

**SENATE MEETING
PUBLIC SESSION
MINUTES**

February 27, 2013

3:30 – 5:30 PM

Senate Chambers (Room 1079 Administration Building)

Present:

E. Annis, R. Brouwer, C. Carriere, D. Casperson, R. Currie-Wood, B. Deo, S. Green, K. Guest, L. Handfield, T. Hanschen (Secretary of Senate), K. Hutchings, E. Korkmaz, D. McDonald, B. McGill (Acting Dean, Graduate Programs), C. Myers (Recording), K. Mytting, M. Nitz, C. Nolin (Vice Chair), D. Ryan, J. Safaei Boroojeny, P. Sanborn, C. Silva, R. Tait (Acting Dean, CASHS), R. Tallman, B. Wang, T. Whitcombe, S. Zahir

Regrets:

R. Bird, L. Copeland (Acting University Librarian), J. Crosina, M. Dale, M. Green, G. Iwama Chair), D. Leighton-Stephens, B. Murray, D. Nyce, R. Robinson, A. Stroet, S. Wagner

Absent:

M. Archie, F. Islam, K. Kuo, D. Macknak, W. Younas

The meeting commenced at 3:30 p.m. In the absence of President Iwama, the meeting was chaired by the Vice Chair of Senate, Senator Nolin. Dr. Nolin welcomed Dr. McGill to Senate as the Acting Dean of Graduate Programs. Senator Nolin also reminded Senators that a memorial gathering for faculty member Hiroe Wood was being held this afternoon at 4:00 p.m. in the Bentley Centre.

1.0 **S-201302.01**

Approval of the Agenda

Ryan

That the agenda for the February 27, 2013 Public Session of Senate be approved as presented.
CARRIED.

2.0 **S-201302.02**

Approval of Senate Minutes

Tait

That the minutes of the January 23, 2013 Public Session of Senate be approved as presented.
CARRIED.

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

No business arising was identified.

4.0 President's Report **Iwama**

As Dr. Iwama was unable to attend the meeting, no report was provided.

5.0 Report of the Provost **Dale**

No report was provided by Dr. Dale as he was unable to attend the meeting.

6.0 Report of the Registrar **Hanschen**

The Registrar indicated that he had nothing to report.

7.0 Question Period

A Senator asked about the status of the Mathematical, Computer, and Physical Sciences degree changes and the Chair of the Graduate Program, Dr. Margot Mandy, responded from the gallery. The Senator asked whether Senate could receive a copy of the correspondence with the Ministry's Degree Quality Assessment Board (DQAB) and the Registrar replied that the previous correspondence had already been provided to Senate. He added that DQAB had approved the five areas of study, but were currently considering the combinations that were requested in the motion.

**8.0 S-201302.03
Approval of Motions on the Consent Agenda**

Ryan

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

It was requested that motions S-201202.06 and S-201202.11 be removed from the consent agenda.

CARRIED.

9.0 Committee Reports

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

In Dr. Dale's absence, the report from this committee was presented by Dean Ryan.

"For Approval" Items:

**S-201302.04
Changes to Academic Regulation 15 (Academic Breadth)**

Zahir

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the regulation on Academic Breadth (Academic Regulation 15 of the undergraduate calendar), be approved as proposed.

Effective date: September 2013

CARRIED.

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

15. Academic Breadth

Students pursuing the degrees of BA, BComm, BHSc, and BSc are required to meet the University's Academic Breadth requirement as a condition of graduation. Each graduate is required to have completed successfully at least 3 credit hours

from each of the following four areas, or to have transferred to UNBC from another institution acceptable course(s) such that the requirement is met:

Arts and Humanities: At least 3 credit hours with the prefix ENGL, HIST, PHIL, WMST.

Social Science: At least 3 credit hours with the prefix ANTH, COMM, ECON, EDUC, ENPL, FNST, INTS, NORS, ORTM, POLS, PSYC, RRT.

Natural Science: At least 3 credit hours with the prefix BIOL, GEOG, ENSC, ENVS, FSTY, HHSC, NREM.

Physical Science: At least 3 credit hours with the prefix CHEM, CPSC, MATH, PHYS, STAT.

This requirement applies to all students admitted or readmitted to UNBC for studies beginning with the September 2010 Semester or later.

Students pursuing the degrees of BA Nature Based Tourism Management, BSc Biology and BSc Natural Resources Management (majors in Forest Ecology and Management, Outdoor Recreation and Conservation, and Wildlife and Fisheries) are exempt from this regulation because academic breadth has been incorporated within the curricula.

S-201302.05

Revisions to Undergraduate Academic Regulation 24 (Minors)

Tait

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 24 (Minors) on page 58 of the 2012/2013 Undergraduate Academic Calendar be approved as proposed, including administrative changes to the programs affected by the changes.

Effective date: September 2013

The Registrar requested that, as revisions to the major in Nature-Based Tourism Management were approved by Senate in January 2013, the information related to that major be removed from the appendix attached to this motion. There were no objections to this request and the following motion was proposed:

Motion:

Tait / Zahir

That the calendar text related to the major in Nature-Based Tourism Management be removed from the appendix associated with motion S-201302.05.

CARRIED.

The main motion was also CARRIED.

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

24. Minors, Areas of Specialization, and Areas of Focus

UNBC offers Minors in a number of subject areas, as outlined in the Undergraduate Calendar. A Minor requires a minimum of 18 credit hours and, in most cases, a maximum of 27 credit hours. At least 12 credit hours of any Minor must be completed at the upper-division level. A maximum of two courses (6 to 8 credit hours) used to fulfill the requirements for a Mmajor (or another Minor) may also be used to fulfill the requirements for a Minor, except when specified in program regulations for individual Minors. Students are not permitted to include more than two Minors in the same degree program. Some degree programs require the mandatory completion of a Minor in order to meet degree completion requirements. Please refer to the Undergraduate Programs pages for specific details. Minors are recorded on a student's official transcript.

An Area of Specialization is a set of courses required or expected to be completed within the context of a Major. Areas of Specialization require at least 12 credit hours, and are recorded on a student's official transcript.

An Area of Focus is a set of courses recommended to students who may wish to concentrate their studies within their Major. Areas of Focus are not required for the major, and are not recorded on the transcript.

BA (General)

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Minor Recommendation

Majors are not a component of the BA (General); however, students are strongly urged to include in their degree a completed minor or a minimum of 18 credit hours from any of those programs within Arts or Social Sciences which offers a BA, or from the Philosophy or Russian Studies minor; i.e., from the following list:

- Anthropology (BA program)
- Economics (BA program)
- English (BA program)
- Environmental Studies (BA program)
- First Nations Studies (BA program)
- History (BA program)
- Geography (BA program)
- International Studies (BA program)
- Northern Studies (BA program)
- Outdoor Recreation and Tourism Management (BA program)
- Philosophy (Minor program)
- Political Science (BA program)
- Russian Studies (Minor program)
- Women's Studies (BA program)

Alternatively, students may complete a minimum of 18 credit hours from any of these programs.

BSc (Integrated)

The Bachelor of Science (Integrated) provides a broad science base and integrates more than one area of study. The program is built upon a foundation of Biology, Chemistry, Mathematics and Physics. The program allows students to transfer into single-discipline science majors built on a foundation of Biology, Chemistry, Mathematics and Physics, or alternatively to switch from them to the BSc (Integrated). This program may be useful to students planning to pursue studies in various post-baccalaureate professional areas. Students should consult with the appropriate professional school(s) to ensure inclusion of all the required courses to be eligible for entry into programs in the desired professional area. Prior to starting the first year of study, students are strongly encouraged to consult with an appropriate ~~Program Student~~ Advisor for their anticipated ~~Area of concentration~~ Specialization.

~~Areas of upper-division concentration~~ Specialization are:

1. Biology, Ecology and Biochemistry & Molecular Biology
2. Chemistry, Biochemistry and Molecular Biology
3. Computer Science
4. Environmental and Earth Sciences
5. Geography (Science) and GIS
6. Mathematics and Statistics
7. Natural Resources and Forestry
8. Physics

Students enrolled in the ~~Integrated major of the~~ Bachelor of Science (Integrated) must successfully complete a total of 120 credit hours including a minimum of 45 credit hours from upper-division (300- or 400-level) courses, and not less than 15 credit hours, at any level, of Humanities

and Social Science courses. Humanities and Social Science courses may be selected from among the areas that are considered Humanities and Social Science for purposes of the BA (General). Students must complete two Areas of ~~upper-division concentration~~ Specialization listed above. Students must ensure completion of course prerequisites before registering in any course.

Program Requirements

Lower-Division Requirement

BIOL 101-4 Introductory Biology I
BIOL 102-4 Introductory Biology II
CHEM 100-3 General Chemistry I
CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Lab I
CHEM 121-1 General Chemistry Lab II
MATH 100-3 Calculus
or
MATH 105-3 Enriched Calculus
and MATH 101-3 Calculus II
or
MATH 152-3 Calculus for Non-majors
and STAT 240-3 Basic Statistics
PHYS 100-4 Introduction to Physics I
or
PHYS 110-4 Introductory Physics I: Mechanics
PHYS 101-4 Introduction to Physics II
or
PHYS 111-4 Introductory Physics II: Waves & Electricity

Upper-Division Requirement

Students must complete 18 upper-division credit hours within each of two Areas of ~~concentration~~ Specialization for a minimum of 36 credit hours. *Note that if a course falls into more than one Area of ~~concentration~~ Specialization, it may be counted in only one Area of ~~concentration~~ Specialization.*

1. Eligible courses for the Biology, Ecology, and Biochemistry & Molecular Biology ~~concentration~~ Area of Specialization

~~All Upper-Division BIOL courses.~~
BCMB 306-3 Intermediary Metabolism
BCMB 307-3 Proteins
BCMB 308-3 Biochemistry Lab II
BCMB 330-3 Nucleic Acids
BCMB 340-3 Physical Biochemistry
BCMB 405-3 Topics in Biochemistry
BCMB 409-3 Enzymology
All upper-division BIOL courses

2. Eligible courses for the Chemistry, Biochemistry & Molecular Biology ~~concentration~~ Area of Specialization

~~All Upper-Division BCMB and CHEM courses.~~
BIOL 423-3 Molecular Evolution and Ecology
BIOL 424-3 Molecular Cell Physiology
BIOL 425-3 Applied Genetics and Biotechnology
All upper-division BCMB and CHEM courses

3. Eligible courses for the Computer Science ~~concentration~~ Area of Specialization

~~All Upper-Division CPSC courses except CPSC 311-3.~~
Students considering this a ~~Area of concentration~~ Specialization should include in the first year:
CPSC 100-4 Computer Programming I
CPSC 141-3 Discrete Computational Mathematics
CPSC 101-4 Computer Programming II
All upper-division CPSC courses except CPSC 311-3

4. Eligible courses for the Environmental and Earth Sciences

~~Concentration~~ Area of Specialization

ENPL 305-3 Environmental Impact Assessment
ENPL 402-3 Terrain Assessment
~~All Upper-Division ENSC courses except ENSC 417-6 Designing Solutions in Environmental Engineering~~
FSTY 315-3 Forest Soil Management
FSTY 425-3 Soil Formation and Classification
FSTY 455-3 Biogeochemical Processes in Soil Systems
GEOG 310-3 Hydrology
GEOG 311-3 Concepts in Geomorphology
GEOG 405-3 Fluvial Geomorphology
GEOG 411-3 Advanced Elements in Geomorphology
GEOG 412-3 Geomorphology of Cold Regions
GEOG 414-3 Weathering Processes
NREM 410-3 Watershed Management
PHYS 307-3 Selected Topics in Environmental Physics
~~All upper-division ENSC courses except ENSC 417-6 Designing Solutions in Environmental Engineering~~

5. Eligible courses for the Geography (Science) and GIS

~~Concentration~~ Area of Specialization

GEOG 300-3 Geographic Information Systems
GEOG 310-3 Hydrology
GEOG 311-3 Concepts in Geomorphology
GEOG 405-3 Fluvial Geomorphology
GEOG 411-3 Advanced Elements in Geomorphology
GEOG 412-3 Geomorphology of Cold Regions
GEOG 413-3 Advanced GIS
GEOG 414-3 Weathering Processes
GEOG 432-3 Remote Sensing
GEOG 457-3 Advanced Remote Sensing

6. Eligible courses for the Mathematics & Statistics ~~concentration~~ Area of Specialization

All ~~Upper-Division~~ MATH courses except MATH 342-3 Biostatistics.

7. Eligible courses for the Natural Resources and Forestry

~~Concentration~~ Area of Specialization

All ~~Upper-Division~~ FSTY courses except FSTY 310-3 Forest Economics.
All ~~Upper-Division~~ NREM courses except NREM 306-3 Society, Policy and Administration.
All ~~Upper-Division~~ NRES courses.

8. Eligible courses for the Physics ~~concentration~~ Area of Specialization

All ~~Upper-Division~~ PHYS courses except PHYS 307-3 Selected Topics in Environmental Physics.

Elective and Academic Breadth

Elective credit hours as necessary to ensure completion of a minimum of 120 credit hours including additional credit hours necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

BSc (Integrated) Northwest Community College Degree Completion Program

This 60 credit-hour program of study is available only to students who have completed an Associate of Science Degree – Environmental Geosciences Specialization from Northwest Community College.

Degree Requirements

1. Northwest Community College Associate of Science Degree – Environmental Geosciences Specialization (minimum Cumulative GPA of 2.0)
2. Nine credit hours of required courses, as follows:

GEOG 300-3	Geographic Information Systems
ENVS 414-3	Environmental and Professional Ethics
NRES 421-1	Professional Writing
NRES 422-2	Undergraduate Report

Total: 9 credit hours

3. Three credit hours of any level Humanities and Social Sciences
4. Eighteen credit hours in each of two ~~a~~Areas of ~~concentration~~ Specialization (~~Concentration~~ Specialization in Biology, Ecology, and Biochemistry & Molecular Biology and ~~Concentration~~ Specialization in Environmental and Earth Sciences):

Required courses for the Biology, Ecology and Biochemistry & Molecular Biology ~~a~~Area of concentration Specialization

300 Level

BIOL 301-3	Systematic Botany
BIOL 307-3	Ichthyology and Herpetology

400 Level

BIOL 402-3	Aquatic Plants
BIOL 406-3	Fish Ecology
BIOL 411-3	Conservation Biology
BIOL 414-3	Fisheries Management

Total: 18 credit hours

Required courses for the Environmental and Earth Sciences ~~a~~Area of ~~concentration~~ Specialization

Select ~~six~~ 18 credit hours of the following eight courses:

ENPL 305-3	Environmental Impact Assessment
ENSC 308-3	Northern Contaminated Environments
ENSC 404-3	Waste Management
ENSC 451-3	Groundwater Hydrology
FSTY 425-3	Soil Formation and Classification
GEOG 312-3	Geomorphology of Cold Regions
GEOG 320-3	Sedimentology
GEOG 411-3	Quaternary and Surficial Geology

Total: 18 credit hours

5. Elective credit hours in any subject as necessary to ensure completion of a minimum of 60 credit hours.

[Instead of referring to "Streams" in the Minors in anthropology - this is a term we want to remove from the Calendar - instead it is proposed that the Minors be renamed as indicated below.]

Minor in Anthropology: Archaeological ~~Stream~~ Anthropology

The minor in ~~Anthropology~~ Archaeological Anthropology ~~Stream~~ requires completion of a total of seven courses (21 credit hours), consisting of four lower-division courses (12 credit hours) and three upper-division courses (9 credit hours). A maximum of two courses (6 credit hours) used to fulfill program requirements for a major (or another minor) may also be used to fulfill requirements for a minor in Archaeological Anthropology ~~Archaeological Stream~~.

Requirements & Recommendations

Recommended

ANTH 102-3 Anthropology: A World of Discovery

Requirements

ANTH 203-3 Archaeology of the Americas

ANTH 205-3 Introduction to Archaeology

ANTH 212-3 Archaeology of the Old World

Select 9 credit hours from:

- ANTH 301-3 Archaeological Lab Methods
- ANTH 325-3 Archaeological Theory
- ANTH 335-3 Archaeological Heritage Management
- ANTH 380-(3-6) Special Topics in Archaeology
- ANTH 409-3 Topics in British Columbia Archaeology
- ANTH 425-3 Introduction to Zooarchaeology
- ANTH 430-3 Stone Tools in Archaeology
- ANTH 440-(3-6) Internship
- ANTH 460-3 Anthropology Capstone
- ANTH 498-(3-6) Special Topics in Anthropology
- ANTH 499-(3-6) Independent Study

Minor in Anthropology: Biological ~~Stream~~ Anthropology

The minor requires completion of a total of six courses (18 credit hours), consisting of two lower-division courses (6 credit hours) and four upper-division courses (12 credit hours). With approval of the Chair, a maximum of one course (3 credit hours) used to fulfill requirements for a non-Anthropology major (or another minor) may also be used to fulfill program requirements for the minor in Biological Anthropology-~~Biological Stream~~.

Recommendations

ANTH 102-3 Anthropology: A World of Discovery

Requirements

ANTH 200-3 Biological Anthropology

ANTH 312-3 Human Adaptability

Select 9 credit hours from:

- ANTH 311-3 Nutritional Anthropology
- ANTH 320-3 Biology of Circumpolar Peoples
- ANTH 411-(3-6) Topics in Biological Anthropology
- ANTH 420-3 Races, Racism, and Human Biology ANTH 460-3 Anthropology Capstone
- ANTH 499-(3-6) Independent Study

Minor in Anthropology: General ~~Stream~~ Anthropology

The minor requires completion of a total of six courses (18 credit hours), consisting of two lower-division courses (6 credit hours) and four upper-division Anthropology courses (12 credit hours) no more than two of which may be chosen from any single existing Anthropology Minor ~~stream~~ Area of Focus.

Recommendations

ANTH 102-3 Anthropology: A World of Discovery

Requirements

One of:

- ANTH 200-3 Biological Anthropology
- ANTH 205-3 Introduction to Archaeology
- ANTH 213-3 Peoples and Cultures

Upper-Division Requirement

ANTH 315-3 Understanding Theory

Four additional courses, three of which must be upper-division courses.

Minor in Anthropology: Sociocultural ~~Stream~~ Anthropology

The minor requires completion of a total of six courses (18 credit hours), consisting of two lower-division courses (6 credit hours) and four upper-division courses (12 credit hours).

Requirements

Select 6 credit hours from:

- ANTH 211-3 Anthropology Through Film
- or ANTH 213-3 Peoples and Cultures

ANTH 315-3 Understanding Theory

Select 12 credit hours from:

- ANTH 300-3 Methods in Social Anthropology
- ANTH 303-3 Archives/Texts/Museums
- ANTH 304-3 Kinship and Social Organization
- ANTH 305-3 Circumpolar Ethnography
- ANTH 306-3 Culture and Communication
- ANTH 310-3 Applied Anthropology
- ANTH 400-3 Topics in Anthropological Theory
- ANTH 401-3 Anthropological Perspectives on Inequality
- ANTH 404-3 Indigenous Peoples of the World
- ANTH 405-3 Landscape, Place and Culture
- ANTH 406-3 Feminist Perspectives
- ANTH 407-3 Topics in BC Ethnography
- ANTH 410-3 Theory of Nation and State
- ANTH 413-(3-6) Environmental Anthropology
- ANTH 414-3 Religion, Ideology, and Belief Systems
- ANTH 415-3 Economic Anthropology
- ANTH 419-3 Political and Legal Anthropology
- ANTH 421-3 Ethnographic Field Methods
- ANTH 422-3 Ethnographic Research Project
- ANTH 423-3 Urban Anthropology
- ANTH 460-3 Anthropology Capstone

School of Education (BEd Program)

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Subject to the admission requirements for Elementary (Grades K-7), students may apply to enter the BEd Elementary program with, as described in the Admission Requirements, one of the following: (a) an acceptable three- or four-year bachelor's degree or (b) a minimum 90 credit hours of undergraduate course work or (c) a UNBC Education Diploma in a First Nations Language and Culture (minimum 92 credit hours). Students applying for admission under item (c) will be admitted to the BEd Elementary degree completion program and must complete, prior to graduation, the required Education courses not taken as part of the Education Diploma program and sufficient additional credit hours in a teachable field to attain a minimum 150 credit hours of combined academic, Education Diploma and BEd course work. Upon completion of the two-year BEd program or the two-year BEd degree completion program, students graduate with a Bachelor of Education degree.

Subject to the admission requirements for Secondary (Grades 8-12), students may apply to enter the Secondary program after having completed a four-year Bachelor of Arts, Bachelor of Science, or Bachelor of Commerce degree (120 credit hours) or the equivalent as described in the Admission Requirements. Upon completion of the two-year BEd program, students will graduate with a BEd degree.

UNBC's BEd program provides students with the course work and classroom experience to prepare them to be qualified teachers. Upon successful completion of the program, graduates are recommended to the British Columbia College of Teachers (BCCT) Ministry of Education Teacher Regulation Branch (TRB) for professional certification. Certification by the BCCT TRB is required for employment in the British Columbia public school system.

The Elementary and Secondary programs in Prince George begin in September of each year. The Elementary program in Terrace begins in September of each odd-numbered year. The application deadline for all Education programs is March 15 of the year in which students intend to begin their program. Students needing advice about the application process or about admission requirements are encouraged to contact either the Student Recruitment and Advising Centre or the School Experience Office in the School of Education. Students who are interested in applying to the BEd program at the Terrace campus may also contact the Northwest Regional campus for information.

Elementary (Grades K-7)

[To this point, the Calendar entry for Education has referred to Elementary and Secondary "programs." It is proposed here that this nomenclature be applied throughout the entry for consistency and to avoid the use of the term "stream," which elsewhere is being discontinued. The programs/streams might be referred-to as "Areas of Specialization" but, since there is not a major in Education, this would be an inappropriate use of that designation.]

The Elementary stream program prepares teacher candidates to work with the unique learning needs of children who are beginning their school years. This model reflects current thinking about optimizing the match between educational theory and children's levels of cognitive and social development. The Elementary stream program is designed to educate teachers to combine pedagogical excellence across disciplinary areas with a learner-centered approach to practice. Philosophically,

the program is designed around constructivist principles, and it emphasizes approaches to practice such as inquiry-based learning, strategies for instruction, integration of language across the curriculum, inclusion of diverse learners and perspectives, the development of caring and respectful communities of learners, and reflective practice. Successful applicants to the Elementary ~~stream~~ stream program are assigned to a cohort group of students and normally take their Education courses with that cohort group over the two years.

Admission Requirements

Applicants to the BEd degree Elementary ~~stream~~ stream program must have completed (with a minimum grade point average of C+ on the most recent 60 credit hours of university credit hours completed), one of the following:

...

Secondary (Grades 8-12)

The Secondary program is a two-year after-degree program that prepares individuals to teach in grades 8 through 12 in specialty areas. This model reflects current thinking about optimizing the match between educational theory and children's levels of cognitive and social development. The Secondary ~~Stream~~ Stream program is designed to educate teachers to combine pedagogical excellence across disciplinary areas with a learner-centered approach to practice. Philosophically, the program is designed around constructivist principles, and it emphasizes approaches to practice such as inquiry-based learning, strategies for instruction, integration of language across the curriculum, inclusion of diverse learners and perspectives, the development of caring and respectful communities of learners, and reflective practice. Successful applicants to the Secondary ~~Stream~~ Stream program will be assigned to a cohort group of approximately 35 students and will take all of their courses with that cohort group.

Admission Requirements

Applicants to the Secondary ~~stream~~ stream program must have completed, with a minimum grade point average of C+ on the most recent 60 credit hours of university credit hours completed, a four-year Bachelor of Arts, Bachelor of Science, or Bachelor of Commerce degree (120 credit hours) or the equivalent (i.e., a three-year Bachelor's degree with a teachable major plus 30 additional university credit hours) with a minimum of ~~ninety (90)~~ ninety (90) credit hours in Arts, Science, or Business Administration or in other teachable fields relevant to teaching in the BC School system. The remaining credit hours may come from any discipline.

In addition to the entry requirements described above, the following requirements must be met (see note following):

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Secondary Teachable Major and Minor Requirements

The following is a list of teachable majors and minors that have been approved by the ~~British Columbia College of Teachers~~ British Columbia Ministry of Education Teacher Regulation Branch (TRB), are widely taught in British Columbia secondary schools, and that can be completed at the University of Northern British Columbia (graduates of equivalent programs at other recognized universities are also eligible for consideration to the program). In order for applicants to be eligible for the Secondary ~~Stream~~ Stream program Bachelor of Education program, they must meet the requirements for one teachable major, a teachable major and minor, or two teachable minors from the following list:

...

Biology Major and Minor

Bachelor of Education applicants to the Secondary Stream program planning to meet the Biology teachable minor requirement must have completed a minimum of ~~six (6)~~ credit hours of introductory (100-level) course work in each of ~~b~~Biology, ~~e~~Chemistry (at least one course with a lab component), ~~m~~Mathematics (at ~~least~~ least one course, but preferably two courses, in calculus), and ~~p~~Physics (at least one course with a lab component). Applicants must also complete an additional ~~six (6)~~ to ~~twelve (12)~~ credit hours of study in ~~b~~Biology at the lower division, and ~~eighteen (18)~~ credit hours of upper-division course work in ~~b~~Biology. The course work must ~~demonstrate~~include both lecture and laboratory studies.

Applicants planning to meet the Biology teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of upper-division course work in ~~b~~Biology.

Business Education Major and Minor

Bachelor of Education applicants to the Secondary Stream program planning to meet the Business Education teachable minor requirement must complete a minimum of ~~eighteen (18)~~ upper-division credit hours of specialized courses in accounting, marketing, commercial law, and management information systems in addition to introductory (100-level) courses in ~~e~~Computer science, ~~e~~Economics, and ~~m~~Mathematics.

Applicants planning to meet the Business Education teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of upper-division course work in accounting, finance, marketing, and management information systems.

Chemistry Major and Minor

Bachelor of Education applicants to the Secondary Stream program planning to meet the Chemistry teachable minor requirement must have completed a minimum of ~~six (6)~~ credit hours of introductory (100-level) course work in each of ~~b~~Biology, ~~e~~Chemistry (at least one course with a lab component), ~~m~~Mathematics (at least one course, but preferably two courses, in calculus), and ~~p~~Physics (at least one course with a lab component). Applicants must also complete an additional ~~six (6)~~ to ~~twelve (12)~~ credit hours of study in ~~e~~Chemistry at the lower division, and ~~eighteen (18)~~ credit hours of upper-division course work in ~~e~~Chemistry. The course work must ~~demonstrate~~include both lecture and laboratory studies.

Applicants planning to meet the Chemistry teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of upper-division course work in ~~e~~Chemistry.

Computer Science Major and Minor

Bachelor of Education applicants to the Secondary Stream program planning to meet the Computer Science teachable minor requirement must complete a basic lower-division course load in computer programming, computer structures, and mathematics in addition to ~~eighteen (18)~~ credit hours of upper-division Computer Science course work covering advanced programming, systems design, and programming languages.

Applicants planning to meet the Computer Science teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of study in upper-division Computer Science course work.

English Major and Minor

Bachelor of Education applicants to the Secondary Stream program planning to meet the English teachable minor requirement must complete a basic lower-division course load that focuses on English literature

and composition in addition to ~~twenty-four (24)~~ credit hours of upper-division English courses including ~~six (6)~~ credit hours from each of the following: English literature, pre-twentieth century literature, and contemporary literature. Applicants are also strongly encouraged to complete courses both in Canadian literature and Shakespeare.

Applicants planning to meet the English teachable major requirement must complete an additional ~~six (6)~~ credit hours of upper-division course work in English.

First Nations Minor

Bachelor of Education applicants to the Secondary ~~Stream program~~ planning to meet the First Nations teachable minor requirement must complete a basic lower-division course load that focuses on general First Nations studies, First Nations language, and First Nations culture courses in addition to ~~eighteen (18)~~ credit hours of upper-division First Nations Studies or related approved courses (related course work may come from Anthropology or History).

General Science Majors and Minors

Teachable areas that can be included within the General Sciences ~~M~~major and ~~M~~minor include Biology, Chemistry, Environmental Sciences, and Physics.

Bachelor of Education applicants to the Secondary ~~Stream program~~ planning to meet the General Sciences teachable minor requirement must complete ~~six (6)~~ credit hours of study in introductory (100-level) course work in each of ~~b~~Biology, ~~e~~Chemistry (at least one course with a lab component), ~~m~~Mathematics (at least one course, but preferably two courses, in calculus), and ~~p~~Physics (at least one course with a lab component). Applicants must also complete a minimum of ~~six (6)~~ credit hours of upper-division study in three of the four teachable areas: Biology, Chemistry, Environmental Sciences, and Physics.

Applicants planning to meet the teachable major requirement in General Sciences must complete an additional ~~twelve (12)~~ upper-division credit hours or course work from the four teachable areas: Biology, Chemistry, Environmental Sciences, and Physics.

Geography Major and Minor

Applicants to the Geography ~~M~~major or ~~M~~minor programs must include courses from both cultural and physical geography within their program, as well as course work in regional and environmental studies.

Bachelor of Education applicants to the Secondary ~~Stream program~~ planning to meet the Geography teachable minor requirement must complete a minimum of ~~six (6)~~ credit hours of introductory (100-level) or survey courses in each of ~~g~~Geography, ~~h~~History, and a social science.

Applicants must also complete a minimum of an additional ~~six (6)~~ credit hours of lower-division ~~g~~Geography course work and ~~eighteen (18)~~ credit hours of upper-division ~~g~~Geography. A minimum of ~~six (6)~~ credit hours must have significant Canadian content.

Applicants planning to meet the Geography teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of upper-division course work in ~~g~~Geography.

History Major and Minor

Applicants to the History ~~M~~major or ~~M~~minor programs must include both Canadian and European history course work within their program, as well as the history of any region other than Canada or Europe.

Bachelor of Education applicants to the Secondary Stream program planning to meet the History teachable minor requirement must complete a minimum of ~~six (6)~~ credit hours of introductory (100-level) or survey courses in each of gGeography, hHistory, and a social science.

Applicants must also complete a minimum of an additional ~~six (6)~~ credit hours of lower-division hHistory course work and ~~eighteen (18)~~ credit hours of upper-division hHistory. A minimum of ~~six (6)~~ credit hours must have a significant Canadian content.

Applicants planning to meet the History teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of upper-division work in hHistory.

Mathematics Major and Minor

Bachelor of Education applicants to the Secondary Stream program planning to meet the Mathematics teachable minor requirement must complete a minimum of ~~thirty (30)~~ credit hours of study of which at least ~~eighteen (18)~~ credit hours must be at the upper-division level. The upper-division credit hours must include at least one course in three of the following areas: algebra, calculus, probability and statistics, geometry, and number theory.

Applicants planning to meet the Mathematics teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of upper-division Mathematics course work in the above listed disciplines.

Physics Major and Minor

Bachelor of Education applicants to the Secondary Stream program planning to meet the Physics teachable minor requirement must have completed a minimum of ~~six (6)~~ credit hours of introductory (100-level) course work in each of bBiology, cChemistry (at least one course with a lab component), mMathematics (at least one course, but preferably two courses, in calculus), and pPhysics (at least one course with a lab component). Applicants must also complete an additional ~~six (6)~~ to ~~twelve (12)~~ credit hours of study in pPhysics at the lower division, and 18 credit hours of upper-division course work in pPhysics. The course work must demonstrate include both lecture and laboratory studies.

Applicants planning to meet the Physics teachable major requirement must complete an additional ~~twelve (12)~~ credit hours of upper-division course work in pPhysics.

Social Studies Majors and Minors

Teachable areas that can be included within the Social Studies Mmajor and Mminor include Geography, History and acceptable Social Sciences (Anthropology, Economics, Environmental Studies, First Nations Studies, International Studies, Northern Studies, Political Science, Sociology, and Women's Studies).

Bachelor of Education applicants to the Secondary Stream program planning to meet the Social Studies teachable minor requirement must have completed a minimum of ~~twelve (12)~~ upper-division credit hours in a social science teaching area (including: Anthropology, Economics, Environmental Studies, First Nations Studies, International Studies, Northern Studies, Political Science, Sociology, and Women's Studies) acceptable in British Columbia secondary schools.

Major in Environmental Studies

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Areas of Focus Specialization

Students must choose one of the following ~~a~~Areas of focus Specialization. Courses used to fulfill major requirements above may not be used to satisfy an ~~area of focus~~ Area of Specialization requirement.

1. Global Environmental Studies
2. Communities and Environmental Citizenship
3. Natural Resource Management
4. Science, Technology and Society
5. First Nations

Major in Public Administration and Community Development

The Public Administration and Community Development major gives students the skills required to function within a range of groups, organizations, and offices. The graduate is able to interact with appropriate professionals, receive their input and reports, and collate a wide range of information and material in service of their group/organization/office. Skills in analysis and synthesis are complemented by an ability to work cooperatively and effectively, and an ability to communicate clearly through written, oral, and graphic mediums.

The Public Administration and Community Development major requires completion of 120 credit hours, 48 of which must be at the upper-division level. At the first- and second-year level (lower-division level), students must take the seven required courses and a minimum of one course from each of the seven ~~focus~~ categories. At the third- and fourth-year level (upper-division level), students must take the four required courses and a minimum of one course from each of the seven ~~focus~~ categories. To complete the 120 credit hours, students must take 45 credit hours of electives, of which 18 credit hours must be at the upper-division level.

It is possible for students to organize their course choices (~~focus~~ categories and electives) to achieve a 'specialization' of course work. An Area of Specialization ~~will~~ requires 24 credit hours of courses (eight courses) from one of the specialization lists:

- Specialization in Local Public Administration
- Specialization in Aboriginal Community Development
- Specialization in Planning

Program Requirements

Lower-Division Requirements

COMM 100-3 Introduction to Canadian Business
ECON 100-3 Microeconomics
ECON 101-3 Macroeconomics
ENPL 104-3 Introduction to Planning
FNST 100-3 Aboriginal Peoples of Canada
GEOG 101-3 Human Geographies of Global Change
POLS 100-3 Contemporary Political Issues

Select ONE course from each ~~Focus area~~ category below:

Community ~~Focus~~

GEOG 206-3 Society and Space

GEOG 209-3 Migration and Settlement

Public Administration ~~Focus~~

ECON 210-3 Introduction to Health Economics and Policy
POLS 251-3 Local Services and Public Policy
POLS 260-3 Politics of Public Finance

Governance ~~Focus~~

POLS 200-3 Canadian Government and Politics
POLS 250-3 Law and Municipal Government

First Nations ~~Focus~~

ENPL 208-3 First Nations Community and Environmental Planning
FNST 217-3 Contemporary Challenges Facing Aboriginal
Communities
FNST 249-3 Aboriginal Resource Planning
POLS 220-3 Canadian Law and Aboriginal People

Methods ~~Focus~~

ECON 205-3 Statistics for the Social and Management Sciences
ENPL 204-3 Principles and Practices of Planning
ENPL 206-3 Planning Analysis and Techniques
FNST 200-3 Methods and Perspectives in First Nations Studies
FNST 203-3 Introduction to Traditional Environmental Knowledge
GEOG 204-3 Introduction to GIS for the Social Sciences
GEOG 205-3 Cartography and Geomatics

Economic ~~Focus~~

COMM 230-3 Organizational Behaviour
ECON 203-3 Canadian Economic History
GEOG 202-3 Economic Geography of Resources and Sustainability
ORTM 200-3 Sustainable Resource Recreation and Tourism

General ~~Focus~~

ANTH 101-3 People and Cultures
ARTS 102-3 Research Writing
COMM 240-3 Introduction to Marketing
POLS 290-3 Research and Writing in Political Science
ORTM 100-3 Leisure in Life

Upper-Division Requirements

ENPL 313-3 Rural Community Economic Development
POLS 302-3 Canadian Public Administration
POLS 332-3 Community Development
GEOG 424-3 Social Geography of Northern Communities

Select ONE course from each ~~Focus-area~~ category below:

Community ~~Focus~~

ANTH 316-3 The Social Theory and Structure of Contemporary
Canadian Society
COMM 302-3 Entrepreneurship
ENPL 301-3 Sustainable Communities: Structure and Sociology
ORTM 407-3 Recreation, Tourism, and Communities
SOCW 437-3 Social Work with Groups and Communities

Public Administration ~~Focus~~

ENPL 304-3 Mediation, Negotiation, Public Participation
POLS 340-3 First Nations Self-Government and Administration
POLS 403-3 Social and Health Policy and Administration
SOCW 435-3 Community Social Policy

Governance ~~Focus~~

ANTH 410-3 Theory of Nation and State
GEOG 305-3 Political Ecology
POLS 316-3 Municipal Government and Politics

POLS 320-3 Canadian Politics and Policy
POLS 333-3 Politics and Government of BC

First Nations ~~Focus~~

ANTH 404-3 Comparative Study of Indigenous Peoples of the World
ENPL 409-3 Advanced First Nations Community and Environmental Planning
FNST 304-3 First Nations Environmental Philosophy and Knowledge
GEOG 403-3 First Nations and Indigenous Geography
NREM 303-3 First Nations Approaches to Resource Management
ORTM 306-3 Indigenous Tourism and Recreation
POLS 415-3 Comparative Northern Development
SOCW 455-3 First Nations Governance and Social Policy

Methods ~~Focus~~

ENPL 419-3 Social Research Methods
FNST 300-3 Research Methods in First Nations Studies
ORTM 410-3 Research Methods and Analysis

Economic ~~Focus~~

COMM 303-3 Introduction to International Business
ECON 305-3 Environmental Economics
ECON 401-3 Global Economy
ECON 407-3 The Economy of Northern BC
GEOG 401-3 Resource Geography

General ~~Focus~~

COMM 332-3 Business and Professional Ethics
COMM 340-3 Marketing Communications
COMM 342-3 Services Marketing
ENVS 414-3 Environmental and Professional Ethics
FNST 440-(3-6) Internship in First Nations Studies
FNST 498-3 Special Topics in First Nations Studies
GEOG 308-3 Introduction to Medical Geography
GEOG 420-3 Environmental Justice
POLS 317-3 Ethics

Specializations Areas of Specialization

It is possible for students to organize their course choices (~~focus categories~~ areas and electives) to achieve an Area of Specialization of course work. For the PACD major, completion of a specialization requires 24 credit hours ~~of courses~~ (8 courses) from one of the specialization lists:

- Specialization in Local Public Administration
- Specialization in Aboriginal Community Development
- Specialization in Planning

Area of Specialization in Local Public Administration

* Students choosing this Area of Specialization should be aware that UNBC also offers a Public Administration Certificate through the Department of Political Science, as well as a First Nations Public Administration Certificate through the Department of First Nations Studies.

Lower-Division (1st- and 2nd-year) course choices
COMM 100-3 Introduction to Canadian Business
COMM 230-3 Organizational Behaviour
POLS 220-3 Canadian Law and Aboriginal People
POLS 250-3 Law and Municipal Government
POLS 251-3 Local Services and Public Policy
POLS 260-3 Politics of Public Finance
POLS 290-3 Research and Writing in Political Science

Upper-Division (3rd- and 4th-year) course choices
POLS 316-3 Municipal Government and Politics

POLS 317-3 Ethics
POLS 320-3 Canadian Politics and Policy
POLS 333-3 Politics and Government of BC
POLS 335-3 Community Politics
POLS 340-3 First Nations Self-Government and Administration
POLS 403-3 Social and Health Policy and Administration

Area of Specialization in Aboriginal Community Development

Lower-Division (1st- and 2nd-year) course choices
ENPL 208-3 First Nations Community and Environmental Planning
FNST 200-3 Methods and Perspectives in First Nations Studies
FNST 203-3 Introduction to Traditional Environmental Knowledge
FNST 217-3 Contemporary Challenges Facing Aboriginal Communities
FNST 249-3 Aboriginal Resource Planning
POLS 220-3 Canadian Law and Aboriginal People

Upper-Division (3rd- and 4th-year) course choices
ANTH 404-3 Comparative Study of Indigenous Peoples of the World
COMM 302-3 Entrepreneurship
ENPL 409-3 Advanced First Nations Community and Environmental Planning
FNST 300-3 Research Methods in First Nations Studies
FNST 304-3 First Nations Environmental Philosophy and Knowledge
FNST 416-3 International Perspective
FNST 440-(3-6) Internship in First Nations Studies
FNST 498-3 Special Topics in First Nations Studies
GEOG 403-3 First Nations and Indigenous Geography
NREM 303-3 First Nations Approaches to Resource Management
ORTM 306-3 Indigenous Tourism and Recreation
POLS 340-3 First Nations Self-Government and Administration

Area of Specialization in Planning

* It should be noted that the 'Area of Specialization in Planning' does not lead to an accredited planning degree. The School of Environmental Planning offers a A-professional accredited Canadian Institute of Planner degree is through the School of Environmental Planning. Refer to the calendar for further information.

Required courses
ENPL 104-3 Introduction to Planning
ENPL 204-3 Principles and Practices of Planning
ENPL 301-3 Sustainable Communities: Structure and Sociology
ENPL 304-3 Mediation, Negotiation, Public Participation

~~Complete~~ Four of the following:
ENPL 206-3 Planning Analysis and Techniques
ENPL 208-3 First Nations Community and Environmental Planning
ENPL 313-3 Rural Community Economic Development
ENPL 409-3 Advanced First Nations Community and Environmental Planning
ENPL 419-3 Social Research Methods

Social Work (BSW Program)

- Child Welfare Specialization
- First Nations Specialization

...

Qualification for Degree

It is the responsibility of the student to ensure that his/her degree requirements are met. Graduation requirements are found in the Regulations and Policies section of this Calendar. To fulfill the requirements of graduation, the student must also:

- attain a minimum cumulative GPA of 2.33 (C+) on courses for credit towards the Social Work degree.
- obtain a minimum passing grade of 2.00 (C) in every Social Work course for credit towards the degree (note: Students enrolling in any required course must have completed all prerequisites with a grade of C or better); and
- complete all requirements for the BSW program within eight years of admission into the program or from the first Social Work course used for credit towards the degree.

In addition, BSW students may choose to meet the requirements for one of the Areas of Specialization described in this degree program. The Specialization will be recorded on the student's transcript.

...

BSW: Child Welfare Specialization

The Child Welfare Specialization provides a program of studies that prepares students for practice in child welfare, while also satisfying the general practice criteria required for BSW accreditation and for designation as a Registered Social Worker (RSW).

Students must meet all prerequisites for entry into the BSW program at UNBC and be accepted into the ~~school program~~. The fourth-year practicum takes place in a child welfare setting or a First Nations child welfare agency. Completion of the specialization is noted on the student's graduating transcript. Note: This Specialization is distinct from "Areas of Specialization" within a major as set out in Academic Regulation 24 (Minors, Areas of Specialization and Areas of Focus).

The Child Welfare Specialization is designed to provide a ~~sSocial wWork~~ degree that prepares students for social work practice in all child and family serving agencies.

...

BSW: First Nations Specialization

The First Nations Specialization provides a program of study that prepares students for practice with First Nations people, while also satisfying the general practice criteria required for BSW accreditation and for designation as a Registered Social Worker (RSW).

Students must meet all prerequisites for entry into the UNBC BSW program and must be accepted into the program. The fourth-year practicum takes place in a First Nations setting.

Completion of the specialization is noted on the student's transcript. Note: This Specialization is distinct from "Areas of Specialization" within a major as set out in Academic Regulation 24 (Minors, Areas of Specialization and Areas of Focus)

S-201302.06

New Course Approval — FNST 145-3

Tait

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course FNST 145-3 Tsilhqot'in Language: Level 1 be approved as proposed.

Proposed semester of first offering: September 2013

A Senator asked whether course offerings for other languages were going to be forthcoming and Dr. Blanca Schorcht, representative of the Department of First Nations Studies, responded that there were already several First Nations languages offered by UNBC.

CARRIED.

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

This course provides an introduction to the conversational and written elements of the Tsilhqot'in language.

S-201302.07

New Course Approval — FNST 146-3

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course FNST 146-3 Tsilhqot'in Language: Level 2 be approved as proposed.

Proposed semester of first offering: September 2013

CARRIED.

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

This course develops reading, writing, and speaking skills in the Tsilhqot'in language.

Prerequisites: FNST 145-3 or permission of the Program Chair

S-201302.08

New Course Approval — FNST 147-3

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course FNST 147-3 Tsilhqot'in Culture: Level 1 be approved as proposed.

Proposed semester of first offering: September 2013

CARRIED.

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

This course provides an introduction to Tsilhqot'in culture.

S-201302.09

New Course Approval — FNST 148-3

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course FNST 148-3 Tsilhqot'in Culture: Level 2 be approved as proposed.

Proposed semester of first offering: September 2013

CARRIED.

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

This course provides advanced study of Tsilhqot'in culture.

Prerequisites: FNST 147 or permission of the Program Chair

S-201302.10

New Course Approval — FNST 245-3

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course FNST 245-3 Tsilhqot'in Language: Level 3 be approved as proposed.

Proposed semester of first offering: September 2013
CARRIED.

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

This course focuses on the development of speaking and understanding the Tsilhqot'in language, including reading and writing skills, at the Intermediate level.
Prerequisites: FNST 146 or permission of the Program Chair

S-201302.11

New Course Approval — FNST 246-3

Tait

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course FNST 246-3 Tsilhqot'in Language: Level 4 be approved as proposed.

Proposed semester of first offering: September 2013

A Senator raised a question about the content of this course in the calendar course description, noting that it would be clearer if the the words "advanced intermediate" were added in brackets after the phrase "level 4." Senator Hutchings replied that the SCAPP and SCRGS Subcommittee on Curriculum and Calendar had brought this matter to the attention of the Department of First Nations Studies, and they had indicated that they planned to bring a number of changes to their language courses forward to Senate in the near future to address this issue.

CARRIED.

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

This course focuses on the development of speaking and understanding the Tsilhqot'in language, including reading and writing skills at level 4.
Prerequisites: FNST 245 or permission of the Program Chair

S-201302.12

Approval of Memorandum of Agreement Between Coquitlam College and the University of Northern British Columbia

Whitcombe

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the Memorandum of Agreement between Coquitlam College and the University of Northern British Columbia be approved as proposed.

Effective date: September 2013

CARRIED.

S-201302.13

Revisions to Undergraduate Academic Regulation 16 (Official and Unofficial Transcripts)

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 16 (Official and Unofficial Transcripts), on page 56 of the 2012/2013 Undergraduate Academic Calendar, be approved as proposed.

Effective date: September 2013

CARRIED.

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

16. Official and Unofficial Transcripts

Official transcripts are confidential and are only released on ~~written request from~~ authority of the student. Transcripts issued to an institution, company, or agency are mailed directly to their address, or held for pick-up at the Office of the Registrar in confidential envelopes marked 'Official Transcript'. In extenuating circumstances, official transcripts may be issued to a student. Third-party requests must be accompanied by a signed authorization from the student.

Each transcript will include the student's complete record at the University. Since credit earned is determined on the results of final examinations, a transcript will not include results of mid-term examinations.

Transcripts will not be released without payment of the required transcript fee, and/or if there is an outstanding financial obligation to the University.

Requests for transcripts can be made online through UNBC Student Online Services <https://www.unbc.ca> or by completing a Transcript Request Form available in the Office of the Registrar. ~~There is a 10-day turnaround for transcript requests.~~

Unofficial transcripts are available to students directly through UNBC Student Online Services at <https://www.unbc.ca-Web-for-Students>.

S-201302.14

Revisions to Undergraduate Academic Regulation 18 (Time Limit for Transfer Credit)

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 18 (Time Limit for Transfer Credit), on page 57 of the 2012/2013 Undergraduate Academic Calendar be approved as proposed.

Effective date: September 2013

CARRIED.

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

18. Time Limit for Transfer Credit

Transfer credit ~~normally will~~ is not normally be awarded for courses completed in excess of ~~ten 10~~ 10 academic years prior to the date of first UNBC registration at UNBC. Courses more than ~~ten 10~~ years old ~~normally will~~ are normally be-assigned unspecified credit. Once transfer credit has been ~~allowed granted~~, in order for transfer credit to be retained a student must maintain their continuing student status (Undergraduate Academic Regulation 4. Continuing/Returning Students) in order for transfer credit to be retained. ~~may not be absent from the University for more than three consecutive semesters for transfer credit to be retained.~~ Otherwise, transfer credit will be re-evaluated as though this were the student's first UNBC admission and registration.

S-201302.15

Revisions to Undergraduate Academic Regulation 19 (Letters of Permission)

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 19 (Letters of Permission), on page 57 of the 2012/2013 Undergraduate Academic Calendar, be approved as proposed.

Effective date: September 2013

CARRIED.

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

19. Letters of Permission

A Letter of Permission ensures that courses successfully completed at another institution will be transferred to UNBC for consideration as credit toward the student's degree program. Before taking courses from other post-secondary institutions for credit on a Letter of Permission towards a UNBC credential, a student must:

- a. have completed at least ~~nine~~ semester 9 credit hours of study at UNBC
- b. ~~be in good academic standing not be on academic probation or in arrears on account with the University~~
- c. ~~not have any outstanding obligation to the University, which may include, but is not limited to the following:~~
 - tuition fees owing
 - library or other fines owing
 - outstanding library loans
 - outstanding equipment or other loans

Course work taken on a Letter of Permission is considered to be transfer credit, and therefore subject to all policies and practices related to transfer credit.

Students who complete courses without having first obtained a Letter of Permission risk not having those courses accepted for transfer credit.

S-201302.16

Revisions to Undergraduate Academic Regulation 30 (Change of Grade after Submission of Final Grades)

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 30 (Change of Grade after Submission of Final Grades), on page 58 of the 2012/2013 Undergraduate Academic Calendar, be approved as proposed, including administrative changes to the programs affected by the changes.

Effective date: May 2013

CARRIED.

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

30. Change of Grade after Submission of Final Grades

Except for grade changes resulting from formal Academic Appeal, any changes in final grade after the initial grade submission must be transmitted to the Office of the Registrar through the appropriate Dean Chair, except in cases when a Chair's grades must be approved by the appropriate College Dean.

S-201302.17

Revisions to Undergraduate Academic Regulation 40 (Conduct in Examinations)

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 40 (Conduct in Examinations), on page 60 of the 2012/2013 Undergraduate Academic Calendar, be approved as proposed.

Effective date: September 2013

CARRIED.

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

40. Conduct in Examinations

Students must present appropriate identification upon entering the examination room. Appropriate identification is defined as a UNBC student card and/or some other form of photo identification acceptable to the proctor. The following regulations apply to the conduct of examinations:

- a. Books, papers, or other materials or devices must not be in the possession of the student during an exam except by the express permission of the examiner. Specifically, without such permission, no laptop computers, mobile phone sets, handheld electronic devices or the like may be in possession of the student in the examination room (see Undergraduate Academic Regulation 43 45.b. (b)).
- b. No candidate is permitted to enter the examination room more than 30 minutes after the beginning of the examination, or permitted to leave within 30 minutes after the examination has started.
- c. Candidates must not communicate in any way with other candidates in the examination room.
- d. Candidates must not leave their seats, except when granted permission by the proctor.
- e. Candidates must turn in all materials, including rough work, upon leaving the examination room.
- f. Food and beverages other than water are not permitted in the examination room.

S-201302.18

Revisions to Undergraduate Academic Regulation 43 (Final Examinations Missed)

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 43 (Final Examinations Missed), on page 61 of the 2012/2013 Undergraduate Academic Calendar be approved as proposed.

Effective date: September 2013

CARRIED.

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

43. Final Examinations Missed

Satisfactory explanation, with supporting documentation as appropriate, for any final examination missed must be made by the student or designate to the Office of the Registrar within 48 hours from the time the examination was written.

Within 48 hours of receiving a submission, the Registrar or designate may ~~direct~~ advise the Program under which the course is offered to arrange the writing of a special examination in the case of an examination which was missed.

Normally, for explanations of sickness, a doctor's certification is required.

S-201302.19

Revisions to Undergraduate Academic Regulation 44 (Deferred Examinations and Grades)

Ryan

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the change(s) to Undergraduate Academic Regulation 44 (Deferred Examinations and Grades), on page 61 of the 2012/2013 Undergraduate Academic Calendar, be approved as proposed.

Effective date: September 2013

CARRIED.

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

44. Deferred Examinations and Grades

- a. Students may ~~apply for request~~ request a deferred examination or a deferred status to complete required term work if medical or compassionate reasons prevent attendance at an examination or completion of assignments. Submission of a deferred (DEF) grade by Written application for a deferral, along with supporting documentation and written approval from the Instructor and Program Chair, should be received by the Office of the Registrar without exception before the date of the final examination; after that date, the Undergraduate Academic Regulation 44 "43. Final Examinations Missed" applies. Forms for deferred status are available to Faculty from the Office of the Registrar. If a student is granted a deferral, the exam must be written or the assignment(s) completed and graded before the last day of classes in the following semester, unless prior arrangements have been made with the Instructor and notification has been submitted to the Office of the Registrar. If a student is granted a deferral but does not complete the required work, or does not appear for the examination, a grade of F will be assigned. If a student's request for deferred status is refused, the instructor will submit a final grade.
- b. Effective September 2004, students are not permitted to graduate with deferred grades (DEF) remaining on their transcript (See Academic Regulation ~~34~~ 33. Graduation Constraints).

9.2 Senate Committee on Scholarships and Bursaries

Owen

"For Information" Items:

SCSB20130123.03

New Terms and Conditions — Elsie and Dieter Gerdes Scholarship

Ryan

That the new Terms and Conditions for the Elsie and Dieter Gerdes Scholarship be approved.

Effective date: This award will be activated following the passing of the donors.

CARRIED.

SCSB20130123.04

New Terms and Conditions — Lorraine Ruth Aulis Endowed Bursary

Ryan

That the new Terms and Conditions for the Lorraine Ruth Aulis Endowed Bursary be approved.

Effective date: This award will be activated following the passing of the donors.

CARRIED.

SCSB20130123.05

New Terms and Conditions — North Central Local Government Association Bursary

Ryan

That the new Terms and Conditions for the North Central Local Government Association Bursary be approved.

Effective date: 2012-2013 Academic Year

CARRIED.

SCSB20130123.11

New Terms and Conditions — Jim and Noreen Rustad and Family Award

Ryan

That the new Terms and Conditions for the Jim and Noreen Rustad and Family Award be approved.

Effective date: 2013-2014 Academic Year

CARRIED.

SCSB20130123.12

New Terms and Conditions — Miriam Matejova Award

Ryan

That the new Terms and Conditions for the Miriam Matejova Award be approved.

Effective date: 2013-2014 Academic Year

CARRIED.

9.3 Senate Committee on Academic Appeals

Whitcombe

“For Information” Items:

SCAA201202.04

2011-2012 Annual Report (September 1, 2011 to August 31, 2012)

Ryan

That the 2011-2012 Annual Report (September 1, 2011 to August 31, 2012) from the Senate Committee on Academic Appeals be approved as proposed and forwarded to Senate for information.

Effective date: February 15, 2013

CARRIED.

9.4 Steering Committee of Senate

Iwama

9.4.1 Consent Agenda

Senator Nolin reported that, in response to the amendment to the agenda proposed at the last meeting of Senate in order to address related motions on the Consent and Regular Agendas, the Steering Committee of Senate planned to discuss this matter at their next meeting.

9.5 Senate Committee on Nominations

Zahir

“For Approval” Items:

S-201302.20

Membership Changes to Senate Committees (no material)

Whitcombe

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

Effective date: Immediately upon approval by Senate

Senator Zahir reminded Senators that a revised list of proposed appointments had been distributed to Senators in advance of the meeting.

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

CANDIDATE

Senate

Faculty Member — CASHS (until March 31, 2014)

Paul Siakaluk

Senate Committee on Academic Policy and Planning

Faculty Member — CASHS (until March 31, 2013)

Paul Siakaluk

Senate Committee on First Nations and Aboriginal Peoples

First Nations Representative — Member at Large (until March 31, 2013)
(Carrier Sekani Tribal Council)

Terry Teegee

Selection Committee for the Vice-Provost, Student Engagement

Faculty member from CASHS

Faculty member from CSAM

Kristen Guest

David Casperson

Committee for Review of the President Prior to Reappointment

Faculty member from CASHS

Faculty member from CSAM

Jalil Safaei-Borojeny

Saif Zahir

CARRIED.

10.0 Other Business (*no material*)

10.1 Notice of Motion

Senator Casperson provided notice of motion for the next regular meeting of Senate (March 20, 2013), as follows:

That the agenda of the March Senate budget meeting be amended to include discussion of financial planning processes going forward.

11.0 Information

11.1 University Information Administration and Policy

McKenzie / Condon

Ms. McKenzie and Mr. Condon delivered a presentation regarding University information administration and policy (attached to these minutes as "Appendix I").

11.2 2011/12 Annual Report to Senate from the College of Arts, Social, and Health Sciences

This report was provided to Senate for information.

12.0 S-201302.21

Move to In Camera Session

That the meeting move In Camera.

13.0 S-201301.25

Adjournment

That the Senate meeting be adjourned.

The meeting ended at 5:10 p.m.



University Information Administration

Senate Presentation

February 27, 2013

Shelley McKenzie, Deputy Registrar & FOIPPA Officer
Greg Condon, Chief Information Officer

Agenda

- *Freedom of Information & Protection of Privacy Act*
- Privacy Impact Assessments
- Records Management
- Cloud Computing & Email
- Best Practices & Tips
- Next Steps



FOI/PP Act

- Access to Information
 - provide the public with the right of access to records in the custody, or under the control, of UNBC;
 - provide information as part of a formal FOI/POP request;
 - provide routine public information and personal information
- Protection of Privacy
 - prevent unauthorized collection, use, or disclosure of personal information; Maintain confidentiality.
 - withhold from disclosure certain records as specified in the *Act*;
 - provide individuals with the right to access and correct personal information about themselves

In a manner consistent with the *Act*, UNBC provides access to records and information under the custody and control of the University, balanced with ensuring the protection of the personal privacy of all individuals associated with the University.

FOIPP Act

- “Personal Information” means recorded information about an identifiable individual other than contact information. *Think business card or UNBC phone book.*
- Section 3(1)(e) the Act does not apply to:
“A record containing teaching materials or research information of employees of a post secondary education body..”
- Promote a culture of openness. Public interest paramount.
- Right of Access (public has a right to request access to any record in the custody or control of a public body)
 - BUT, there are exceptions (Disclosure harmful to personal privacy; Third-party business information; legal advice; disclosure harmful to financial or economic interests of the public body; teaching materials; some research)
- Legislated timelines to respond to requests. Please cooperate.

Official Bodies

- **Office of the Information Privacy Commissioner** (independent body)
 - Promotes & protects information & privacy rights of citizens.
 - Appeal body. Orders for privacy & information release.
 - <http://www.oipc.bc.ca/>
- **Office of the Chief Information Officer** (BC Government)
 - Oversees public bodies. Legislation, guidelines, publications.
 - Assists & Reviews complaints, PIAs, advocates.
 - <http://www.cio.gov.bc.ca/> / <http://www.data.gov.bc.ca/> / <http://www.openinfo.gov.bc.ca/>
- **FOIPPA Advisory Group** (UNBC)
 - Internal Committee to set direction/priorities, review requests, discuss specific situations, develop policy
 - <http://www.unbc.ca/foippa/>

Privacy Impact Assessments

- A Privacy Impact Assessment (PIA) is a foundation tool/process designed to ensure compliance with government's privacy protection responsibilities, and that privacy requirements are identified and satisfied in a timely and cost efficient manner.
- Legislated requirement - s. 69(5)(3)
- An educational tool that promotes privacy awareness.
- Currently 18 page technical document. Post-secondary institutions working with CIO to develop abbreviated, more intuitive form. Directives will also be coming.

Privacy Impact Assessments

- When should one be done?
 - New program, project, system, technology or other initiative
 - If there are significant changes to existing system (PIA is living document)
 - Anytime personal information will be collected, used or disclosed (shared)
 - In some cases, both Research Ethics Board and PIA will be required. Once we receive directives, we'll know more.
- UNBC is implementing as a phased & priority-based approach. Will roll-out campus-wide once final form and directives provided.

Records Management

- Under the *Act*, records are considered to be: "books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means..."
- UNBC employees must be aware and take care to create written documentation in an objective and professional manner. Remember that whatever you type, write or record becomes part of a public record that can be accessed.
- Retention Schedules: Unless otherwise legislated, general rule of thumb is to retain personal information for at least 1 year (CY+1) if used to make a decision that directly affects the individual (opportunity for access) (s. 31).

Records Management

- Erica Hernandez-Read started in January as the Records Management Coordinator (18-month term; Archives department)
- Researching existing policies, legislation, Records Retention Schedules and Disposition Authorities, RM standards and best practice, RM project implementation at other universities
- **Currently Underway:**
 - Records Management Policy drafted
 - Terms of Reference for a University RM Committee
 - Records Management project plan and associated timeline
 - Establishing contract for external consultant services
 - Interviewing University records management archivists to discuss program development within their institutions
 - Retention schedule will be developed as part of project



ITS Systems Security

- Data security is everyone's responsibility
 - Locked computer screens
 - Drive Encryptions (uVic, MUN)
 - Encrypted thumb drives (student loans breach)
 - Locked office doors
- Minimizing the Risk
 - Using UNBC email address only for communication with students
 - Email is never secure. If you are using Gmail, Hotmail, etc.. to communicate data, then you are likely in violation of BC legislation
 - Remember these could become public records.
 - Be cautious what you write.



FOIPPA – Section 30.1

- Cloud Computing
 - Section 30.1 Storage & Access in Canada
 - We cannot store personal identifiable data outside of Canada or allow a foreign entity access to UNBC identifiable data
- How does this affect me?
 - Black and White examples
 - Cloud-based systems (DropBox, TurnItIn, Gmail/Hotmail, SkyDrive)
 - Grey examples
 - Surveys (depends on information gathered)
 - iClickers (depends if the individual identity is captured)
 - Social Media ?!?!?!?!?



ITS Response

- Policy
 - Access Rights Policy
 - Cloud computing systems
 - Login ID changes
 - Data backup and retention
- Systems
 - Audit
 - IPS/IDS
 - Sharepoint – collaboration & information sharing
 - Securing off-campus network access
 - Blocking remote access to desktop PCs
 - Replace TSS with Virtual Desktop (any device)
 - Increasing network storage space
 - Identity Management Software
- Dedicated Security Officer role



Best Practices & Tips

- If you plan to share or disclose personal information, ensure you have prior written consent from the individual to do so.
- After serving on committees, return all confidential material to Chair or administrative staff person for shredding.
- Recording an event? Post signage or notice that event is recorded.
- When you are dealing with confidential information it is good practice to remember “**when in doubt black it out.**”
- Do not post marks listed by student name and ID numbers (use a code or communicate with students individually).
- Do not use portable electronic devices (such as USB keys) to store class lists, marks, and other confidential information.
- Ensure encryption and password protection where possible.
- Develop and use a system for secure retention and destruction of student work not returned to students.

Best Practices & Tips cont.

- Do not speak about individuals' private information in committee or other group settings unless everyone in that setting has a right and need to know that information.
- Limit disclosure and data-sharing to need-to-know.
- Ensure appropriate physical security measures (locked filing cabinets, restricted access to offices)
- All contracts should have confidentiality & privacy statements/clauses. Contact Purchasing for details.
- Be sure that others working under your supervision, including Teaching Assistants, Research Assistants and Term Instructors, know and follow these same practices.



What's Next?

- Records Management development
- Policy Review & Development
 - System access, FOI, records
- Implementation of Privacy Impact Assessments
- Enhanced IT Security & Audits
- Website Enhancement
 - Posting routine information
- Training Sessions



THANK YOU

Contact Information:

Shelley McKenzie - Deputy Registrar and *Freedom of Information & Protection of Privacy* Officer

Shelley.McKenzie@unbc.ca / (250) 960-6310

Greg Condon - Chief Information Officer

Greg.Condon@unbc.ca / (250) 960-5289

Erica Hernandez-Read - Records Management Coordinator

Erica.Hernandez@unbc.ca / (250) 960-6179

Fun video on privacy: <http://www.youtube.com/watch?v=RNJI9EEcsoE>

Source: American Civil Liberties Union



Privacy Impact Assessments (PIA)

Instructions for Public Bodies (other than Ministries)

What is a PIA? A PIA is an assessment of a current or proposed initiative (a system, enactment project, program or activity) to evaluate privacy impacts, including compliance with the privacy protection responsibilities under the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

Why do I do a PIA? The PIA helps ensure that collection, use, disclosure, retention, and security of personal information is consistent with FOIPPA requirements and that any privacy impacts have been identified and mitigated or managed. A PIA must be completed for all initiatives by all public bodies under section 69(5.3) of FOIPPA.

When do I do a PIA? During the development of any new project, program or activity, system or proposed enactment, or if making significant changes to an existing one, you will need to do a PIA. (Even if you believe personal information is not involved, completing a PIA ensures that privacy has been assessed.) A PIA must be completed before implementation of any project, program or activity, system or proposed enactment.

* If your initiative involves data-linking or a common or integrated program or activity, as defined in FOIPPA, you must notify the Office of the Information and Privacy Commissioner (OIPC) at an early stage of development as required by s. 69(5.5) of FOIPPA. (See s.69 for the exception concerning the health care sector.)

How do I do a PIA?

1. A PIA template can be found on the Knowledge and Informations Services' (KIS) website http://www.cio.gov.bc.ca/cio/priv_leg/foippa/pia/pia_index.page Public bodies, which are not ministries, may use this template, but are not required to. If you do not use the template ensure that your PIA includes the elements listed on page 2.
2. If your initiative involves data-linking or a common or integrated program or activity submit your PIA to the OIPC at info@oipc.bc.ca for review and comment, in accordance with section 69(5.4). Again, see section 69 for the exception concerning the health care sector.
3. Ensure your PIA is fully complete before implementation of any new or revised project, program or activity, system or proposed enactment.

Who do I contact about a PIA?

If you have questions call the Privacy and Access Helpline: 250 356-1851

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Elements of a Privacy Impact Assessment (PIA):

1. General contact information for individual qualified to answer questions about the PIA
2. Description of the initiative
3. Purpose/objective of the initiative
4. Potential impacts of the proposal
5. Details of any previous PIAs or privacy assessments done on the initiative (in whole or in part)
6. Description of the elements of personal information that will be collected, used, and/or disclosed and the nature and sensitivity of the personal information
7. Description of the linkages and flows of personal information collected, used, and disclosed
8. Analysis of the FOIPPA authorities allowing collection, use, and/or disclosure for the initiative
9. Description of procedures in place to enable an individual to correct or annotate their personal information
10. Analysis of security and storage of personal information
11. Description of retention of personal information
12. PIA signed off by individuals with primary responsibility for privacy (and security where relevant) on the initiative