnership and will ensure regional, provincial, and national relationships are fostered with policy and funding partners.
5. To create an environment that fosters innovation in both organizations, through the development of an *Innovation and Development Commons*, which will:
 - a. Stimulate innovation and transformation in both organizations and foster innovation in health services and policy, health provider and professional education, and health research.
 - b. Improve the health outcomes of the people living in Northern B.C.
 - c. Improve the quality of health care delivery and health provider and professional education.
 - d. Create an environment that is successful in recruiting and retaining skilled personnel.
 - e. Create opportunities for collaborative research and attract related funding.
6. The *Innovation and Development Commons* will accomplish this by:
 - a. Creating a virtual and real environment for educators, researchers, physicians, health professionals, service providers, and managers to interact and develop relationships and partnerships around topics of mutual interest.
 - b. Creating a virtual and real environment to engage academics and professionals who may not traditionally have opportunity to interact for the purpose of problem-solving, designing innovative approaches to practical issues, and pursuing knowledge development or knowledge exchange opportunities.
 - c. Providing education for health professionals that qualifies for academic or continuing education credit related to quality improvement, health services research, information management and so on.
 - d. Supporting a robust knowledge exchange strategy.
 - e. Identifying researchable questions and topics relevant to health services and policy, population health, and clinical practice and expand the boundaries of research. Fostering the development of research proposals, grant applications, and implementation of research for the purpose of developing new knowledge.
 - f. Building sophisticated data interpretation and analysis capacity.
 - g. Providing a forum for graduate students to conduct research and contribute to the translation of knowledge into practice and quality improvement.
7. To establish a *Steering Committee* that will develop a 3 to 5 year strategy related to health human resource education needs and research development and will

oversee the planning, development, implementation, and evaluation of the *Innovation and Development Commons* and other collaborative initiatives.

8. To identify in-kind resources and seed funding that will be committed to the initial planning and development of the *Innovation and Development Commons*, including but not limited to coordination, space, technology, education, research support and capacity development.
9. To designate a lead from each organization, through the Steering Committee, to provide leadership to the initial planning and development of the *Innovation and Development Commons*.
10. To proactively seek funding to support the partnered approach to education, research, and innovation from traditional and non-traditional funding organizations.
11. To learn from other academic and service provider organizations that have created partnerships that have successfully led to incorporating evidence into policy and practice for the purpose of improving quality and to seek opportunities to interact with such organizations for mutual learning and development.
12. To seek opportunities to broaden the partnership and to share knowledge, experiences, and expertise with other jurisdictions, nationally and internationally, with similar interests.
13. To seek opportunities to partner and share knowledge with other Northern and rural academic and service organizations focused on improving the health and wellbeing of northern and rural populations.
14. This agreement will be reviewed annually by the Executive Oversight Committee. Revisions will be mutually agreed to by both organizations and approved by the Board of Directors of NH and Board of Governors of UNBC.

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

<p>Date: June 22, 2010</p> <p>University of Northern British Columbia</p>  <hr/> <p>Dawn Martin Chair, Board of Governors</p>  <hr/> <p>George Iwama President and Vice Chancellor</p>	<p>Date: June 22, 2010</p> <p>Northern Health Authority</p>  <hr/> <p>Charles Jago Chair, Board of Directors</p>  <hr/> <p>Cathy Ulrich President and CEO</p>
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Appendix 1

The University Plan THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA 19, June 2010

Foreword

The University of Northern British Columbia was born of need and a dream. The need to offer a university education to the bright and talented students of northern British Columbia motivated 16,000 citizens to pay \$5 each and petition government for a university in the north, for the north. Its founders dreamed of a university that would meet this need and improve the world through its research, service, and the graduates it produced.

Today—20 years after its birth, and 16 years after the doors of its Prince George campus opened—the University of Northern British Columbia is coming of age. While the majority of our 4300 students study in Prince George, students are also active on our Terrace, Fort St. John and Quesnel campuses. Approximately 70% of our students come from northern British Columbia; 17% are in graduate programs and 11% are Aboriginal. We are known for the personalized education our students receive. Among Canadian universities of its kind, UNBC is recognized as one of the top 3 for research and overall reputation. Our research is recognized, not only for its nature and magnitude, but also for its orientation to communities. Our founders have good reason to be proud of this University.

We live in an era where security and future energy supplies are in question. The need for respect among cultures, the protection of human rights and peace has never been greater. Over generations, human activity has created a warming climate on our planet. Pressures on the world are exacerbated by increases in global population and in the middle classes in those countries with highest population growth. Globalized economies and increasing movement between countries bring new health risks on a planetary scale. While millions still die of starvation, increases in infectious diseases and obesity are also significant threats to life and health. All of this has happened in a relatively short time and the pace of change is increasing. How do we prepare our students to contribute to our shared future?

The University of Northern British Columbia prepares for tomorrow by playing a critical role in the world today. We contribute to knowledge by providing the best education for our students and focusing on the needs of society. Committed to excellence, we nurture the personal nature of our community while engaging the distinctiveness of our location. Here in the taiga, the largest terrestrial biome on earth, we are surrounded by natural beauty and resource-based industries. What a fitting stage to exercise stewardship for our planet through our teaching, scholarship and service.

Our Values

We excel in our teaching, our research and our service as well as in the management of the University. We are innovative in all of these efforts. We aspire to the highest standards in all that we do.

We value our community. We care passionately for the people that make up the UNBC community. We aspire to sustain our culture of mutual respect. We strive to engage students, faculty and staff in all aspects of university life.

We value the contribution of indigenous peoples in British Columbia and around the world.

We are relevant to northern British Columbia and other like-regions in the world. We respond to the needs that arise, according to the talents and resources we have.

We exercise good governance in the management of the university. In our practices, we are effective, transparent and compassionate.

Vision and Mission

Our Vision

To be a student-centered, research-intensive university, uniquely Northern and personal in character, responsive to the region it serves, of national and international acclaim.

Our Mission

To improve the quality of life in our region, province and world by attaining the highest standards of undergraduate and graduate teaching, learning, and research. To serve our vast region by nurturing relationships and being innovative, resourceful and responsive to student and community needs.

A Place of Learning

At the university we are privileged to create knowledge through our research and to share that knowledge with our students. We continue to be inspired by our wonderful undergraduate and graduate students who are active partners in our scholarship and teaching.

We maintain and develop a strong core curriculum. An intimate and personal learning experience will continue to be a hallmark of an education at the University of Northern British Columbia.

We ensure that the way we teach is the best it can be. To this end we explore new models of learning for both our students and faculty.

We are committed to the success of all our students.

We develop the whole student through scholarship as well as through service, sport and physical recreation. We support faculty and staff in each of these areas.

Our research benefits teaching and learning. We develop the involvement of undergraduates in research, and bring the fruits of our research into the classroom, thereby nurturing a culture of inquiry.

A Place of Scholarship

We are an active community of scholars, diverse in interests and outstanding in achievement. Creating knowledge and applying it to the needs of our communities are equally important at the University of Northern British Columbia. Success in research is integral to the personal and professional satisfaction of being part of a research-intensive university. In turn, this success benefits the reputation of our university.

We are building a strong reputation for our research and service in:

- **Environment & Natural Resources**
- **Community Development**
- **Health**
- **First Nations and Indigenous Studies**

We support the success of our researchers. Through mentorship and administrative support we are committed to sustaining and improving success in competitive grant funding as well as in the outputs of our scholarship.

We provide the best possible infrastructure and support for our researchers.

Commensurate with the growth in our research we will develop our community of graduate students and postdoctoral fellows.

We involve undergraduates in our research.

We encourage interdisciplinarity, and the integration of knowledge from different fields of scholarship.

A Place of Service

Being a leading university we must be respected as well as relevant and responsive to the communities we serve. True to the dreams of its founders, the University of Northern British Columbia has always been committed to communities throughout the North, in British Columbia and around the world.

We integrate teaching and service to benefit our students.

We work with communities in British Columbia and around the world, urban and rural, northern and indigenous, in their social and economic needs.

We support our industries to ensure their competitive edge in a global marketplace.

A Community

The University of Northern British Columbia is a relatively new community, spread across four campuses. Many of our current members were founding employees of the University even before the new campus in Prince George was opened. We have grown since those early days, and with growth it has become more difficult to sustain that close sense of camaraderie. Yet people continue to hold a great passion for, and pride in the institution. Furthermore, our alumni and many others in our communities are very proud of our University. We wish to enhance this sense of community.

We communicate effectively within the university and with the wider community. Our donors and supporters are kept abreast of university affairs—our successes as well as our challenges.

We will be transparent in the operations of the university.

We celebrate our successes. Recognizing contributions in teaching, research and service is an important part of our culture.

We will foster increased social interaction.

We will strengthen our support to our alumni around the world. We engage alumni in meaningful ways, informing them of University affairs and seeking their input and support for our efforts.

We will re-establish communications with our founders, honouring their vision and work by involving them in our activities and aspirations.

Building on Success

We aspire to be the one of the best universities in the world, and to bring the resulting benefits to British Columbia and to Canada. We are committed to providing a personal education of the highest quality to our students. We believe that our high degree of research activity contributes to that goal and to the creation of knowledge. Building on our successes, we will be among the best in the following areas:

- Environment & Natural Resources
- First Nations and Indigenous Issues
- Health and Quality of Life
- Northern Community Sustainability and Development
- Innovative distributed delivery of programs

We invite you to join us, whether you are a student, a potential faculty or staff member, or a supporter. There is a bright future for the University of Northern British Columbia, and you are important in our journey. Together we will take significant steps towards that future and set the stage for the many ways in which the University of Northern British Columbia will contribute to and serve the world.

Appendix 2

Northern Health Strategic Plan

Northern Health has developed a new Strategic Plan to take our organization through to 2015. Following 2008's region-wide consultation with staff and stakeholders, the plan defines Northern Health's new vision, mission, values and key goals, and our new slogan, "The Northern way of caring."

Mission Statement - Our Purpose

Through the efforts of our dedicated staff and physicians, in partnership with communities and organizations, we provide exceptional health services for Northerners.

Organizational Values - The Beliefs that Guide our Work

We treat people with:

- **Respect:** honouring diversity and treating people fairly
- **Compassion:** caring genuinely
- **Empathy:** understanding and earning trust

We demonstrate:

- **Integrity:** ensuring open, honest, ethical behaviour
- **Stewardship:** showing transparent, responsible and effective use of resources
- **Quality:** providing exceptional service guided by evidence

We work in a spirit of:

- **Collaboration:** working to better serve the people of Northern BC
- **Innovation:** learning and finding better ways to deliver health care

Vision - A Picture of 2015

Northern Health leads the way in promoting health and providing health services for Northern and rural populations.

- Northern Health is known for our strong primary health care system. People experience seamless and coordinated service. The 'Primary Care Home' is the foundation for multidisciplinary health care and helps people navigate across services.
- Northern Health involves people and their families in their own health and health care. Individuals and families feel respected and are treated compassionately.
- Northern Health provides high quality health services, using evidence and innovation, to meet the needs of our Northern and rural populations. We are known for the creativity of our staff and physicians and for our innovative use of technology to care for people as close to home as possible.
- Northern Health is recognized as an outstanding place to work, learn, and grow. We foster a safe and healthy work environment. Education and development of people in the north, for the north, attracts and retains staff and physicians.
- Northern Health works with communities and organizations to support Northern people to live well and prevent injury and illness. The health status of Northern people is improving faster than the rest of BC.

Integrated Accessible Health Services

Northern people will have access to integrated health services, built on a foundation of primary health care.

We will:

- Partner with others to establish multi-disciplinary 'Primary Care Homes' where people will access coordinated health services.
- Partner with aboriginal people to build a health system that honours diversity and provides service in a culturally relevant manner.
- Build efficient and effective secondary and specialty services which are aligned with the 'Primary Care Home' and designed to meet the needs of Northern populations.
- Develop and implement strategies that improve service provider collaboration.
- Measurably improve satisfaction with the health services provided by Northern Health.

A Focus on Our People

Northern Health will create a dynamic work environment that engages, retains and attracts staff and physicians.

We will:

- Measurably improve staff and physician engagement within Northern Health.
- Establish a culture of workplace health and safety.
- Establish and implement an innovative retention strategy that includes:
 - Developing and supportive effective, innovative leaders and managers who will guide our organization now and in the future.
- Educating, developing, and mentoring our staff internally and through partnerships with academic and other organizations.
- Providing clear expectations of staff through performance planning.
- Develop and implement an innovative recruitment strategy.

A Population Health Approach

Northern Health will lead initiatives that improve the health of the people we serve.

We will:

- Work with communities and organizational partners to identify and act on key issues where a population health approach can have a significant positive impact on the health of Northern people.
- Work in partnership with our staff and physicians to create initiatives that foster a safe, healthy, and environmentally responsible workplace.
- Use population health evidence to inform health service planning and resource allocation.

High Quality Services

Northern Health will ensure quality in all aspects of the organization.

We will:

- Establish a culture of continuous quality improvement and patient safety.
- Establish the organizational structures and processes required for effective

decision making.

- Foster a learning environment and engage in research, in partnership with academic organizations.
- Strengthen our capacity to manage the change needed to improve quality.
- Identify and manage risks to the organization and strengthen our preparedness for emergencies.

Appendix 3

Building on the Current UNBC and NH Partnership

UNBC and NH have been working in partnership for a number of years in health services and policy research and in the education of health professionals. The areas where UNBC and NH are interdependent are outlined below. A solid foundation has been established in each of these areas which will be enhanced through the formalization of an organizational partnership. Such a partnership will enable UNBC and NH to continue to lead the way in education, research, innovation, and quality improvement efforts relevant to rural and Northern jurisdictions.

UNBC's and NH's interdependencies include:

1. The preparation of students for the health professions. NH relies on UNBC to educate professionals 'from the North, for the North' who are academically prepared to work in northern and rural jurisdictions. UNBC provides the education and NH supports the education through practicum placements, preceptorships, practice-based project opportunities, and other learning experiences. UNBC and NH collaborate in the following areas:
 - a. Undergraduate and graduate education of students in preparation for the health professions, including but not limited to Nursing, Nurse Practitioner Program, Northern Medical Program, Rehabilitation Medicine, Psychology, Social Work.
 - b. Undergraduate and graduate education of students in preparation for support services in the health system, including but not limited to business, geography, commerce, health sciences, human resources, aboriginal affairs, disability management, computer science/information management.
 - c. Graduate education of students in preparation for leadership roles in the health system.
2. The development of new knowledge relevant to the health system in the North and the translation of knowledge into policy and practice. UNBC is a research intensive university and as such, has attracted a cadre of researchers interested in research of relevance to Northern and rural health services. NH is creating an academic culture that fosters continuous quality improvement and actively uses evidence to inform policy and practice. UNBC and NH collaborate in the following areas:
 - a. Fostering health services and policy research and population health research.
 - b. Developing bench science and clinical trial capacity.
 - c. Supporting graduate students undertaking thesis-related research.
 - d. Harmonizing research review and ethics review processes.
 - e. Organizing and facilitating knowledge exchange endeavours.

3. **Building capacity to educate students at the undergraduate and graduate level through:**
 - a. **Appointment of NH managers and staff as adjunct faculty and sessional faculty.**
 - b. **Joint appointment of NH managers, staff, and physicians to faculty and practice/management positions at UNBC and NH.**
 - c. **Participation of NH physicians and staff in teaching course content in the Northern Medical Program.**
 - d. **Enabling faculty at UNBC to retain a practice-base in NH facilities.**
4. **Fostering a learning environment and creating an academic culture in NH that supports student learning, research, and professional development.**

LETTER OF AGREEMENT

BETWEEN

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

AND

NORTHERN HEALTH

REGARDING

**Northern Health and UNBC Innovation & Development Commons
Partnership Initiative**

On June 22, 2010 Northern Health and UNBC signed a Memorandum of Understanding to formally recognize a long-standing and historical partnership.

To demonstrate Northern Health's commitment to this partnership NH will provide \$2,500,000 in kind funds to UNBC to support the establishment and evaluation of an Innovation and Development Commons and related research which will:

- a. Stimulate innovation and transformation in both organizations and foster innovation in health services and policy, health provider and professional education, and health research.
- b. Improve the health outcomes of the people living in Northern B.C.
- c. Improve the quality of health care delivery and health provider and professional education.
- d. Create an environment that is successful in recruiting and retaining skilled personnel.
- e. Create opportunities for collaborative research and attract related funding.

The Innovation and Development Commons will accomplish this by:

- a. Creating a virtual and real environment for educators, researchers, physicians, health professionals, service providers, and managers to interact and develop relationships and partnerships around topics of mutual interest.
- b. Creating a virtual and real environment to engage academics and professionals who may not traditionally have opportunity to interact for the purpose of problem-solving, designing innovative approaches to practical issues, and pursuing knowledge development or knowledge exchange opportunities.
- c. Providing education for health professionals that qualifies for academic or continuing education credit related to quality improvement, health services research, information management and so on.
- d. Supporting a robust knowledge exchange strategy.
- e. Identifying researchable questions and topics relevant to health services and policy, population health, and clinical practice and expand the boundaries of research. Fostering the development of research proposals, grant applications, and implementation of research for the purpose of developing new knowledge.
- f. Building sophisticated data interpretation and analysis capacity.

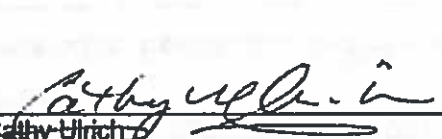


- g. Providing a forum for graduate students to conduct research and contribute to the translation of knowledge into practice and quality improvement.

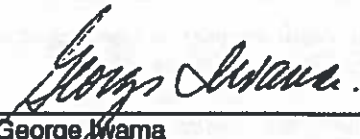
Northern Health and the University of Northern British Columbia (UNBC) have entered into an Agreement whereby Northern Health will transfer \$2,500,000 to UNBC to support the establishment and evaluation of an Innovation and Development Commons and related research through a collaborative partnership between Northern Health staff and UNBC researchers. The Innovation and Development Commons will be implemented in accordance with the June 22, 2010 MOU (*Schedule A*) and *Schedule B*.

This Agreement can be cancelled by either party with a minimum of three months notice. Should the Agreement be cancelled, UNBC will return uncommitted funds to Northern Health.

The parties agree that this Agreement will be effective March 10, 2011 and will be renewed annually in (February) of each year.


 Cathy Ulrich
 CEO

Northern Health


 George Wama
 President/CEO

University of Northern British Columbia

March 7, 2011
 Date

March 8, 2011
 Date

Schedule A

Memorandum of Understanding

This agreement dated for reference the 22nd day of June, 2010.

Between:

University of Northern British Columbia (UNBC)

-and-

Northern Health Authority (NH)

Whereas:

1. UNBC and NH have developed strategic plans outlining their respective mission statements, values and strategic directions (see Appendices 1 and 2);
2. UNBC is committed to improving the quality of life in its region, the province, and beyond, by attaining the highest standards of undergraduate and graduate teaching, learning, and research;
3. UNBC is committed to building partnerships in order to be innovative, resourceful, and responsive to student and community needs;
4. NH is committed to improving the health of people in the North;
5. NH is committed to working in partnership with organizations that will help further their mission;
6. UNBC and NH share co-terminus service areas, with the exception of Williams Lake and area;
7. UNBC and NH are committed to establishing structures and processes that enable creativity and innovation;
8. UNBC and NH have developed a vibrant and productive working relationship that has garnered provincial and national attention (see Appendix 3).

Therefore, the parties agree as follows:

1. To execute this Memorandum of Understanding as an enabling agreement to formalize a long-standing and historical partnership.
2. To profile the partnership with regional, provincial, and national policy and funding organizations, including but not limited to the Ministry of Health Services, the Ministry of Healthy Living and Sport, the Ministry of Advanced Education, Public Health Agency of Canada, First Nations Inuit Health, Canadian Institute of Health Research, Canadian Health Services and Policy Research, Michael Smith Foundation for Health Research.

3. To seek opportunities to use a UNBC – NH partnership to further education, research, and innovation for the purpose of improving the quality of life for people who live in the North. This may include, but is not restricted to, health provider and professional education, population health research, clinical research infrastructure, Aboriginal health, information sharing and database development, and policy development.
4. To establish an *Executive Oversight Committee* that will review the key strategies underway to further the UNBC – NH partnership and will ensure regional, provincial, and national relationships are fostered with policy and funding partners.
5. To create an environment that fosters innovation in both organizations, through the development of an *Innovation and Development Commons*, which will:
 - a. Stimulate innovation and transformation in both organizations and foster innovation in health services and policy, health provider and professional education, and health research.
 - b. Improve the health outcomes of the people living in Northern B.C.
 - c. Improve the quality of health care delivery and health provider and professional education.
 - d. Create an environment that is successful in recruiting and retaining skilled personnel.
 - e. Create opportunities for collaborative research and attract related funding.
6. The *Innovation and Development Commons* will accomplish this by:
 - a. Creating a virtual and real environment for educators, researchers, physicians, health professionals, service providers, and managers to interact and develop relationships and partnerships around topics of mutual interest.
 - b. Creating a virtual and real environment to engage academics and professionals who may not traditionally have opportunity to interact for the purpose of problem-solving, designing innovative approaches to practical issues, and pursuing knowledge development or knowledge exchange opportunities.
 - c. Providing education for health professionals that qualifies for academic or continuing education credit related to quality improvement, health services research, information management and so on.
 - d. Supporting a robust knowledge exchange strategy.
 - e. Identifying researchable questions and topics relevant to health services and policy, population health, and clinical practice and expand the boundaries of research. Fostering the development of research proposals, grant applications, and implementation of research for the purpose of developing new knowledge.
 - f. Building sophisticated data interpretation and analysis capacity.
 - g. Providing a forum for graduate students to conduct research and contribute to the translation of knowledge into practice and quality improvement.
7. To establish a *Steering Committee* that will develop a 3 to 5 year strategy related to health human resource education needs and research development and will oversee the planning, development, implementation, and evaluation of the *Innovation and Development Commons* and other collaborative initiatives.
8. To identify in-kind resources and seed funding that will be committed to the initial planning and development of the *Innovation and Development Commons*, including but not limited to coordination, space, technology, education, research support and capacity development.
9. To designate a lead from each organization, through the Steering Committee, to provide leadership to the initial planning and development of the *Innovation and Development Commons*.
10. To proactively seek funding to support the partnered approach to education, research, and innovation from traditional and non-traditional funding organizations.

11. To learn from other academic and service provider organizations that have created partnerships that have successfully led to incorporating evidence into policy and practice for the purpose of improving quality and to seek opportunities to interact with such organizations for mutual learning and development.
12. To seek opportunities to broaden the partnership and to share knowledge, experiences, and expertise with other jurisdictions, nationally and internationally, with similar interests.
13. To seek opportunities to partner and share knowledge with other Northern and rural academic and service organizations focused on improving the health and wellbeing of northern and rural populations.
14. This agreement will be reviewed annually by the Executive Oversight Committee. Revisions will be mutually agreed to by both organizations and approved by the Board of Directors of NH and Board of Governors of UNBC.

Schedule B Payment

Northern Health agrees to provide \$2,500,000 to the University of Northern British Columbia to fund the development/evaluation/research of the Innovation and Development Commons as outlined in this Letter of Agreement. The funding will be provided as follows:

1. Contribute \$2,500,000 to support this initiative:
 - a. \$1,500,000 to be used towards IDC program development and physical space
 - b. \$1,000,000 to be invested and used to leverage additional funding towards the future development of the IDC
2. Use of funds will be informed by a three year work plan developed with input and approval from the IDC Steering Committee and Executive Oversight Committee.
3. This contribution is to enable the planning, resourcing, evaluation and research of/for the Innovation and Development Commons, including but not limited to:
 - a. Quality curriculum development
 - b. Training and education focused on quality improvement
 - c. Clinical site patient simulation programming for education/training and quality improvement
 - d. Education, analysis, research support and capacity development
 - e. Knowledge exchange activities among researchers, educators and clinicians that will affect quality of health/healthcare and help to further align research, education and clinical care in northern British Columbia
 - f. Specific research activities related to health systems that offer clear practical value for northern British Columbia
 - g. Optimization of learning/innovation space and technology and IDC governance/structure
 - h. Other activities as authorized by the Executive Oversight Committee
4. Will not be subject to UNBC Administration fees.
5. The University of Northern British Columbia will provide the CEO, Northern Health with a financial statement on a semiannual basis:
 - a. Mid-year report will be submitted on or before September 30 each year
 - b. Annual report will be submitted on or before March 31 each year.

UNBC/NH Partnership Steering Committee Terms of Reference

Purpose:

Provide strategic advice to the Partnership Implementation Co-Leads and the Executive Oversight Committee on the implementation, and evaluation of the University of Northern British Columbia and Northern Health Memorandum of Understanding.

Responsibilities:

1. Continue to articulate and refresh the vision for the Innovation and Development Commons (IDC) and the physical/human requirements needed for success.
2. Oversee the implementation, evaluation and further development of the 3 to 5 year Partnership strategic work plan.
3. Identify and promote the establishment of structures and processes that will support the development and implementation of a long-term education plan to address health human resource needs in the North, further develop educational capacity, capitalize on available human resources, and attract and retain students interested in health related careers.
4. Identify and promote the establishment of structures and processes that will foster research relationships and partnerships between UNBC and NH, in consultation with health and social service researchers and NH staff and physicians.
5. Identify and promote the structures and processes that will support sustained excellence in knowledge creation and knowledge mobilization in northern British Columbia.
6. Promote the enhancement of capacity, in part through the development and support of partnerships, in biomedical, clinical, population health and health services research in Northern BC.

Accountability:

The Steering Committee is accountable to the Executive Oversight Committee.

Membership:

Co Leads, Health Research Institute, UNBC (One is Partnership Implementation Co-Lead)
Vice Provost, Medicine, UNBC/Associate Dean, Northern Medical Program, UBC
Vice President Research, UNBC
Dean, College of Arts, Social, and Health Sciences, UNBC
Dean, College of Science and Management, UNBC
VP, Clinical Programs
Chief Operating Officer and Chief Nursing Officer, NH
VP, Human Resources, NH
VP, Planning, Quality, and Information Management, NH (Partnership Implementation Co-Lead)
VP, Medicine, NH
Regional Director Quality and Innovation, NH



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Secretariat:

Regional Manager, Innovation and Development Commons
Manager, Health Research Institute

Support:

The Steering Committee will be supported by the NH VP Planning, Quality and Information Management's office.

Meetings:

A minimum of once per year or more frequently as required.

Reporting:

The Steering Committee will report to the Executive Oversight Committee through the Partnership Implementation Co-Leads (Co-Lead Health Research Institute, UNBC and VP Planning, Quality, and Information Management, NH).

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Motion Number (assigned by SCS): SCSB20150519.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Jan Goodlad Memorial Scholarship be approved.

Effective Date: 2015 – 2016 Academic Year

Rationale: To activate the Jan Goodlad Memorial Scholarship for the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: May 19, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150519.03

Moved by: Erasmus

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 19, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Jan Goodlad Memorial Scholarship

Awards Guide Description/Intent: This award was established as a result of a generous estate gift received from the late Jan Goodlad, who was a regular donor to the University.

Donor: Jan Goodlad

Value: \$10,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student enrolled in the B.Ed. Program. First preference will be given to lone parents with primary custody of his/her child(ren).

Criteria: Academic excellence.

Note: This is a one time award

Effective Date: Established 2015

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office in consultation with the Chair of the School of Education



Motion Number (assigned by SCS): SCSB20150519.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Ricci Dalton Award be approved.

Effective Date: 2015 – 2016 Academic Year

Rationale: To activate the Ricci Dalton Award commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: May 19, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150519.04

Moved by: Schorcht

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 19, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Ricci Dalton Award

Awards Guide Description/Intent: This award was established in honour of long-time UNBC staff member, Ricci Dalton, who worked as a practicum Placement Coordinator and Education Advisor in the School of Education. To be awarded to a Bachelor of Education student who demonstrates a positive attitude, respect for individuality, acceptance of diversity, and dedication to the teaching profession.

Donor: UNBC School of Education and Friends of Ricci Dalton

Value: \$500

Number: Two (1 to a student enrolled in Elementary Education, 1 to a student enrolled in Secondary Education)

Award Type: Award

Eligibility: Available to full time undergraduate students enrolled in his/her second year of the Bachelor of Education Program.

Criteria: Academic Excellence and demonstrated financial need.

Note: Student must submit a reference letter from Cooperating Teacher/Practicum Supervisor/BEEd Professor.

Effective Date: Established 2015

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



Motion Number (assigned by SCSB): SCSB20150519.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Cloverdale Paint Bursary be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To revise the Cloverdale Paint Bursary commencing the 2015-2016 Academic Year with alterations to the Awards Guide Description/Intent and Award Value sections as follows:

Awards Guide Description/Intent: Cloverdale Paint is a private western Canadian company that started in Surrey, BC in 1933. The company has grown steadily opening branches and our Prince George location opened in 1986. We now operate in Saskatchewan, Alberta, BC, Manitoba, Ontario and Quebec. The owners and employees are proud to support scholarship in many Universities and Colleges in western Canada.

Value: ~~\$600~~ \$1000

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: May 19, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150519.05

Moved by: Smith

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 19, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Open

Award Name: Cloverdale Paint Bursary

Awards Guide Description/Intent: Cloverdale Paint is a private western Canadian company that started in Surrey, BC in 1933. The company has grown steadily opening branches and our Prince George location opened in 1986. We now operate in Saskatchewan, Alberta, BC, Manitoba, Ontario and Quebec. The owners and employees are proud to support scholarship in many Universities and Colleges in western Canada.

Donor: Cloverdale Paint Inc.

Value: ~~\$600~~ \$1000

Number: One

Award Type: Bursary

Eligibility: Available to a full time undergraduate student. Student must be a resident of British Columbia or Alberta. First preference will be given to students related to employees of Cloverdale Paint.

Criteria: Demonstrated financial need and demonstrated commitment to community service and career and/or entrepreneurial objectives.

Application Instructions: Fill out all sections of the Awards Application form and attach a letter outlining community service and career and/or entrepreneurial objectives.

Effective Date: Established 2001

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



SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Spectra Energy Transmission Bursaries for Aboriginal Students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To revise the Spectra Energy Transmission Bursaries commencing the 2015-2016 Academic Year with alterations to the Award Name, Donor Name, Number and Eligibility sections as follows:

Award Name: Spectra Energy ~~Transmission~~-Bursaries for Aboriginal Students

Donor: Spectra Energy ~~Transmission~~

Number: ~~Eight~~ Seven

Eligibility: Available to full time undergraduate Aboriginal students who are residents of the Northern Rockies Regional Municipality, Peace River Regional District, Regional District Fraser Fort-George, Cariboo Regional District or any municipality within those Regional Districts and who are enrolled in ~~any of the following programs: Anthropology, Biology, Chemistry, Computer Science, Geography (Minor In GIS), BSc Geography, Natural Resource Management, Commerce, Nursing or Natural Resources Planning, a degree program within the College of Science and Management.~~

Proposed By: Jennifer Hicke, Administrator – Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: May 19, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150519.06

Moved by: Smith

Seconded by: Schorcht

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 19, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Open

Award Name: Spectra Energy Transmission-Bursaries for Aboriginal Students

Awards Guide Description/Intent:

Donor: Spectra Energy Transmission

Value: \$2,500.00

Number: ~~Eight~~ Seven

Award Type: Bursary

Eligibility: Available to full time undergraduate Aboriginal students who are residents of the Northern Rockies Regional Municipality, Peace River Regional District, Regional District Fraser Fort-George, Cariboo Regional District or any municipality within those Regional Districts and who are enrolled in ~~any of the following programs: Anthropology, Biology, Chemistry, Computer Science, Geography (Minor in GIS), BSc Geography, Natural Resource Management, Commerce, Nursing or Natural Resources Planning.~~ a degree program within the College of Science and Management.

Criteria: Demonstrated financial need

Note: First preference will be given to students who are in their final year of studies.

Effective Date: Established 2008, subject to renewal on an annual basis.

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



Motion Number (assigned by SCS): SCSB20150519.08

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the dissolution of the Terms and Conditions for the NutritionLink Award be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To dissolve the NutritionLink Award commencing the 2015-2016 Academic Year. The donor has elected to withdraw funding as UNBC no longer offers courses that fit with their mission.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: May 19, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150519.08

Moved by: Schorcht

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 19, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: NutritionLink Award

Awards Guide Description/Intent: This award was established by NutritionLink to provide funding to students interested in promoting nutrition and healthy food choices.

Donor: NutritionLink

Value: \$500

Number: One

Award Type: Award

Eligibility: Available to a full or part time undergraduate student enrolled in one or more of the following courses: NURS 206-3, HHSC 311-3, ANTH 311-3 or FNST 282-3. First preference will be given to a student whose interest is promoting nutrition in First Nations communities in BC. Second preference will be given to a student whose interest is promoting nutrition in rural communities in BC.

Criteria: Demonstrated financial need and satisfactory academic standing.

Conditions: Students must complete a 500 word essay outlining their interest and aptitude for nutrition or nutrition education. NutritionLink may choose to publish the winning essay in their newsletter.

Effective Date: Established 2012

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

Motion Number (assigned by
Steering Committee of Senate): S-201508.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to approve the Memorandum of Understanding between the University of Northern British Columbia (UNBC), Tahltan Central Council (TCC), Northern Lights College, and Northwest Community College to support the TahltanWorks strategy be approved as proposed

UNBC Continuing Studies has been working with Tahltan Central Council (TCC), Northern Lights College (NLC), and Northwest Community College (NWCC) to plan and provide training needs identified by the Tahltan Works Strategy.). Initially TCC asked NWCC and NLC to sign a MOU, committing to a productive working relationship in their efforts.

UNBC has also been asked to be part of the MOU. The Continuing Studies department would like to present the MOU to SCAAF to have it moved forward for approval at Senate. This will allow all parties to proceed with providing training as identified by the Tahltan Works Strategy (background information attached).

Effective Date: September 2015

Rationale:

UNBC Continuing Studies has been working with Tahltan Central Council (TCC), Northern Lights College (NLC), and Northwest Community College (NWCC) to plan and provide training needs identified by the Tahltan Works Strategy (background information attached). Initially TCC asked NWCC and NLC to sign a MOU, committing to a productive working relationship in their efforts. TCC then asked UNBC to be a part of the MOU, prior to moving forward with training.

TCC is keen to finalize the attached MOU. Continuing Studies submitted the MOU to the Senate Committee on First Nations and Aboriginal Peoples (SCFNAP), where it was proposed that the MOU be presented for feedback to College Councils and then presented at SCAAF with a motion to proceed to Senate for approval. The MOU was presented to College Councils in May and June; no feedback was offered.

Motion proposed by: Lisa Haslett

Academic Program: UNBC Continuing Studies

Implications for Other Programs / Faculties? None

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 3 pages

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY

1952

Memorandum of Understanding

Between

Tahltan Central Council (TCC)
and
University of Northern British Columbia (UNBC)
and
Northern Lights College
and
Northwest Community College

This Memorandum of Understanding (MOU) sets for the terms and understanding between the TCC, UNBC, Northern Lights College, and Northwest Community College to support the *TahltanWorks* strategy and commit to a productive working relationship, with the goal of ensuring education programs are delivered in the Stikine region to meet the education and training needs of the Tahltan.

Background

- There are approximately 500 Tahltans working in the exploration and construction phases of several projects, principally the Red Chris mine, Northwest Transmission Line and AltaGas projects. The TahltanWorks strategy seeks to enable these Tahltans and others to maintain or take on employment with these projects as they shift into operation phases, offering career opportunities with better stability and pay. With an underlying goal of supporting the long-term social and economic well being of the Tahltan community, the strategy will also prepare Tahltans for careers in fields including health, education and local government.
- For Tahltans, shifting from being job-focused to being career-focused requires education and training to meet regional industry demand for skilled labour. The TahltanWorks strategy will invest in human capital to develop a highly skilled and marketable work force. The strategy will bring economic returns to the region and the province as a whole by enhancing and developing the skills of the local labour supply to support mining and energy projects, as well as spin off and support industries, for the long term. Key to the strategy's success is the delivery of accessible, high-quality education and training that enables Tahltans' meaningful participation in the BC economy; something that will not be possible without the cooperation of northern BC education providers (UNBC, Northern Lights College, and Northwest Community College).

Purpose

This MOU will advance one of the key goals of the *TahltanWorks* strategy, namely:

To offer local career-focused education and training programs and services, which generate opportunities and facilitate access to long-term jobs for Tahltan people.

The above goal will be accomplished by the partners involved in this agreement as they work according to the following principles:

- There should be open and transparent communication between education providers and the TCC with regards to education and training delivery related to the *TahltanWorks* strategy.
- Irrespective of jurisdiction, the education provider with the highest capacity to meet specified needs ought to work with the TCC to deliver services on a program-by-program basis.
- Realizing that their cooperation is critical to the realization of the goals of the *TahltanWorks* strategy and the BC Jobs Plan, Northern Lights College and Northwest Community College will cooperate on the delivery of programming and infrastructure needed for that delivery in the Stikine region.
- All parties to this MOU should strive to maintain and develop positive relationships with other *TahltanWorks* strategy partners including the *TahltanWorks* team, the Iskut Band, the Tahltan Band, School District 87, the Industry Training Authority, and the Tahltan Nation Development Corporation.
- The TCC should continually develop partnerships that will facilitate education and training in the Stikine region, including those related to apprenticeships, space and other resources.

Funding

This MOU is not a commitment of funds.

Duration

This MOU may be modified by mutual consent of authorized officials from the TCC, UNBC, Northern Lights College, and Northwest Community College. This MOU shall become effective upon signature by the authorized officials from the TCC, UNBC, Northern Lights College, and Northwest Community College and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the TCC, UNBC, Northern Lights College, and the Northwest Community College this MOU shall end on January 1st 2017.

Contact Information

Tahltan Central Council
 Chad Day
 President
 250-771-3274
 president@tahltan.org

University of Northern British Columbia
 (Partner representative)
 (Position)
 (Telephone)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both manual and automated processes. The goal is to ensure that the data is as accurate and reliable as possible.

The third part of the document provides a detailed breakdown of the results. It shows how the data was processed and what insights were gained from the analysis. This section is crucial for understanding the overall findings of the study.

The following table summarizes the key findings of the study. It shows the distribution of data across different categories and highlights the most significant trends.

Category	Value	Percentage
Category A	120	15%
Category B	180	22%
Category C	250	31%
Category D	300	37%
Category E	150	19%

The data indicates a clear upward trend in the number of transactions over the period studied. This suggests that the system is being used more extensively than in previous years.

The analysis also revealed that there are significant differences in the way different departments use the system. Some departments are more active than others, which could be due to a variety of factors.

One of the main challenges identified during the study was the lack of standardized data entry procedures. This led to inconsistencies in the data that were collected. To address this issue, it is recommended that a set of standard procedures be developed and implemented across all departments.

Another challenge was the limited availability of resources. This made it difficult to conduct a more in-depth analysis of the data. However, despite these limitations, the study was able to provide valuable insights into the current state of the system.

In conclusion, the study has shown that the system is being used more and more over time. This is a positive sign, but it also highlights the need for better data management practices.

The findings suggest that there is a need for more training and support for users. This will help to ensure that the system is being used correctly and that the data being collected is accurate.

Finally, it is important to continue to monitor the system and its usage. This will allow us to identify any new issues or trends that may arise. By staying on top of the data, we can ensure that the system remains effective and efficient.

(E-mail)

Northern Lights College
(Partner representative)
(Position)
(Telephone)
(E-mail)

Northwest Community College
Gerry Gauthier
VP Education
250-638-5471
ggauthier@nwcc.bc.ca

_____ Date:
(Partner signature)
(Partner name, organization, position)

_____ Date:
(Partner signature)
Dr. Daniel Weeks,
University of northern British Columbia
President & Vice Chancellor

_____ Date:
(Partner signature)
(Partner name, organization, position)

_____ Date:
Gerry Gauthier
Northwest Community College
VP Education

Motion Number (assigned by
Steering Committee of Senate): S-201509.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the revised language for the approved 1+1 Master of Science Degree with Wenzhou University and UNBC be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The 1+1 Master of Science Program under the MSc NRES (Environmental Science) Degree is a formal agreement that was approved by Senate Motion No.2-201206.04 in June 2012. During an inventory of the International Exchange Agreements early in 2015, language was discovered that in the Agreement of Cooperation with Wenzhou University on a 1+1 Master of Science Program that puts UNBC at risk due to a change in Citizenship and Immigration Canada (CIC) laws. The motion for the revised language was approved by Senate (S-201506.31) on June, 24, 2015. After the agreement was approved and signed, the International Education department was asked to submit a further revision of the document according to the Graduate Programs webpage. Please refer to the highlighted sections in the attached agreement for the revised language.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a


Implications for Other Programs / Faculties? None

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 7 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING	
Brief Summary of Committee Debate:	
Motion No.:	SCAAF201509.04
Moved by:	B. Owen Seconded by: M. Dale
Committee Decision:	CARRIED.
Approved by SCAAF:	
Date	<u>September 2, 2015</u> Date Chair's Signature
For recommendation to <input checked="" type="checkbox"/> , or information of _____ Senate.	

**Agreement of Cooperation on
1+1 Master of Science Program
Between
University of Northern British Columbia, Canada
And
Wenzhou University, China**

This agreement is between Wenzhou University (hereinafter referred to as WZU) and University of Northern British Columbia (hereinafter referred to as UNBC) on the basis of the mutual benefit principle, the recognition of equality for each other and the mutual trust in the mutual recognition of academic credits.

I. Objectives

The objective of this cooperative agreement is to establish an international partnership to provide graduate study opportunities in Canada for the undergraduate students legally registered in WZU through joint efforts of both parties so as to make a greater contribution to the future development of China and to the development of economic understanding, business relations and cultural exchange between China and Canada.

II. Name of Cooperative Program

1+1 Master of Science Program in Natural Resources and Environmental Studies (NRES) (Environmental Science): A two-year program in which students study at UNBC for one school year (i.e., three semesters) and then transfer to WZU to study for one year for a master's degree.

III. Description of the Program

In this program, students may be required to take advanced English training that will not be counted in the typical 4-year undergraduate and 2-year graduate systems. Students are eligible to apply for admission to Graduate Studies at UNBC while completing their last year of study in a bachelor's degree at WZU. Students need to satisfy all graduation requirements as specified by UNBC before obtaining the intended master's degree and shall abide by University policies and regulations, as well as Canadian laws and regulations, when studying in Canada. Major details of the program are presented as follows:

- Students selected for this program shall finish the first year of graduate study at UNBC and the second year of study at WZU.
- Degree completion may take longer than two (2) years, depending on the ability of students to complete their studies and the nature of a selected thesis topic.
- UNBC will confer to successful students a Master's Degree upon their successful completion of the graduate program of study, including meeting the grade point average requirement for the degree as specified by UNBC.

IV. Majors or Academic Fields Involved

This agreement covers the M.Sc. program in Natural Resources and Environmental Studies (NRES) (Environmental Science) as agreed between the two universities.

V. Requirements of UNBC Admissions and Regulations

Policy 1:

WZU students may apply for admission to UNBC in their last year of undergraduate study at WZU. Applicants must provide evidence of their knowledge and ability for the studies that they plan to pursue at UNBC. A grade point average of at least 3.00 (or equivalent to 80%) in the work of the last 60 credit hours leading to the bachelor's degree is required for entry. Admission to the program will be based on a student's academic ability and the availability of an appropriate supervisor at UNBC.

Policy 2:

The application package to UNBC for each student must contain:

- an application for admission form to the MSc NRES at UNBC¹,
 - students will need to indicate in their application documents that they are applying for the 1+1 Master of Science program.
- one recommendation letter issued by WZU to replace the three required reference/assessment reports,
- one official transcript issued by WZU,
- a personal statement of academic interests (1-2 pages),
- the UNBC Graduate Student Funding Information Sheet²,
- the graduate studies application fee.

Policy 3:

Each applicant must meet the UNBC English Language Requirement.

Policy 4:

Each successful applicant entering the program will have a co-supervisor at UNBC and a co-supervisor at WZU. The supervisory committee consists of the two co-supervisors and one additional UNBC faculty member, and is chaired by the co-supervisor at UNBC. The committee is formed by the end of the first semester of study at UNBC.

Policy 5:

Students must meet the minimum residency requirement of the program at UNBC as per the current calendar. Each student entering the program will complete the first year of study at UNBC, and the second year of study at WZU. Due to the nature of the thesis topic a student selects, the program of study may last more than two years. Students may elect to come back to UNBC to finish their theses in the third year if required.

¹ (http://www.unbc.ca/graduateprograms/programs/nres_msc.html)

² (http://www.unbc.ca/assets/csam/forms/funding_form.pdf)

Policy 6:

The Master of Science program requires students to complete five courses (15 credits, including two core courses and three elective courses) and a MSc thesis (12 credits). It is recommended that students take the two required core courses and two elective courses during the first year at UNBC. Students are also expected to work out a thesis proposal in their first year at UNBC. Students will transfer to WZU to complete their second year of study. It is recommended that students take one elective course at WZU (see section VI.1.C) and conduct active research leading to a MSc thesis.

Policy 7:

The Master of Science program requires a final oral examination in English. Students may proceed to an oral examination when the supervisory committee is satisfied that the thesis represents an examinable document for the degree requirements.³ The Dean of Graduate Programs (or designate) from UNBC will act as Chair at the final oral examination. The location of the final oral examination can be at UNBC or WZU, but will be determined based on a student's preference and the availability of the examination committee members to travel to the examination campus. in accordance with the UNBC regulations and procedures regarding the organization of a defense.

Policy 8:

Credits for courses taken at WZU may be acceptable for transfer to UNBC, depending on the extent to which the WZU curriculum matches the curriculum at UNBC for a particular course.

Policy 9:

Students who violate any university regulations or standards of conduct may be subject to penalty as stipulated in the UNBC General Graduate Regulations and Policies.

VI. Responsibilities for WZU and UNBC

1. Responsibilities of WZU

A. Recruitment of students

WZU is responsible for recruiting qualified students to be considered for the 1+1 Master of Science Program, and will provide a recommendation letter for qualified applicants for admission to UNBC. WZU will also help students identify a co-supervisor at WZU.

B. English language teaching

WZU will design and provide an effective English curriculum that helps potential partnership students learn English and meet language requirements set forth by UNBC. The English curriculum will develop skills in reading, writing, listening and speaking university-level English.

C. Elective course teaching

WZU will develop at least one elective course that will be available for students when they return to WZU in the second year of the degree program. The contents of the elective course should be agreed upon by UNBC so that the credits can be transferred to the degree requirements.

³ Please refer to the UNBC Graduate Programs webpage: <http://www.unbc.ca/calendar/graduate>.

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D. Collection of tuition and fees

WZU will collect tuition and fees from students in the partnership program while they are studying in China for their second year of study in accordance with the standards set up by Chinese educational or political authorities. The tuition and fees collected in China are WZU's property.

E. Provision of student services

WZU will provide students with services that assist with their studies and daily life on the campus of WZU. During the transition period, when students begin to transfer from China to Canada, WZU will offer assistance in preparing application for admission to UNBC, transcripts, course descriptions, health forms, evaluations of students' academics, and visa applications.

2. Responsibilities of UNBC

A. Assistance in admission to the program

UNBC will offer students from WZU assistance in their applications for admission to the UNBC graduate program, including issuing admission letters to qualified students in a timely manner. UNBC will also help students identify a co-supervisor at UNBC.

B. Assistance in credit transfer

UNBC will recognize and accept credits for those courses from WZU that are equivalent to the UNBC curricula. In the process of credit transfer, UNBC will provide academic advice and guidance throughout the process.

C. Issuance of academic certification

UNBC will grant WZU students with the degree "Master of Science in Natural Resources and Environmental Studies" upon their successful fulfillment of academic requirements. Degree credentials issued to qualified WZU students will be the same as those issued to regular UNBC students within the same program.

D. English language training

Additional advanced English language training, if required, may be available to students at UNBC for additional fees.

E. Collection of tuition and fees

Students are responsible for paying all applicable tuition and fees while they are studying in Canada in accordance with the standards that apply to Canadian students on the UNBC campus. Students in the partnership program must pay UNBC a continuing student registration fee in order to maintain their graduate student status at UNBC for their second year of study at WZU and any time period beyond two years. The tuition and fees collected in Canada are the property of UNBC.

F. Student services

WZU students studying at UNBC are eligible for services available to other students at UNBC. WZU students may apply to reside in on-campus housing, and may access other campus facilities.

VII. Resolution of Conflicts

Both WZU and UNBC agree that disputes or conflicts that arise in the process of implementation are to be resolved through friendly talks and patient negotiations.

VIII. Additional Documents and Agreements

This agreement may be supplemented by additional documents providing specific details regarding this agreement.

IX. Term of Agreement

This agreement takes effect the day when it is signed by representatives of both sides and expires in five years thereafter.

X. Termination of Agreement

If one party intends to terminate this agreement, the party should inform the other party, in a written form of this decision six months in advance. Meanwhile, both parties should fulfill the responsibilities to current students within the program.

XI. Others

This agreement is in quadruplicate, and both parties will hold two original copies with one in English and one in Chinese.

Dr. Wei Xue
Vice President, International
Wenzhou University

Dr. Daniel Weeks
President & Vice Chancellor
University of Northern British Columbia

Date: _____

Date: _____

Motion Number (assigned by
Steering Committee of Senate): S-201509.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to approve the Memorandum of Understanding between the University of Northern British Columbia and the University of Teacher Education Lucerne, Switzerland be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The University of Teacher Education Lucerne, Switzerland would like to develop an academic Exchange Program with UNBC primarily for exchanging Education undergraduate students and faculty within the Education department. The school is bilingual in English and German and it has a number of courses offered in English for our students. This Memorandum of Understanding is the first step towards developing this agreement.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 5 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201509.11

Moved by: T. Whitcombe

Seconded by: M. Dale

Committee Decision: CARRIED.

Approved by SCAAF: September 2, 2015
Date


Chair's Signature

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

**MEMORANDUM OF UNDERSTANDING ("Agreement")
BY AND BETWEEN
UNIVERSITY OF NORTHERN BRITISH COLUMBIA ("UNBC")
AND
UNIVERSITY OF TEACHER EDUCATION LUCERNE ("UTE LUCERNE")**

This Memorandum of Understanding is entered into and effective when fully signed by both parties. The University of Northern British Columbia in Prince George, BC, Canada ("UNBC") and University of Teacher Education Lucerne ("UTE Lucerne"), Switzerland, agree to enter to this Agreement concerning the mutual cooperation to explore development of an academic exchange program between UNBC and UTE LUCERNE. This Agreement shall confirm that UNBC and UTE LUCERNE agree to the following:

UNBC and UTE LUCERNE agree that they will encourage contact and cooperation between their own faculty members, departments and to enter into working relationships with one another, subject to the following provisions.

I. OBJECTIVES

- a. To explore cooperative arrangements (both students and faculty) from each institution;
- b. All agreed upon cooperative arrangements and joint activities will require a separate written agreement signed by both parties. Such activities may include but are not limited to activities as provided in this Agreement.
- c. The conduct of joint activities, the conditions for utilizing the results achieved, and arrangements for specific visits and exchanges as well as other forms of co-operation will be agreed upon for each specific case.

II. INSTITUTIONAL PROFILE

- a. Both institutions affirm that they are vested by their respective governing boards and accreditation agencies and authorities with different missions or at different levels to educate its citizens but with a common interest in education.
- b. Both institutions grant respective authority to promote each other's institutional profile, name, brand, etc. within their primary educational market. They must undertake the promotion of the education and training services of each other in a professional manner, and maintain the integrity and reputation of the partner institution and the respective national educational system. In particular, all materials used by the partner university to promote the other partner must:
 - i. be provided by the owning institution to the partner university for promotional purposes; or

- ii. be approved in advance in writing by the owning institution prior to distribution.

III. STUDENT EXCHANGES

- a. Both institutions agree to explore cooperative arrangements and joint activities which promote a mutual understanding through respective educational programs for undergraduate and graduate students.
- b. Both parties agree to explore individualized and targeted student exchange programs on the basis of their existing study programs.

IV. FACULTY EXCHANGES

- a. Both parties agree to explore cooperative and joint activities which include, but are not limited to the promotion of an exchange of faculty members and scholars for research, study, lectures, talks, conferences, symposia and sharing experiences.
- b. Each party agrees to encourage its faculty members to participate in faculty exchange programs in teaching and research with the other institution.

V. CAPACITY AND RESPONSIBILITIES

- a. It is agreed that UTE LUCERNE, its agents and/or employees are solely responsible for their own actions and have no relationship to UNBC as partners, joint ventures, employers, employees or agents. It is agreed that UNBC, its agents and/or employees are solely responsible for their own actions and have no relationship to UTE LUCERNE as partners, joint ventures, employers, employees or agents.
- b. Neither party shall have the authority to enter into any contract or agreement to bind the other party and shall not represent to anyone that they have such authority.
- c. UNBC and UTE LUCERNE agree that they will not be in breach of any agreement with a third party by entering into this Agreement.
- d. UNBC and UTE LUCERNE agree that all financial arrangements will have to be negotiated and will depend on the availability of funds. All cooperative arrangements and joint activities involving any financial arrangements shall require a separate written agreement signed by both parties.

VI. ASSIGNMENT

Neither party shall assign, or transfer any rights or obligations under this agreement without the prior written consent of the other party.

VII. TERM

This Agreement will be effective from the date of signature for an initial period of five years. The parties may agree to review it for the purpose of extending it. This Agreement may be terminated by either party upon written notification to the other party of not less than 30 days. Any termination must take into account existing faculty or student endeavors. Changes will not become effective with respect to student or faculty then participating in existing endeavors.

VIII. DATA PRIVACY

The UTE LUCERNE and UNBC must comply with the Freedom of Information and Protection of Privacy Act, as well as laws of Swiss Confederation, as it applies to all access and protection of personal data. In the event that either party receives a request to release the data referred to in this clause, the party must immediately notify the other party, who, will give the party instructions concerning the release of the data to the requesting party before the data is released.

IX. FORCE MAJEURE

- a. In the event that either party is delayed in performing its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from such delay of performance.
- b. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, or governmental agency or authority.

X. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties and no other oral or written agreement shall be binding or obligating upon the parties. This Agreement supersedes all prior agreements, contracts and understandings whether written or otherwise between the parties relating to the subject matter of this Agreement. All changes to this Agreement must be in writing, signed by both parties.

XI. GOVERNING LAW/JURISDICTION

- a. This Agreement and all matters arising hereunder will be governed by and construed in accordance with the laws of the Canton of Lucerne in Switzerland and of British Columbia, Canada
- b. In case that there is any conflict regarding or related to this Agreement, the two Parties should handle it by consultation first.
- c. Any unlawful provisions in this Agreement shall be deemed to be of no effect, and shall, be stricken from this Agreement upon the application of either Party.

XII. PUBLICITY

Any promotion or publicity given the program or services provided under the Contract, including, but not limited to, use of the name or logo of UNBC and UTE LUCERNE, shall be approved in advance by UNBC and UTE LUCERNE's authorized representatives.

XIII. AUTHORIZED REPRESENTATIVES

All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

UNBC's authorized representative for the purpose of administration of this agreement is:

Name: Sylvester Chen, Director of International Education
Address: 3333 University Way, Prince George, BC, V2N 4Z9
Telephone: 1-250-960-5361
E-Mail: sylvester.chen@unbc.ca
Fax: 1-250-960-5120

UTE LUCERNE's authorized representative for the purpose of administration of this contract is:

Name: Hans-Rudolf Schärer, Rector
Address: Box 7660, Pfistergasse 20, CH-6000 Luzern 7
Telephone: +41 41 228 52 10
E-Mail: hans-rudolf.schaerer@phz.ch
Fax: +41 41 228 79 18

XIV. NON DISCRIMINATION

It is understood that UTE LUCERNE and UNBC subscribe to the principle of equal opportunity and each party recognizes that it is the policy of the UNBC to prohibit

discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The UTE LUCERNE agrees to adhere to this policy in implementing this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**UNIVERSITY OF NORTHERN
BRITISH COLUMBIA**

**UNIVERSITY of TEACHER
EDUCATION LUCERNE**

Dr. Daniel Weeks, President & Vice-Chancellor

Hans-Rudolf Schärer, Rector

By: _____

By: _____

Date: _____, 2015

Date: _____, 2015



Motion Number (assigned by SCSB): SCSB20150519.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Miriam Matejova Award be approved.

Effective Date: 2015 – 2016 Academic year

Rationale: To revise the Miriam Matejova Award commencing the 2015-2016 Academic Year with alterations to the Eligibility section as follows:

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: June 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The motion was forwarded to the August 26, 2015 SCSB Meeting as further clarification was required from the donor. The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150519.07

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Miriam Matejova Award

Awards Guide Description/Intent: Miriam Matejova is a UNBC alumna with an Honours degree in International Studies (2009). As a permanent resident of Canada with no prior Canadian schooling, she had difficulties receiving funding in the first year of her studies – despite her high academic achievements outside of Canada. Since then, she has received many academic and leadership awards from UNBC and wishes to help someone who may be in a similar situation achieve his/her dreams.

Donor: Miriam Matejova and Don Munton

Value: approx. \$1700

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a permanent resident or naturalized Canadian citizen who has completed high school or other secondary school outside of Canada and the United States. Recipient must not have commenced any schooling in Canada or the United States prior to UNBC, including elementary or secondary, and who is starting his/her first Canadian degree at UNBC. First preference will be given to a student enrolled in the Global and International Studies Program. Second preference will be given to a female student. ~~or a student enrolled in the International Studies Program, or a student who is a new post-secondary student.~~

Criteria: Academic excellence and demonstrated financial need.

Conditions: Upon acceptance of the award, the recipient must write a creative letter/story (minimum 1 page) describing why he/she came to Canada (and where from) and why he/she selected UNBC and the particular program he/she is enrolled in. The letter should also include the recipient's future plans, hopes and dreams.

Effective Date: Established 2012

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



Motion Number (assigned by SCSB): SCSB20150826.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the definition of the adjudication process and criteria (including eligibility, selection criteria, and tiebreaker information) for the Governor General's Gold Medal for graduate students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: The attached documents are intended to outline in more detail the adjudication process for the above. There have been multiple questions relating to the adjudication process and what information is considered by the review committee. The attached documents clarify the process, will be included in GGGM calls for applications to all UNBC graduate programs, and will be given to all GGGM review committee members each spring.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: July 14, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.03

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 4 Pages

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

Governor General Gold Medal

Eligibility

1. Every graduate program will normally make one nomination for the Gold Medal
2. The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS.
3. Graduation GPA should normally be above 4.10.
Note: The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).

Committee

The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.

Selection Criteria

The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'
2. The quality of the project, thesis, or dissertation and the significance of the results.
3. The quantity and quality of publications and/or awards and/or conference presentations accrued during the nominee's time as a registered graduate student at UNBC in the degree program for which s/he is being nominated.

The GGGM Review Committee will also consider/request the following information:

1. The decision of the oral examination and a list of the revisions required by the examining committee.
2. An evaluation by the external examiner, if available.
3. An independent review of the significance of the research.
4. The time taken to complete the graduate program.

Note: The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

Tiebreaker:

In the event of a tie, the deciding vote will be that of:

1. The appropriate Dean of the College if the tied students are from the same College;
2. The Dean of Graduate Programs as Chair of the review committee.

Detailed Award Information

Award Detail Information

Name:	Governor General's Gold Medal
Description:	
Type:	Graduate Awards
Selection Process:	Selection is made by the Graduate Programs Office
Application Method:	No application required
Apply To:	
Award Criteria:	<p>Donor: The Governor General of Canada Value: Gold medal Number: One Eligibility: Awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program. Selection Criteria: 1. Student's academic record during the degree program. 2. Evaluation of the student's thesis by faculty.</p> <p>In the event of a tie, the committee will consider any additional research that the students may have conducted beyond the thesis and the integrity of the student's program (e.g. number of course withdrawals, incompletes, etc.). Note: Selection of the recipient will be made by a committee chaired by the Dean of Graduate Programs. Established 1996</p>
Accept Applications?:	No
Application Requires Additional Documentation?:	

Detailed Award Information (with changes)

Award Detail Information

Name:	Governor General's Gold Medal
Description:	The Governor General of Canada Gold Medal is awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program.
Type:	Graduate Awards
Selection Process:	Selection is made by the Graduate Programs Office
Application Method:	No application required
Apply To:	
Award Criteria:	<p>Donor: The Governor General of Canada Value: Gold medal Number: One Eligibility: Awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program.</p> <ol style="list-style-type: none">1. Every graduate program will normally make one nomination for the Gold Medal2. The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS3. Graduation GPA should normally be above 4.10. Note: The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree). <p>Selection Committee: The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.</p> <p>Selection Criteria: 1. Student's academic record during the degree program. 2. Evaluation of the student's thesis by faculty. The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:</p> <ol style="list-style-type: none">1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'2. The quality of the project, thesis, or dissertation and the significance of the results.

3. The quantity and quality of publications and/or awards and/or conference presentations accrued during the nominee's time as a registered graduate student at UNBC in the degree program for which s/he is being nominated.

The GGM Review Committee will also consider/request the following information:

1. The decision of the oral examination and a list of the revisions required by the examining committee.
2. An evaluation by the external examiner, if available.
3. An independent review of the significance of the research.
4. The time taken to complete the graduate program.

Note: The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

~~In the event of a tie, the committee will consider any additional research that the students may have conducted beyond the thesis and the integrity of the student's program (e.g. number of course withdrawals, incompletes, etc.).~~

Tiebreaker:

In the event of a tie, the deciding vote will be that of:

1. The appropriate Dean of the College if the tied students are from the same College.
2. The Dean of Graduate Programs as Chair of the selection committee.

~~Note: Selection of the recipient will be made by a committee chaired by the Dean of Graduate Programs. Established 1996.~~

Accept Applications?: No

**Application Requires
Additional
Documentation?:**



Motion Number (assigned by SCS): SCSB20150826.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the terms and conditions for the new Master of Engineering in Integrated Wood Design Program Scholarships be approved.

Effective Date: 2015-2016 Academic Year

Rationale: The first cohort of students for the MEng in Integrated Wood Design will be enrolled in January 2016 and approval is sought to implement scholarships which will contribute towards the costs of their tuition. Valued at either \$5,000.00, \$10,000.00 or 15,000.00 each, all students who enroll in each of the first three cohorts of the program (which equates to the first three years) are eligible to apply once at the time of application.

Year	Number of \$15,000 Scholarships	Number of \$10,000 Scholarships	Number of \$5,000 Scholarships	Total Cost
1	5	5	0	\$125,000.00
2	5	5	0	\$125,000.00
3	2	5	5	\$105,000.00

Consideration will be based on academic proficiency or a minimum acceptable level of industrial/business/professional experience. Students must remain in satisfactory academic standing to maintain the scholarship for all three semesters of the program. Funding for these scholarships will come from the Dean of Graduate Programs General Scholarships budget.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: August 17, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.04

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date


Chair's Signature

For information of Senate.

Award Detail Information

Award Name: Master of Engineering in Integrated Wood Design Program Scholarship

Donor: Dean of Graduate Programs

Value: \$5,000.00, \$10,000.00 or \$15,000.00 towards the total cost of tuition for the MEng in Integrated Wood Design Program.

Eligibility: Available to full-time students entering the MEng in Integrated Wood Design Master's program. Students must remain in satisfactory academic standing to maintain the scholarship.

Criteria: Academic proficiency or a minimum acceptable level of industrial /business /professional experience

Application Instructions: Applicants to the program must indicate at the time of application that they wish to be considered for a scholarship.

Note: The scholarships will be administered by the Office of Graduate Programs.

Recipient Selection: The recipients of the scholarships will be determined by a committee chaired by the Dean of Graduate Programs and comprising the Dean of CSAM, the Chair of the MEng Integrated Wood Design Program, and two additional members appointed by the Dean of Graduate Programs with expertise in Integrated Wood Design.

Effective: January 2016, January 2017, January 2018 Program Entries.



Motion Number (assigned by SCS): SCSB20150826.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Prince George Women's Soccer Association Award be approved.

Effective Date: 2015 – 2016 Academic Year

Rationale: To activate the Prince George Women's Soccer Association Award commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: June 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.05

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Prince George Women's Soccer Association Award

Awards Guide Description/Intent: The donor wishes to support athletes on the UNBC women's varsity soccer team.

Donor: Prince George Women's Soccer Association

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full time student who is a member in good standing of the women's varsity soccer team; attends regular training; and represents the team and school in a professional manner, as determined by the varsity coach.

Criteria: Satisfactory academic standing.

Conditions: Student is unable to receive this award more than once.

Effective Date: Established 2015

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC women's soccer coach.



Motion Number (assigned by SCS): SCSB20150826.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Earl Johnson Memorial Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Earl Johnson Memorial Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: June 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.06

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Earl Johnson Memorial Scholarship

Awards Guide Description/Intent: Miriam Wolfe has established this award in memory of her brother, Earl Johnson. Their relationship with UNBC began in the late 80s as a result of a chance meeting during their summer drive from Oregon to Alaska. She and Earl were having lunch in Prince George and were "accosted" by a group of young people screaming "only five dollars, please, only five dollars". After receiving an explanation of the request, Earl and Miriam were pleased to discover they were playing a part in the birth of UNBC. Twenty-five years later Miriam and Earl, long-time donors, are included as two of the founding '16,000' who signed the petition that made UNBC a reality.

Donor: Miriam L. Wolfe

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student.

Criteria: Academic excellence.

Effective Date: Endowed 2016

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



Motion Number (assigned by SCS): SCSB20150826.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Tom Dennett Memorial Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Tom Dennett Memorial Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: August 26, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.07

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Tom Dennett Memorial Scholarship

Awards Guide Description/Intent: This scholarship was established in memory of a teacher, mentor, and friend who inspired many students to go on to study science.

Donor: Todd Whitcombe

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time undergraduate student who has transferred to UNBC from Langara College and is enrolled in any science program. First preference will be given to students enrolled in Chemistry, Biochemistry and Environmental Science.

Criteria: Academic excellence

Effective Date: Endowed 2015

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



Motion Number (assigned by SCS): SCSB20150826.08

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the dissolution of the Terms and Conditions for the Northern Capital Sports Society Award be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To dissolve the Northern Capital Sports Society Award commencing the 2015-2016 Academic Year. The donor organization no longer exists.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: August 26, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.08

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 3 Pages

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

Northern Capital Sports Society Award

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**University Advancement
October 2009**



**Terms and Conditions for the
Northern Capital Sports Society Award
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to establish the Northern Capital Sports Society Award with the Northern Capital Sports Society. This document outlines the terms and conditions for establishing the Northern Capital Sports Society Award at the University of Northern British Columbia.

CALENDAR INFORMATION:

Award Category: Open

Award Name: Northern Capital Sports Society Award

Calendar Description/Intent:

Donor: Northern Capital Sports Society

Value: minimum of \$1,000

Number: minimum of Four

Placement in which Calendar: Undergraduate

Award Type: Award

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

Criteria: Satisfactory academic standing.

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

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

Effective Date: Established 2009

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

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

The Northern Capital Sports Society will:

- Provide the award funds in the amount of \$7,000 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award(s). This provides UNBC time to withdraw advertising of the award(s) in the Academic Calendar for the upcoming new year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the Donor(s) in the year the University receives the donations.
- Promote and advertise the Northern Capital Sports Society Award in all appropriate external and internal publications.

Northern Capital Sports Society Award

- Encourage students receiving the award to contact the donor(s) and thank them for their support.
- Provide an annual update on the student recipient(s) by the University President or designate.
- Provide recognition to Northern Capital Sports Society as outlined in the Donor Recognition Brochure (http://www.unbc.ca/giving/recognition_programs.html).
- Make arrangements to re-distribute the funds in the event that the original recipient(s) become ineligible after the first instalment.

Representatives of the Northern Capital Sports Society and the University may meet from time to time to review the terms of this agreement to ensure both parties continue to be satisfied with the partnership. It is understood that the funds of the donation were obtained in a rightful manner and are otherwise unencumbered.

The agreement will commence upon signing of the document. Signed in agreement on behalf of:

Gale E. Russell
Northern Capital Sports Society

George Iwama, President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of _____:

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:
Financial Aid and Awards Office
Manager of Treasury Services
Office of University Advancement (2)

First award available in the September semester of 2009



Motion Number (assigned by SCS): SCSB20150826.10

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the definition of the adjudication process for Academic Distinction for graduate students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To outline in more detail the adjudication process for the above.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: July 14, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.10

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

Academic Distinction

Introduction (UNBC Graduate Calendar Regulation 17)

Each year a very small number of students will be graduated with Distinction. Selection criteria take into account the student's overall academic record and, as appropriate, the quality of the thesis; and are applied by a Dean's Committee on Graduate Honours chaired by the Dean of Graduate Programs. Students do not apply for graduation with distinction.

Eligibility

1. In any one year, all graduate students who have degrees conferred at convocation.
2. Graduation GPA should normally be above 4.10.

Note The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).

Committee

The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.

Selection Criteria

The nomination from the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'
2. The decision of the oral examination and a list of the revisions required by the examining committee.
3. The time taken to complete the graduate program.

Number of Awards

There are normally around 15 awards of academic distinction each year.



Motion Number (assigned by SCS): SCSB20150826.11

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the payment installments for the Doctoral Dissertation Completion Award be amended such that the total award is \$6,000, with \$4,000 paid during the award tenure and the remaining \$2,000 after successful dissertation completion and defense (as underlined in the attached documents).

Effective Date: August 26, 2015.

Rationale: To better encourage completion within two semesters of the start date of the award. Tying the new payment structure to completion also automatically removes the need for an exceptional application procedure as students may complete in the semester immediately after that for which the award is granted and still receive the remaining \$2,000 allotment.

Proposed by: Kevin D. Smith, Dean of Graduate Programs

Development contact: Kevin D. Smith, Dean of Graduate Programs

Faculty / Academic Department: Office of Graduate Programs

Date: July 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.11

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.



UNBC Graduate Programs

Office of Graduate Programs
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Phone: (250) 960-5244 Facsimile: (250) 960-5362
Web: www.unbc.ca/graduateprogrmas FORM: GR 403.1

Doctoral Dissertation Completion Award

Name: Doctoral Dissertation Completion Award

Description: To support UNBC doctoral students in completion of their dissertation.

Area(s) of Study: Unrestricted

Award Amount: \$6000.00 per completion. Successful applicants will receive \$4,000.00 divided over four consecutive monthly installments. The remaining \$2,000.00 will be paid in one lump sum upon successful dissertation completion and defense IF that defense takes place during the semester for which the award is granted or the semester immediately following the semester for which the award is granted. The remaining \$2,000.00 will not be paid if the dissertation is not successfully completed and defended during the semester for which the award is granted or the semester immediately following the semester for which the award is granted.

Note: ~~UNBC Doctoral Dissertation Completion Award holders may exceptionally apply for a second and final award of \$5000 to be run consecutively from the end of the first award. The structure and format of a second application is up to the applicant but it must include an indication of progress and why a second award is deemed necessary.~~

Eligibility: Doctoral student in good standing with the University. Expect to meet degree requirements within 2 semesters. All course work has been completed. Comprehensive exam completed. Dissertation proposal has been approved. **Research work must be totally complete.** In year 4 or 5 of the doctoral program. **No award will be allowed to be carried into year 6.**

Student Status: Full-time

Applications: More information can be found on Form GR 403.1. Complete and submit Form GR 403 to the Office of the Dean of Graduate Programs.

Deadlines: March 1, July 1 (first business day following Canada Day) and October 1 annually

AGENDA ITEM BRIEFING NOTE

Date:	October 30, 2015			
Agenda Item:	7.a. Summary of Macleans Magazine and Globe and Mail			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost			
Reviewed By:	Dan Ryan, Acting Vice-President Academic and Provost			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

Maclean's – 2016 University Rankings

November 2015

UNBC is currently ranked number 1 in the Primarily Undergraduate category, up one spot from 2nd place last year. Maclean's ranking takes a measure of the undergraduate experience, comparing universities in three peer groupings. Those in the Primarily Undergraduate category are largely focused on undergraduate education, with relatively few graduate programs.

	Category	2016	2015	2014	2013	2012	2011	2010	2009
Students	Student Awards	2	3	3	3	3	3	3	3
	Student/Faculty Ratio	3	3	2	2	2	2	8	6
	Student Satisfaction	8							
Faculty	Awards Per Full-Time Faculty	4	4	4	4	3	3	2	3
	Social Sciences & Humanities Grants	6	7	10	8	3	10	4	1
	Medical/Science Grants	10	9	8	7	4	7	7	4
Resources	Total Research Dollars	2	5	3	1	6	1	1	1
	Operating Budget	4	6	5	4	6	6	7	2
Student Support	Scholarships & Bursaries (% of Budget)	16	15	16	12*	14	17	17	16
	Student Services (% of Budget)	11	9	8	6*	8	10	14	11
Library	Expenses	5	1	6	6	3	7	4	4
	Acquisitions	2	1	10	2	6	3	5	3
	Holdings Per Student			17	17	17	18	19	18
Reputation	Reputational Survey (Best Overall)	9	9	11	7	9	9	11	8

The overall ranking is composed of a weighted score:

- 28% Students, including success of students winning national academic awards over the previous five years, as well as student satisfaction results from Maclean's new survey.
- 24% Faculty, including the numbers who have won major national awards and success in securing research grants from three major federal granting agencies.
- 20% Resources, including amount of money available for current expenses per weighted full-time equivalent student.
- 13% Student Support, including percentage of the budget spent on student services, as well as scholarships and bursaries.
- 15% Reputation. This is rated on four categories: Best Overall, Highest Quality; Most Innovative and Leaders Of Tomorrow.

In the National Reputational Ranking, UNBC remained 37th out of 49 in the Best Overall category.

Globe & Mail – 2016 Canadian University Report November 2015

The Globe and Mail reported a snapshot of 61 campuses across the country.

The following is the University of Northern British Columbia profile:

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Prince George (main), Peace River, Terrace, Prince Rupert and Quesnel


Students: 3,300

Cost: \$5,500

UNBC opened its doors in 1990, two years after 16,000 Northern B.C. residents campaigned for the creation of their own university. Co-op placements are limited, but research opportunities for undergraduates are numerous compared to other small universities. UNBC students reported a 93-per-cent employment rate two years after graduation, higher than UBC and the University of Victoria. Eighty per cent of 2012 graduates in the work force surveyed two years after graduation say their job is related to their degree, higher than most B.C. universities.

In the community: Students in the social work and business programs collaborated to develop the Northern Family Support Program, which provides resources to families and individuals in crisis who may not qualify for traditional social services. The social venture is funded by local businesses and donors.

Beyond the classroom: UNBC offers experiential learning courses that connect students with community groups. In one recent course, students built a traditional pit house in partnership with a local First Nation; in another, they learned about biodiversity in the Skeena River at an estuary research centre.



	TUITION AND FEES	BURSARIES AND AWARDS	CONDUCT RESEARCH	POSITIVE CHANGE	APPLIED LEARNING	LIBRARY RESOURCES	STUDENT EXPERIENCE
BC							
BRITISH COLUMBIA							
University of British Columbia	\$\$	•	•	•	•	•	•
Capilano University	\$		•	•	•		
Emily Carr University of Art + Design	\$	•	•	•	•		
University of the Fraser Valley	\$	•		•	•	•	•
Kwantlen Polytechnic University	\$	•		•	•		
University of Northern British Columbia	\$\$	•			•	•	•
Quest University	\$\$\$	•	•		•	•	•
Royal Roads University	\$\$\$	•	•	•	•	•	•
Simon Fraser University	\$\$\$	•	•	•	•	•	•
Thompson Rivers University	\$	•	•	•	•	•	•
Vancouver Island University	\$	•		•	•	•	•
University of Victoria	\$\$\$	•	•	•	•	•	•

(•) Average (••) Above Average (•••) Considerably below average () Not applicable/not enough data

Research Infosource Inc.
Canada's Top 50 Research Universities List
October 2015

Research income increased by 21.9% at University of Northern British Columbia, to \$12.3 million, which increased UNBC's rank to #43 overall from 44th last year.



BRIEFING NOTE

Date:	October 28, 2015	
Agenda Item / Prepared For:	External Relations – Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Decision/Approval
Prepared by:	K Scouten/M Wood	
Reviewed by:	D Weeks	

1. Fundraising:

Distribution of Donations	April 2014 – September 2014		April 2015 – September 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Student Awards	\$254,672	140	\$184,539	246
General	\$134,019	106	\$55,411	128
Athletics	\$72,003	100	\$90,739	93
Northern Medical Program Trust	\$59,975	513	\$57,580	397
First Nations	\$10,543	4	\$24,793	2
Library	\$23,860	9	\$77,496	8
Green Initiatives	\$901	6	\$1,941	4
General Research	\$84,837	7	\$80,095	8
Area of Greatest Need	\$14,097	59	\$42,415	85
Gift in Kind	\$32,902	52	\$144,145	53
Office of Research	0	0	\$179,677	2
Total	\$687,809	996	\$938,831	1026

Giving by Constituency	April 2014 – September 2014		April 2015 – September 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$24,222	19	\$15,476	17
Business / Corporation	\$361,099	129	\$219,450	109
Foundations	\$102,485	7	\$370,774	10
Government	\$1,907	2	\$14,439	5
Individuals (non-UNBC)	\$143,241	542	\$270,940	526
UNBC Individuals	\$30,760	104	\$30,483	160
Alumni	\$24,095	129	\$17,269	138
Total	\$687,809	932	\$938,831	965

- a. Campaign planning and lead prospect development continues
- b. Keynote speakers confirmed and event planning underway for both Ewert Dinner (April 2, 2016) and Athletics Legacy Breakfast
- c. Thank you to Ryan Matheson for making the annual fall solicitation with Update
- d. Fundraising initiatives of special note: AGN and Syrian Refugee Student Sponsorship with NUGSS; Family Support Program and inclusion in Globe and Mail Universities Report; Inspiring Women Award faculty/staff led; Nordic Sport Leadership Award first recipients announced

2. Communication with Stakeholders (and Alumni Relations):

- a. Maclean's #1 Ranking celebrated on campus and through media – traditional and social.
- b. President's Alumni and Friends Tour underway (Prince Rupert, Quesnel, Winnipeg complete - Ottawa, Vancouver, Prince George by January)
- c. Update magazine features Alumni Survey results for Fall 2015

3. Government and Political Relations:

- a. Verbal

AGENDA ITEM BRIEFING NOTE

Date:	November 3, 2015		
Agenda Item:	Office of Research Report		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Dr. Geoff Payne		
Reviewed By:			

Material: Attached

Issue:

Background:

Motion:

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

Remarks/Next Steps:

VICE-PRESIDENT, RESEARCH BOARD REPORT – NOVEMBER 2015

Overview:

The Office of Research has gone through a transitional phase as of September 2015 when Dr. Geoffrey Payne became the Interim Vice President Research. The following report will highlight some of the recent activities of the Office of Research and outline some strategic areas of focus going forward into 2016.

Overall, as demonstrated in the details below, the Office of Research and its programs continue to be successful as we strive to provide an optimal environment leading to success of our research community at UNBC. UNBC continues to be successful and our activities are recognized provincially, nationally and internationally.

Recently the national research report “Research Infosource” was released outlining research successes at Canadian Universities. The University of Northern BC was successful in being awarded \$12.32M in 2014 which was a 21.9% increase compared to 2013. Additionally, we were the only research intensive University in British Columbia that saw an increase in funding compared to 2013.

Research Chairs:

UNBC is currently in the process of finalizing the search for two new research chair positions including the Tall Wood Chair (Engineering) and Knowledge Mobilization (Health) Chairs. Our intention is that both chairs will be in position in 2016. Dr. Oscar Venter filled our most recent Chair, Growth and Yield Chair, and he began his tenure at UNBC in November.

Canadian First Research Excellence Fund:

The Government of Canada announced phase two of this competition in 2015. The scope of the fund is to provide Universities the opportunity to conduct large scale global leading research projects which are aligned with the Government of Canada’s Science, Technology and Innovation Priority Research Areas. The funding envelope is \$950M for this competition. UNBC is leading one major application evaluating Transborder Watershed Stewardship that is involving over 20 faculty across multiple departments and the three major Institutes (NRESi, CDI and HRI). UNBC is also a collaborator on an application evaluating aspects of Mine Reclamation of which there are an additional seven UNBC Faculty members involved which is being lead by Thompson Rivers University.

Pacific Institute for Climate Solutions (PICS):

With the recent departure of Kyle Aben as the UNBC Coordinator for the PICS we recently concluded a search process for this position. I am happy to announce that this has led to the appointment of Ms. Michelle Connely who will begin her term at UNBC in November in this role.

Research Highlights:

- Successful in three NSERC engage grants and two NSERC Engage plus (Northern Lights estate winery, Goldstream publications, Road to Math-Smithers).
- Application submitted to NSERC's Promo Science grant for three years in collaboration with School district 91.
- Submission of seven NSERC Discovery Grants in upcoming competition and three CIHR Fellowships.
- Launch of the successful Tri-Institute Research platform on Cumulative Impacts Research Consortium.
- UNBC is an Executive Member of the Western Canadian Innovation Offices (WCIO) Consortium that includes close to 30 universities, colleges and polytechnics. This multi-year, multi-million dollar grant from Western Economic Diversification will focus on the Energy Sector and will engage with industry in western Canada to solve industry-identified challenges with the goal to increase the research capacities of the consortium, strengthen the industry and provide direct economic benefit to western Canada.

Internal Support:

The Office of Research continues to support both faculty and students through its four major internal competitions that include: Research Seed Grants, Publication Grants, Conference Travel Grants and recently announced the Rapid Access Seed grant competition for projects to be completed by March 2016.

2016 Strategic Vision:

In 2016 we will begin a process to enhance and refresh UNBC's *Strategic Research Vision* that will serve as a framework to guide the direction of the research mission at UNBC for the next five years. It will also serve as an important framework that aligns with the ongoing Academic Planning Process.

As the research activities of our faculty and students continue to grow at UNBC we will need to develop a comprehensive strategic approach to address research space on campus. Under the direction of the sub-committee on Research Space Allocation we will be conducting a fulsome analyses of space and space requirements for research activities that are currently ongoing and ensuring we can provide an appropriate framework to the Space Allocation Committee to allocating research space. This would include new models including flexible multi-user space along with core research space.

UNBC continues to develop strong partnerships to support the research mandate of the University and we will continue to enhance existing partnerships and develop new ones that provide opportunities for new research areas and funding the support research and innovation.

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	10. President's Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Daniel Weeks, President			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	November 14, 2015			
Agenda Item:	11. Chancellor's Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Dr. John MacDonald, UNBC Chancellor			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps: