

SENATE MEETING PUBLIC SESSION AGENDA

April 22, 2015
3:30 – 5:30 PM

Senate Chambers (Room 1079 Administration Building)

1.0 S-201504.01

Approval of the Agenda †

Page 1 That the agenda for the April 22, 2015 Public Session of Senate be approved as presented.

† **NOTE:** *The Senate Agenda for the public session consists of two parts, a consent agenda and a regular agenda. The consent agenda contains items that are deemed to be routine or noncontroversial and are approved by the Steering Committee of Senate for placement on that agenda. Any Senator wishing to discuss any item on the consent agenda may ask the Chair of Senate that the item be removed from the consent agenda and placed on the regular agenda. Items removed from the consent agenda will be placed on the regular agenda and dealt with in the order in which they appear on the full agenda. Senators wishing to ask a question regarding an item on the consent agenda, without necessarily removing that item from the consent agenda, are strongly encouraged to direct questions to the Secretary of Senate in advance of the meeting.*

2.0 S-201504.02

Approval of Senate Minutes

Page 9 That the minutes of the March 25, 2015 Public Session of Senate be approved as presented.

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

4.0 President's Report **Dr. Weeks**

5.0 Report of the Provost **Dr. Young**

6.0 Report of the Registrar **Mr. Hanschen**

7.0 Question Period **Dr. Weeks**

8.0 Removal of Motions from the Consent Agenda **Dr. Weeks**

9.0 Committee Reports

9.1 Senate Committee on Academic Affairs

Dr. Young

"For Approval" Items:

Regular **S-201504.03**

Guidelines for Administering Teaching Evaluations

Page 16 That upon further review of the minimum number of students suitable for teaching evaluations, SCAAF would recommend to Senate a policy of no lower limit to the size of class for which teaching evaluations would be performed but it should be stressed to students that filling out teaching evaluations is entirely voluntary – both at the time they are administered and through such language being included on the forms. Further, it should be stressed to students that the written comments are for the instructor only and that students have other routes for commenting on a course or content by direct communication with the Chair and/or Dean as appropriate. Faculty members, Chairs, and Deans should be encouraged to use evaluations of teaching beyond surveys, particularly in cases where faculty members consistently teach small classes.

Effective date: Upon approval by Senate

Regular **S-201504.04**

New Academic Program Proposal — Master's Academic Preparation Program (MAPP)

Page 18 That, on the recommendation of the Senate Committee on Academic Affairs, the new Master's Academic Preparation Program (MAPP) be approved as proposed.

Proposed start date: September 2015

Regular **S-201504.05**

New Course Approval — MAPP 411-3 and 421-3

Page 26 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 411-3/421-3 Understanding Canadian Academic and Cultural Practices be approved as proposed.

Proposed semester of first offering: To be determined

Regular **S-201504.06**

New Course Approval — MAPP 412-3

Page 30 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 412-3 English Listening and Speaking be approved as proposed.

Proposed semester of first offering: To be determined

Regular **S-201504.07**

New Course Approval — MAPP 413-3

Page 34 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 413-3 English Reading and Writing be approved as proposed.

Proposed semester of first offering: To be determined

Regular **S-201504.08**

New Course Approval — MAPP 414-3

Page 38 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 414-3 The Organization of Canadian Higher Education be approved as proposed.

Proposed semester of first offering: To be determined

Regular **S-201504.09**

New Course Approval — MAPP 415-3

Page 42 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 415-3 English Phonetics and Phonemics be approved as proposed.

Proposed semester of first offering: To be determined

Regular **S-201504.10**

New Course Approval — MAPP 422-3

Page 46 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 422-3 Comparative Education and Globalization be approved as proposed.

Proposed semester of first offering: To be determined

- Regular **S-201504.11**
New Course Approval — MAPP 423-3
Page 50 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 423-3 Introduction to Research Methods be approved as proposed.
Proposed semester of first offering: To be determined
- Regular **S-201504.12**
New Course Approval — MAPP 424-3
Page 54 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 424-3 Learning to Succeed in Graduate School be approved as proposed.
Proposed semester of first offering: To be determined
- Regular **S-201504.13**
New Course Approval — MAPP 425-3
Page 58 That, on the recommendation of the Senate Committee on Academic Affairs, the new course MAPP 425-3 Capstone Project be approved as proposed.
Proposed semester of first offering: To be determined
- Regular **S-201504.14**
New Course Approval — ENGR 117-3
Page 62 That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 117-3 Engineering Design I be approved as proposed.
Proposed semester of first offering: September 2015
- Regular **S-201504.15**
New Course Approval — ENGR 151-1
Page 67 That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 151-1 Engineering Tools I be approved as proposed.
Proposed semester of first offering: January 2016
- Regular **S-201504.16**
New Course Approval — ENGR 152-1
Page 72 That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 152-1 Engineering Tools II be approved as proposed.
Proposed semester of first offering: September 2015
- Regular **S-201504.17**
Changes to Program Requirements — BASc – Environmental Engineering
Page 77 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the BASc – Environmental Engineering, on page 107 of the 2014/15 undergraduate calendar, be approved as proposed.
Effective date: September 2015
- Consent **S-201504.18**
Course Deletion — ENSC 100-1
Page 79 That, on the recommendation of the Senate Committee on Academic Affairs, the course ENSC 100-1 Introduction to Engineering Seminar be deleted and removed from the UNBC Calendar.
Effective date: September 2015
- Consent **S-201504.19**
Course Deletion — ENSC 150-3
Page 81 That, on the recommendation of the Senate Committee on Academic Affairs, the course ENSC 150-3 Fundamentals of Environmental Engineering be deleted and removed from the UNBC Calendar.
Effective date: September 2015
- Consent **S-201504.20**
Course Deletion — ENSC 151-1
Page 83 That, on the recommendation of the Senate Committee on Academic Affairs, the course ENSC 151-1 Engineering Tools be deleted and removed from the UNBC Calendar.
Effective date: September 2015

- Consent **S-201504.21**
Change to Course Prefix and Calendar Description — PHYS 120-3
Page 85 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course prefix and calendar description for PHYS 120-3 Introduction to Astronomy I: The Solar System, on page 276 of the 2014/2015 undergraduate calendar, be approved as proposed.
Effective date: September 2016
- Consent **S-201504.22**
Change to Course Prefix and Calendar Description — PHYS 121-3
Page 87 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course prefix and calendar description for PHYS 121-3 Introduction to Astronomy II: The Universe, on page 276 of the 2014/2015 undergraduate calendar, be approved as proposed.
Effective date: September 2016
- Consent **S-201504.23**
Changes to Academic Breadth Requirements, Sciences Quadrant — Addition of Astronomy (ASTR)
Page 89 That, on the recommendation of the Senate Committee on Academic Affairs, the motion to add Astronomy courses (prefix ASTR) to the Sciences quadrant of the Academic Breadth Requirements, on p. 55 of the 2014-15 Undergraduate Calendar, be approved as proposed.
Effective date: September 2016
- Regular **S-201504.24**
Approval of Exchange Agreement Between Chonnam National University and the University of Northern British Columbia
Page 90 That, on the recommendation of the Senate Committee on Academic Affairs, the draft exchange agreement between Chonnam National University and UNBC be approved as proposed.
Effective date: Upon approval by Senate
- Regular **S-201504.25**
Renewal of Bilateral Exchange Agreement Between Syktyvkar State University (SyktSU), Russia and the University of Northern British Columbia
Page 94 That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the bilateral exchange agreement between Syktyvkar State University (SyktSU), Russia and the University of Northern British Columbia be approved as proposed.
Effective date: Upon approval by Senate
- Regular **S-201504.26**
Renewal of Bilateral Exchange Agreement Between Lillehammer University College, Norway and the University of Northern British Columbia
Page 98 That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the bilateral exchange agreement between Lillehammer University College, Norway and and the University of Northern British Columbia be approved as proposed.
Effective date: Upon approval by Senate
- Regular **S-201504.27**
Renewal of Exchange Agreement Between Massey University, New Zealand and the University of Northern British Columbia
Page 102 That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the exchange agreement between Massey University, New Zealand and the University of Northern British Columbia be approved as proposed.
Effective date: Upon approval by Senate
- 9.2 Senate Committee on Scholarships and Bursaries Dr. Owen**
- “For Information” Items:**
- Consent **SCSB201500325.03**
New Terms and Conditions - President’s Silver Anniversary Award for Excellence in Leadership
Page 112 That the new Terms and Conditions for the Nordic Sport Leadership Awards be approved.
Effective Date: 2016-2017 Academic Year

- Consent **SCSB 20150325.04**
Revised Terms and Conditions - UNBC Leadership Award
Page 118 That the Awards Guide Description for the UNBC Leadership Award be revised.
Effective Date: 2016-2017 Academic Year
- Consent **SCSB20150325.05**
Revised Terms and Conditions - Dean Mason & Company Inc. Chartered Accountants Scholarship
Page 120 That the revised Terms and Conditions for the Dean Mason & Company Inc. Chartered Accountants Scholarship be approved.
Effective Date: 2015-2016 Academic Year
- Consent **SCSB20150325.06**
Revised Terms and Conditions - Dean Mason & Company Inc. Chartered Accountants Bursary
Page 122 That the revised Terms and Conditions for the Dean Mason & Company Inc. Chartered Accountants Bursary be approved.
Effective Date: 2015-2016 Academic Year
- Consent **SCSB20150325.07**
Revised Terms and Conditions - Sharon Revel Bursary
Page 124 That the revised Terms and Conditions for the Sharon Revel Bursary be approved.
Effective Date: 2015-2016 Academic Year
- Consent **SCSB20150325.08**
Revised Terms and Conditions - BC Association of Social Workers Prize
Page 126 That the revised Terms and Conditions for the BC Association of Social Workers Prize be approved.
Effective Date: 2015-2016 Academic Year
- Consent **SCSB20150325.09**
De-activation of Terms and Conditions - President's Scholarship
Page 128 That the President's Scholarship be de-activated.
Effective Date: 2016-2017 Academic Year
- Consent **SCSB20150325.12**
Approval of SCSB Annual Report
Page 130 That the SCSB Annual Report be approved.
Effective Date: March 2015

- 9.3 Senate Committee on the University Budget Dr. Whitcombe**
- 9.4 Senate Committee on Nominations (SCN) Dr. Zahir**

"For Approval" Items:

- Regular **S-201504.28**
Membership Changes to Senate Committees (*no material*)
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 committees as indicated, be appointed as proposed.
Effective date: Immediately upon approval by Senate

<u>SENATE COMMITTEE POSITION TO BE FILLED</u> <i>(except as otherwise noted, all terms begin immediately)</i>	<u>CANDIDATE</u>
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- | | |
|--|---|
| <u>Steering Committee of Senate</u>
Faculty Senator (until March 31, 2018)
Faculty Senator (until March 31, 2018)
Student Senator (until March 31, 2016) | Dr. Kevin Keen
Dr. Dan Wessell Lightfoot
Mr. Julius Bankole |
|--|---|

Senate Committee on Nominations

Student Senator (until March 31, 2016)
Faculty Senator (until March 31, 2017)
Faculty Senator (until March 31, 2018)
Faculty Senator (until March 31, 2018)
Lay or Regional Senator (until March 31, 2016)

Mr. Dhruv Desai
Dr. Andrew Kitchenham
Dr. Corinne Koehn
Dr. Brian Menounos
Ms. Moira Green

Senate Committee on Academic Appeals

Faculty Senator – CASHS (until March 31, 2018)
Faculty Senator – CSAM (until March 31, 2018)
Graduate Student Senator (until March 31, 2016)
Undergraduate Student Senator (until March 31, 2016)
Student Senator (Aboriginal if possible) (until March 31, 2016)

Dr. Michael Murphy
Dr. Todd Whitcombe
Mr. Darshik Shirodaria
Mr. David Clarkson
Mr. Daniel Burke

Senate Committee on Admissions and Degrees

Faculty Member – CASHS (until March 31, 2018)
Faculty Member – CSAM (until March 31, 2018)
Undergraduate Student (until March 31, 2016)

Dr. Sherry Beaumont
Dr. Alex Aravind
Ms. Mercedes Ouellet

Senate Committee on Academic Affairs

Faculty Senator (until March 31, 2018)
Faculty Senator (until March 31, 2018)
Faculty Member — CASHS (until March 31, 2016)
Graduate Student — CASHS (until March 31, 2016)
Undergraduate Student — CASHS (until March 31, 2016)
Undergraduate Student — CSAM (until March 31, 2016)
Lay Senator (until March 31, 2018)
Regional Senator (until March 31, 2016)

Dr. Dana Wessell Lightfoot
Dr. Todd Whitcombe
Dr. Catherine Whalen
Ms. Valerie Ward
Mr. Wendel Schwab
Ms. Angela Kehler
Ms. Rheanna Robinson
Ms. Moira Green

Senate Committee on Honorary Degrees and Other Forms of Special Recognition

Faculty Senator – CASHS (until March 31, 2018)
Faculty Senator – CSAM (until March 31, 2018)
Student Senator (until March 31, 2016)
Lay Senator (until March 31, 2018)

Dr. Michel Bouchard
Dr. Todd Whitcombe
Ms. Shannon MacKay
Ms. Rheanna Robinson

Senate Committee on Scholarships and Bursaries

Faculty Senator — CASHS (until March 31, 2017)
Faculty Senator – CASHS (until March 31, 2018)
Faculty Senator — CSAM (until March 31, 2018)
Undergraduate Student (until March 31, 2016)
Student Senator (until March 31, 2016)
Lay Senator (until March 31, 2017)

Dr. Catherine Whalen
Dr. Sherry Beaumont
Dr. Daniel Erasmus
Ms. Melissa Lasure
Mr. Gurbind Deo
Ms. Andrea Palmer

Senate Committee on the University Budget

Faculty Senator — CASHS (until March 31, 2018)
Faculty Member (until March 31, 2018)
Undergraduate Student (until March 31, 2016)
Student Senator (until March 31, 2016)

Dr. Michel Bouchard
Dr. Todd Whitcombe
Ms. Angela Kehler
Mr. Daniel Burke

Senate Committee on Student Discipline Appeals

Faculty Senator – CASHS (until March 31, 2018)
Faculty Senator – CSAM (until March 31, 2018)
Undergraduate Student (until March 31, 2016)

Dr. Dana Wessell Lightfoot
Dr. Jueyi Sui
Ms. Karlee Nadorozny

“For Information” Items:

Faculty Senators elected to Senate for positions beginning April 1, 2015:

Faculty Senator (CASHS)
Faculty Senator (CASHS)

Dr. Catherine Whalen
Dr. Sherry Beaumont

Faculty Senator (CASHS)
 Faculty Senator (CASHS)
 Faculty Senator (CASHS)
 Faculty Senator (CASHS)
 *Faculty Senator (CASHS)
 Faculty Senator (CSAM)
 **Faculty Senator (CSAM)
 Faculty Senator (At Large)

Dr. Michel Bouchard
 Dr. Kristin Guest
 Dr. Corinne Koehn
 Dr. Dana Wessell Lightfoot
 Dr. Michael Murphy
 Dr. Alex Aravind
 Dr. Daniel Erasmus
 Ms. Wendy Fellers
 Dr. Brian Menounos
 Dr. Todd Whitcombe
 Dr. Juey Sui
 Dr. Kuo-Hsing Kuo

*To March 31, 2017, replacing Dr. Luke Harris who has resigned from Senate
 **To March 31, 2017, filling vacant Faculty Senator (CSAM) position

Student Senators elected to Senate for positions beginning April 1, 2015:

Student Senator – Undergraduate
 Student Senator – Graduate
 Student Senator – Graduate
 Student Senator – Graduate
 Student Senator – Graduate

Mr. Daniel Burke
 Mr. David Clarkson
 Mr. Gurbind Deo
 Ms. Angela Kehler
 Ms. Mercedes Ouellet
 Mr. Wendel Schwab
 Mr. Julius Bankole
 Mr. Dhruv Desai
 Ms. Shannon MacKay
 Mr. Darshik Shirodaria

Lay Senators elected to Senate for positions beginning April 1, 2015:

Lay Senator
 Lay Senator
 Lay Senator
 Lay Senator

Ms. Andrea Palmer
 Ms. Pam Tobin
 Ms. Rheanna Robinson
 Mr. Allan Stroet

10.0 **S-201504.29** **Dr. Weeks**

Approval of Motions on the Consent Agenda

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

11.0 **Other Business**

11.1 **S-201503.30** **Dr. Siakaluk**

Regular

That the Vice-President of Finance will present budget documentation for the past five years, showing actual revenues and expenditures to ensure that Senate can have a full grasp and understanding of the true financial situation of the University.

11.2 **Senate Engagement in Consultation of Physical Infrastructure at UNBC** **Dr. Reimer**
(for discussion)

12.0 **Information**

13.0 **S-201503.31**
Move to In Camera Session
 That the meeting move In Camera.

14.0

S-201503.36

Adjournment

That the Senate meeting be adjourned.

SCAAF REPORT: *Ad Hoc* Working Group on Student Teaching Evaluations

Membership: Linda Horianopoulos, Jeff Kormos, Dan Ryan, Todd Whitcombe, John Young

Our task, as we understood it, was not to comment on the content of the teaching evaluation tool presently used but on the suitability of using teaching evaluations in small classes (less than 10 students). We met several times to discuss the issue and we were able to find one of the previous reports on teaching evaluations ("Evaluation of the Current Teaching Tool" prepared by the *ad hoc* Teaching Evaluation Committee). There is also a significant amount of research on the evaluations (Appendix 1) much of which suggests teaching evaluations administered to small classes result in sampling errors. Some reports would suggest a lower limit of 20 students. This would clearly lead to anonymity on the part of the students but would also mean that over three quarters (76.5%) of the courses taught at UNBC would not have teaching evaluations applied.

Further, our present teaching evaluation process does not recognize the inhomogeneity of the professoriate. Simply put, a "one size fits all" approach does not address the needs of the faculty who may be at significantly different points in their career progression. A single limit to the minimum number of students in a class does not necessarily address the needs of the faculty and the University.

Teaching evaluations pre-tenure and pre-promotion to Associate may be more critical in helping a faculty member develop as a professor than, say, post-promotion to a Full Professor. Certainly, as presently constructed, our tenure and promotion process relies on student evaluations as a measure of teaching effectiveness. In this regard, it might be useful to consider collecting evaluations for all classes in the case of pre-tenured faculty while only in classes of a suitable size for Associate and Full Professors and Senior Laboratory Instructors II and III. For term employees, it might also be useful to consider collecting evaluations for all classes regardless of size.

It is suggested that a reasonable lower limit would be 10 student responses and not simply a class with 10 students. This is necessary to safeguard against poor attendance on the day of the evaluation or a poor student response rate. Both could lead to a loss of student anonymity which appears to lie at the crux of the issue with regard to putting a class size limit in place. The limit would apply to faculty once tenured but not before.

Further to the question of teaching evaluations in small classes, the question was raised as to what is the purpose of evaluations. Is it intended to aid a new teacher in developing effective and high impact teaching practices? Or is it merely a measure to be used in assessing progression? Is it intended to be formative or summative? There was considerable discussion around the intent of the teaching evaluations and it is very clear student evaluations are limited in the information they can provide. They need to be complemented by other forms of evaluation including peer teaching evaluation, in class feedback, Chair's and Dean's input on syllabus, Program input on course content, etc. There are a number of avenues the University could pursue to improve the quality of teaching at all levels beyond student evaluations.

The final point raised during our discussions was the need for faculty to clearly articulate the important roles evaluations play. In particular, the standard pre-amble explaining all evaluations are optional for students, comments go only to the professor and not the Chair or Dean, and the process is anonymous needs to be read prior to administering the evaluations. It should also be made clear to students they are always welcome to provide comments (both good and bad) to the Chair and/or Dean as appropriate.

Dean of Graduate Programs Report to SCAAF 4 Feb 2015

Attended the Western Deans Conference in Victoria last Friday.

Same issues in other universities regarding international student recruitment and thesis supervision.

I was invited to co-chair a panel on mental health initiatives for graduate students. What was obvious is that UNBC is the only university who is pursuing proactive, student led initiatives aimed at all aspects of graduate student mental health (positive and negative). Universal praise for our support and I would like to publically thank Shelley O'Carroll for all her hard work in support of this cause.

Motion Number (assigned by
Steering Committee of Senate): S-201504.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new Master's Academic Preparation Program (MAPP) be approved as proposed.

A. General Information

Program Title: Master's Academic Preparation Program (MAPP)

Program Objectives:

This program is designed to prepare students for, but does not guarantee, entry to a graduate program at UNBC.

Credential upon Completion of the Program: Undergraduate certificate

Program Offering the Degree: Office of International Education in conjunction with Deans of CASHS, CSAM, Graduate Programs and Regional Programs.

Proposed Start Date: TBD

Suggested Institutional Priority: High. This program provides a means for international applicants to improve their English language proficiency and acclimatise to Canada prior to the possibility of undertaking graduate study at UNBC.

Relationship of Proposed Program to the Mandate of the Institution:

MAPP will complement the general mission statement to increase the enrolment, retention and completion of graduate students in general and international students in particular.

Implications for the Cooperative Education Option: NA

B. Program Description

General Calendar Description:

Rationale

The Masters Academic Preparation Program (MAPP) at UNBC is an upper division undergraduate certificate program designed principally (but not exclusively) for international students who would normally have completed a four-year Bachelor's Degree and who would like to pursue graduate

studies at UNBC. Ultimately the MAPP qualification could be acceptable for graduate entry at other Canadian universities however this will require prior discussion, initiated by UNBC, in fora such as the CAGS and Western Deans conferences.

The MAPP qualification will encompass UNBC's academic mission and the linguistic needs of qualified international students, but transcend the traditional 'English improvement' model. It will offer on-site learning combined with English language support and academic pathway programs customized for international students.

The ultimate goal is to extend students' appreciation and understanding of Canadian academic and cultural practices, while preparing them with an essential repertoire of academic and professional skills necessary to navigate the challenges that they will encounter in graduate school.

Students who successfully complete the MAPP may be considered for, but not guaranteed, admission into a graduate program at UNBC at the appropriate time.

Governance

MAPP will be co-ordinated jointly by the Director of International Education and the Deans CASHS, CSAM and Graduate Programs.

All aspects of application, admission and registration are managed and facilitated through the Office of the Registrar.

The day to day operations of MAPP will be overseen by the Office for International Education.

Any members of Faculty who are interested in teaching in the program will need to have prior permission from their Chair and/or the College Dean.

Admission to a specific graduate program will be determined in accordance with the normal graduate admission procedures, and with final approval residing with the Dean of Graduate Programs.

The Program will be governed by a steering committee comprising:

The President;

The Provost / Vice President Academic (Proposed Chair);

The Vice President Finance and Administration;

Director of International Education;
Deans of CASHS, CSAM, Graduate Programs and Regional Programs;
The Registrar;
2 members of SCAAF / Senate;
NUGSS and GSS International Representatives.

Admission Requirements

Applicants must meet the following minimum qualifications to be admitted to MAPP:

- In general, an acceptable academic standing will be a four year (minimum 120 credit hours) baccalaureate degree (or equivalent) from a recognized post-secondary institution and which is in a discipline acceptable to the graduate program of interest.
- Grade Point Average (GPA) of at least 3.00 (B/73-76.9%) for the last 60 credit hours (approximately the last two years) leading to the Baccalaureate degree.
- Minimum English Language Proficiency test score: TOEFL 70 (IBT); IELTS 5.5 (Academic); or ELS level 40 English.

Entry to a Graduate Program at UNBC

To be considered for admission to a graduate program at UNBC, through the MAPP Program, candidates must follow the existing admission process and meet the required criteria including (but not limited to) the approved English language requirement [TOEFL 88 (IBT); IELTS 6.5 overall (Academic); or ELS level 50 (Components 1 and 2) 2.00 (63-66%)], the minimum grade point average and the availability of a supervisor. One of the requirements of a conditional offer of admission will be that all MAPP courses are passed. All MAPP courses are assessed as Pass/Fail and must be completed at the first attempt with the mark for a pass being 75% or higher.

Notes:

- **Individual graduate programs may set or require higher entrance requirements than the minimum requirements stated in the graduate calendar.**
- **The categories of applicants normally exempt from the approved English language requirement will remain so.**

Application

- Students will be admitted to MAPP in the September semester of each academic year.
- Applicants will apply through the established UNBC Application process and pay the appropriate domestic or international application fees.

- The deadlines for applications to MAPP will coincide with those of the appropriate graduate program.
- Applicants wishing to be considered for admission to a UNBC graduate program should also submit a complete Graduate Application package for their program of interest at the time of application to the MAPP Certificate. This will be the only opportunity to apply for admission to a UNBC graduate program during tenure as a MAPP student. The normal application fee will be applied together with all other appropriate fees as required.

Completion

Upon successful completion of MAPP, students will be considered better able to succeed at graduate study through both:

- Improving (where necessary) their English language skills to the minimum level required for graduate entry at UNBC and;
- Acclimatizing to delivery of teaching/ learning and the lifestyle in North America.

Curriculum:

Students take ten courses, five courses in the September Term and five courses in the January Term. There will be an Orientation Session organized by the Coordinator of Student Activities in International Education at the beginning of each program cycle.

All the courses coded MAPP will be assessed as Pass or Fail; a pass is considered to be 75%.

Semester 1

- MAPP 411-3 Understanding Canadian Academic and Cultural Practices
- MAPP 412-3 English Listening and Speaking
- MAPP 413-3 English Reading and Writing
- MAPP 414-3 The Organization of Canadian Higher Education
- MAPP 415-3 English Phonetics and Phonemics

Students must have passed all the semester 1 courses before being allowed to proceed to semester 2.

Semester 2

- MAPP 421-3 Understanding Canadian Academic and Cultural Practices (cont'd)
- MAPP 422-3 Comparative Education and Globalization
- MAPP 423-3 Introduction to Research Methods
- MAPP 424-3 Learning to Succeed in Graduate School
- MAPP 425-3 Capstone Project

Students who successfully complete the MAPP will be considered for, but not guaranteed, admission into a graduate program at UNBC.

Specialties within Program: None

Related Programs at Other Institutions: The other research intensive universities in BC operate similar programs as does Royal Roads University

Relation to Existing Programs: It will enhance the language proficiency and other skills of students who wish to be considered for entry to a UNBC graduate program.

Articulation Arrangement: None at Present but possibility exists from an arrangement with the ELS courses

Consultations with Other Institutions: The Dean of Graduate Programs has spoken with his counterparts at other Western Canadian universities, some of whom operate similar initiatives albeit not specifically targeted at direct entry to their own graduate programs.

C. Need for Program

Enrolment Projections:	2015-16	40
	2016-17	60
	2017-18	80
	2018-19	100
	2019-20	120

Expecting 40 students in the first year, building to a cohort of 120 students in five years as MAPP becomes established as a means of entry to graduate programs.

Cultural, Social and Economic Needs: Discussions with current students at UNBC concluded that many (particularly international students) felt that the availability of a program such as MAPP would have improved their transition to graduate study.

Labour Market Demands: Not strictly applicable as the outcome of MAPP is entry to graduate programs. However anecdotal evidence suggests that an acclimatization program such as MAPP would have long term benefits for future employers.

Other Benefits: Generation of FTE in graduate programs at UNBC which has previously been identified as a priority

D. Faculty

Faculty list: At present there are no plans to have Faculty teach on the MAPP courses.

Expected Teaching Loads: NA

Research Funding: NA

E. Program Delivery

Distance Learning Components: Possible national and international links to be developed along the lines of the NMP delivery model where students may receive lectures from international experts by distance education.

Class Size and Structure: 30 per section

Experiential Learning: Students based at UNBC campuses outside of Prince George will be transported to

Prince George for acclimatisation.

F. Program Resources

Administrative Requirements: 1 administrative assistant

Operating Requirements: classroom; new hires of instructors

Capital Requirements: Program to be housed in existing UNBC facilities which covers all capital requirements.

Start-up Costs: \$15,000

Special Resource Requirements: Additional Support for International Admissions

G. Library Resource Requirements (See attached form)

H. Evaluation

Academic Quality of Program: Previous version presented to College Council and certain program chairs

Methods of Internal Institutional Review: Previous version presented to College Councils

Relevant External Program Experts: None

I. Miscellaneous

Special Features: None

Attachment Pages (in addition to required Library Form): # pages

J. Authorization

College: NA

College Council Motion Number: na

College Council Approval Date: na

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

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

Library Resource Requirements Form
(to be submitted with SCAAF New Academic Program Proposal Motion Form)

NEW ACADEMIC PROGRAM PROPOSAL: Masters Academic Preparatory Program
(MAPP)

G. Library Resource Requirements (to be completed by Librarians)

Not applicable - the Library does not provide specific library support for programs/students who are not counted in the Ministry FTE numbers (ex. ELS, Continuing Ed.).

These students would be welcome to use the library and whatever resources are already available, but there won't be any fund allocations to draw on for materials that MAPP faculty/students would like. Similarly, there won't be a liaison librarian assigned to MAPP for instruction sessions, etc. However, students in need can always ask questions at the Reference Desk, use the online chat, etc.

1. Space Requirements:

- a) holdings: None
- b) study / work: None

2. Library Administrative Support Requirements:

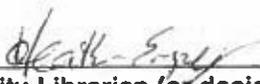
No additional support required

3. Capital Requirements (other than new course-specific):

No additional capital required

4. Holdings Requirements (List all new courses that carry new holdings requirements, and include total cost):

No additional holdings required



University Librarian (or designate) signature

Jan 29/15

Date

Motion Number (assigned by
Steering Committee of Senate): S-201504.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 411-3 and 421-3 Understanding Canadian Academic and Cultural Practices be approved as follows:

A. Description of the Course

This course is aimed at ELS students who wish to focus on the socialization process experienced by international students studying in Canadian educational settings.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 411-3/421-3
4. **Course Title:** Understanding Canadian Academic and Cultural Practices
4. **Goal(s) of Course:** Socialization of Canadian academic practices for international students.

6. Calendar Course Description:

This course focuses on the socialization process experienced by international students studying in Canadian educational settings. Students are introduced to the academic and social expectations of study-life within Canadian graduate programs. Cultural enrichment activities include field trips to local landmarks and festival celebrations, attending university open houses, peer-mentor partnering, and graduate student 'shadowing' opportunities.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? No X

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 4, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education;
Master of Social Work

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: None
2. Is a preclusion required? No X
3. If there is an overlap, and no preclusion is required, please explain why not: Introduction of a new course.
4. Has this overlap been discussed with the Program concerned? No X
5. In offering this course, will UNBC require facilities or staff at other institutions? No X
6. If yes, please describe requirements: n/a
7. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions? No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
 - ii. Space (classroom, laboratory, storage, etc.): Four classrooms for 30 students/per room by year five.
 - iii. Library Holdings: See attached form.
 - iv. Computer (time, hardware, software): None.

E. Additional Attached Materials none.

F. Other Considerations

1. First Nations Content*: No X
* Whether a new course has First Nations content is to be determined by the relevant College Council(s).
**If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.
2. Other Information: n/a
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. **College(s):** n/a
2. **College Council Motion Number(s):** n/a
3. **College Council Approval Date(s):** n/a
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** n/a
4. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** n/a

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

Date

Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201504.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 412-3 English Listening and Speaking be approved as follows:

A. Description of the Course

This course is aimed at ELS students who wish to focus on the core language skills of listening and speaking.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 412-3
4. **Course Title:** English Listening and Speaking
5. **Goal(s) of Course:** Provide a solid linguistic grounding in Canadian Graduate academic culture.

6. Calendar Course Description:

This course focuses on the key elements of listening and speaking and concentrates on an array of presentational styles and linguistic and notional markers in both abstract and concrete schemas. Students will learn how to extract, analyze, and synthesize the key elements of a lecture and articulate a response that serves to extend and generalize the ideas through a variety of effective presentation formats.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

- i) **"3-6"**: in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) **"3,6"**: in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 3

Seminar 0

Laboratory 0

Other (please specify) _____

9. Prerequisites (taken prior): None

10. Prerequisites with concurrency (taken prior or simultaneously): _None

11. Co-requisites (must be taken simultaneously): None

12. Preclusions: None

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester X

each year _____

alternating years _____

16. Proposed text / readings: None

B. Significance Within Academic Program

1. Anticipated enrolment 40 (September 2015)

2. If there is a proposed enrolment limit, state the limit and explain: none

3. Required for: Major: n/a Minor: n/a Other: n/a

4. Elective in: Major: n/a Minor: n/a Other: n/a

5. Course required by another major/minor: n/a

6. Course required or recommended by an accrediting agency: n/a

7. Toward what degrees will the course be accepted for credit?

An undergraduate certificate

8. What other courses are being proposed within the Program this year?

MAPP 411-3 Understanding Canadian Academic and Cultural Practices

MAPP 413-3 English Reading and Writing

MAPP 414-3 The Organization of Canadian Higher Education

MAPP 415-3 English Phonetics and Phonemics

MAPP 421-3 Understanding Canadian Academic and Cultural Practices (cont'd)

MAPP 422-3 Comparative Education and Globalization

MAPP 423-3 Introduction to Research Methods

MAPP 424-3 Learning to Succeed in Graduate School

MAPP 425-3 Capstone Project

9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education;
Master of Social Work

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** None
2. **Is a preclusion required?** No X
3. **If there is an overlap, and no preclusion is required, please explain why not:** Introduction of a new course.
4. **Has this overlap been discussed with the Program concerned?** No X
5. **In offering this course, will UNBC require facilities or staff at other institutions?** No X

If yes, please describe requirements:

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?** No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**
 - i. **College Staffing:** May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
 - ii. **Space (classroom, laboratory, storage, etc.):** Four classrooms for 30 students/per room by year five.
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** None.

E. Additional Attached Materials: none.

F. Other Considerations

1. **First Nations Content*:** No X

* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to SCAAF.

2. **Other Information:** n/a
3. **Attachment Pages (in addition to required “Library Holdings” Form):** pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. **College(s):** n/a

2. College Council Motion Number(s): n/a
3. College Council Approval Date(s): n/a
4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: n/a
5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 413-3 English Reading and Writing be approved as follows:

A. Description of the Course

This course is aimed at ELS students who wish to learn how to read and write at a senior level in preparation for graduate school.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 413-3
4. **Course Title:** English Reading and Writing
5. **Goal(s) of Course:** Provide a solid linguistic grounding in Canadian Graduate academic culture.

6. Calendar Course Description:

This course focuses on the key elements of reading and writing and concentrates on an array of scholarly reading and writing styles appropriate for graduate-level education. Students will learn how to extract, analyze, and synthesize the key elements of a reading (e.g., scholarly article) and articulate a lucid argument based on the reading using a variety of reading and writing formats.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No

X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

i) **"3-6"**: in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education; Master of Social Work

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: None
2. Is a preclusion required? No X
3. If there is an overlap, and no preclusion is required, please explain why not: Introduction of a new course.
4. Has this overlap been discussed with the Program concerned? No X
5. In offering this course, will UNBC require facilities or staff at other institutions? No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions? No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
 - ii. Space (classroom, laboratory, storage, etc.): Four classrooms for 30 students/per room by year five.
 - iii. Library Holdings: See attached form
 - iv. Computer (time, hardware, software): None.

E. Additional Attached Materials: none.

F. Other Considerations

1. First Nations Content*: No X

* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

**If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. Other Information: n/a
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. College(s): n/a
2. College Council Motion Number(s): n/a

- 3. College Council Approval Date(s): n/a
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: n/a
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF: _____
Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 414-3 The Organization of Canadian Higher Education be approved as follows:

A. Description of the Course

This course is aimed at ELS students who wish to focus on how Canadian higher education is organized in in preparation for graduate school.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 414-3
4. **Course Title:** The Organization of Canadian Higher Education
5. **Goal(s) of Course:** Exploration of postsecondary education work that supports students' development and learning - Issues of knowledge creation, distribution, and maintenance, academic freedom, dissenting opinion, academic integrity, student agency and accountability.

6. Calendar Course Description:

This course explores organizational theory and structure at the post-secondary level and focuses on issues of knowledge creation, distribution, and maintenance, academic freedom, dissenting opinion, academic integrity, student agency and accountability. The professor-student dynamic and regulatory structures within higher education are considered.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 3

Seminar 0

Laboratory 0

Other (please specify) _____

9. Prerequisites (taken prior): None

10. Prerequisites with concurrency (taken prior or simultaneously): None

11. Co-requisites (must be taken simultaneously): None

12. Preclusions: None

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester X
each year
alternating years

16. Proposed text / readings: None

B. Significance Within Academic Program

1. Anticipated enrolment 40 (September 2015)

2. If there is a proposed enrolment limit, state the limit and explain: none

3. Required for: Major: n/a Minor: n/a Other: n/a

4. Elective in: Major: n/a Minor: n/a Other: n/a

5. Course required by another major/minor: n/a

6. Course required or recommended by an accrediting agency: n/a

7. Toward what degrees will the course be accepted for credit?

An undergraduate certificate

8. What other courses are being proposed within the Program this year?

MAPP	411-3	Understanding Canadian Academic and Cultural Practices
MAPP	412-3	English Listening and Speaking
MAPP	413-3	English Reading and Writing
MAPP	415-3	English Phonetics and Phonemics
MAPP	421-3	Understanding Canadian Academic and Cultural Practices (cont'd)
MAPP	422-3	Comparative Education and Globalization
MAPP	423-3	Introduction to Research Methods
MAPP	424-3	Learning to Succeed in Graduate School
MAPP	425-3	Capstone Project

9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education; Master of Social Work

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: None

2. Is a preclusion required? No X

3. If there is an overlap, and no preclusion is required, please explain why not: Introduction of a new course.

4. Has this overlap been discussed with the Program concerned? No X

5. In offering this course, will UNBC require facilities or staff at other institutions? No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions? No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

- i. **College Staffing:** May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
- ii. **Space (classroom, laboratory, storage, etc.):** Four classrooms for 30 students/per room by year five.
- iii. **Library Holdings:** See attached form
- iv. **Computer (time, hardware, software):** None.

E. Additional Attached Materials: none.

F. Other Considerations

1. First Nations Content*: No X

* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to SCAAF.

2. Other Information: n/a

3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. College(s): n/a
2. College Council Motion Number(s): n/a
3. College Council Approval Date(s): n/a
4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: n/a
5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 415-3 English Phonetics and Phonemics be approved as follows:

A. Description of the Course

This course is aimed at ELS students who wish to concentrate on understanding the phonetic and phonemic elements of English in order to improve their spoken English with a particular emphasis on pronunciation.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 415-3
4. **Course Title:** English Phonetics and Phonemics
5. **Goal(s) of Course:** speak for academic success.

6. Calendar Course Description:

This course provides students with theoretical knowledge and practical skills in phonetics and phonology. The phonetics training includes extensive practice in articulatory phonetics. The phonology component focuses on word and sentence stress patterns, and intonation. The objective is to advance students' understanding and interpretation of academic information.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

- i) **"3-6"**: in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education;
Master of Social Work

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** None
2. **Is a preclusion required?** No X
3. **If there is an overlap, and no preclusion is required, please explain why not:** Introduction of a new course.
4. **Has this overlap been discussed with the Program concerned?** No X
5. **In offering this course, will UNBC require facilities or staff at other institutions?** No X

If yes, please describe requirements:

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?** No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**
 - i. **College Staffing:** May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
 - ii. **Space (classroom, laboratory, storage, etc.):** Four classrooms for 30 students/per room by year five.
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** None.

E. Additional Attached Materials: none.

F. Other Considerations

1. **First Nations Content*:** No X

* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to SCAAF.

2. **Other Information:** n/a
3. **Attachment Pages (in addition to required “Library Holdings” Form):** pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. **College(s):** n/a
2. **College Council Motion Number(s):** n/a

- 3. College Council Approval Date(s): n/a
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: n/a
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING	
Brief Summary of Committee Debate:	
Motion No.:	SCAAF
Moved by:	Seconded by:
Committee Decision:	
Approved by SCAAF:	
_____	_____
Date	Chair's Signature
For recommendation to <u> ✓ </u>, or information of _____ Senate.	

Motion Number (assigned by
Steering Committee of Senate): S-201504.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 422-3 Comparative Education and Globalization be approved as follows:

A. Description of the Course

This course is aimed at ELS students who wish to study comparative education and globalization in preparation for graduate school.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 422-3
4. **Course Title:** Comparative Education and Globalization
5. **Goal(s) of Course:** examine how perspectives and knowledge of global interconnectedness are integrated into classroom instruction and how these practices organize our experiences and understandings of phenomena.

6. Calendar Course Description:

This course focuses on the key ethical and political issues emerging for educators and students as a consequence of globalization. Students examine how perspectives and knowledge of global interconnectedness are integrated into classroom instruction and how these practices organize our experiences and understandings of phenomena.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

- i) **"3-6"**: in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 3

Seminar 0

Laboratory 0

Other (please specify) _____

9. Prerequisites (taken prior): None

10. Prerequisites with concurrency (taken prior or simultaneously): None

11. Co-requisites (must be taken simultaneously): None

12. Preclusions: None

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester X
each year _____
alternating years _____

16. Proposed text / readings: None

B. Significance Within Academic Program

1. Anticipated enrolment 40 (September 2015)

2. If there is a proposed enrolment limit, state the limit and explain: none

3. Required for: Major: n/a Minor: n/a Other: n/a

4. Elective in: Major: n/a Minor: n/a Other: n/a

5. Course required by another major/minor: no

6. Course required or recommended by an accrediting agency: n/a

7. Toward what degrees will the course be accepted for credit?

An undergraduate certificate

8. What other courses are being proposed within the Program this year?

MAPP 411-3 Understanding Canadian Academic and Cultural Practices

MAPP 412-3 English Listening and Speaking

MAPP 413-3 English Reading and Writing

MAPP 414-3 The Organization of Canadian Higher Education

MAPP 415-3 English Phonetics and Phonemics

MAPP 421-3 Understanding Canadian Academic and Cultural Practices (411-3 cont'd)

MAPP 423-3 Introduction to Research Methods

MAPP 424-3 Learning to Succeed in Graduate School

MAPP 425-3 Capstone Project

9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education; Master of Social Work

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: None

2. Is a preclusion required? No X

3. If there is an overlap, and no preclusion is required, please explain why not: Introduction of a new course.

4. Has this overlap been discussed with the Program concerned? No X

5. In offering this course, will UNBC require facilities or staff at other institutions? No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions? No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

- i. College Staffing: May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
- ii. Space (classroom, laboratory, storage, etc.): Four classrooms for 30 students/per room by year five.
- iii. Library Holdings: See attached form
- iv. Computer (time, hardware, software): None.

E. Additional Attached Materials: none.

F. Other Considerations

1. First Nations Content*: No X

* Whether a new course has First Nations content is to be determined by the relevant College Council(s).

**If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. Other Information: n/a

3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. College(s): n/a

- 2. College Council Motion Number(s): n/a
- 3. College Council Approval Date(s): n/a
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: n/a
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

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

Motion Number (assigned by
Steering Committee of Senate): S-201504.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 423-3 Introduction to Research Methods be approved as follows:

A. Description of the Course

This course is aimed at ELS students who wish to learn the three forms of research methods: qualitative, quantitative, and mixed methods and the basic tenets of each in preparation for graduate school.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 423-3
4. **Course Title:** Introduction to Research Methods
5. **Goal(s) of Course:** introduction to qualitative, quantitative, and mixed research methods.

6. Calendar Course Description:

This course focuses on qualitative, quantitative, and mixed research methods and includes an examination of the differences between and among the three methods, practice in each method, and sample proposal writing for studies in preparation for graduate school.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

- i) **"3-6"**: in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) **"3,6"**: in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 3

Seminar 0

Laboratory 0

Other (please specify) _____

9. Prerequisites (taken prior): None

10. Prerequisites with concurrency (taken prior or simultaneously): None

11. Co-requisites (must be taken simultaneously): None

12. Preclusions: None

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester X
each year _____
alternating years _____

16. Proposed text / readings: None

B. Significance Within Academic Program

1. Anticipated enrolment 40 (September 2015)

2. If there is a proposed enrolment limit, state the limit and explain: none

3. Required for: Major: n/a Minor: n/a Other: n/a

4. Elective in: Major: n/a Minor: n/a Other: n/a

5. Course required by another major/minor: No

6. Course required or recommended by an accrediting agency: n/a

7. Toward what degrees will the course be accepted for credit?
An undergraduate certificate

8. What other courses are being proposed within the Program this year?

MAPP 411-3 Understanding Canadian Academic and Cultural Practices

MAPP 412-3 English Listening and Speaking

MAPP 413-3 English Reading and Writing

MAPP 414-3 The Organization of Canadian Higher Education

MAPP 415-3 English Phonetics and Phonemics

MAPP 421-3 Understanding Canadian Academic and Cultural Practices (cont'd)

MAPP 422-3 Comparative Education and Globalization

MAPP 424-3 Learning to Succeed in Graduate School

MAPP 425-3 Capstone Project

9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education; Master of Social Work

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: **None**
2. Is a preclusion required? No X
3. If there is an overlap, and no preclusion is required, please explain why not: Introduction of a new course.
4. Has this overlap been discussed with the Program concerned? No X
5. In offering this course, will UNBC require facilities or staff at other institutions? No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions? No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
 - ii. Space (classroom, laboratory, storage, etc.): Four classrooms for 30 students/per room by year five.
 - iii. Library Holdings: See attached form
 - iv. Computer (time, hardware, software): None.

E. Additional Attached Materials: none.

F. Other Considerations

1. First Nations Content*: No X

* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to SCAAF.

2. Other Information: n/a
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. College(s): n/a
2. College Council Motion Number(s): n/a
3. College Council Approval Date(s): n/a

- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: n/a
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 424-3 Learning to Succeed in Graduate School be approved as follows:

A. Description of the Course

This course is aimed at ELS students who are preparing to enter graduate school.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 424-3
4. **Course Title:** Learning to Succeed in Graduate School
5. **Goal(s) of Course:** preparatory essentials for applying to graduate schools and information and practical skills for successful performance in graduate programs.

6. Calendar Course Description:

This course focuses on discussions of relevant issues regarding graduate-level study in Canada and includes specific preparatory essentials for applying to graduate schools and information and practical skills for successful performance in graduate programs. Students receive instruction and coaching with application protocols, securing referees, writing letters of intent, interview skills development, and identifying appropriate graduate programs.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

- i) **"3-6"**: in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 0

Seminar 3

Laboratory 0

Other (please specify) _____

9. Prerequisites (taken prior): None

10. Prerequisites with concurrency (taken prior or simultaneously): None

11. Co-requisites (must be taken simultaneously): None

12. Preclusions: None

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester X
each year _____
alternating years _____

16. Proposed text / readings: None

B. Significance Within Academic Program

1. Anticipated enrolment 40 (September 2015)

2. If there is a proposed enrolment limit, state the limit and explain: none

3. Required for: Major: n/a Minor: n/a Other: n/a

4. Elective in: Major: n/a Minor: n/a Other: n/a

5. Course required by another major/minor: no

6. Course required or recommended by an accrediting agency: n/a

7. Toward what degrees will the course be accepted for credit?

An undergraduate certificate

8. What other courses are being proposed within the Program this year?

MAPP	411-3	Understanding Canadian Academic and Cultural Practices
MAPP	412-3	English Listening and Speaking
MAPP	413-3	English Reading and Writing
MAPP	414-3	The Organization of Canadian Higher Education
MAPP	415-3	English Phonetics and Phonemics
MAPP	421-3	Understanding Canadian Academic and Cultural Practices (cont'd)
MAPP	422-3	Comparative Education and Globalization
MAPP	423-3	Introduction to Research Methods
MAPP	425-3	Capstone Project

9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education; Master of Social Work

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: None
2. Is a preclusion required? No X
3. If there is an overlap, and no preclusion is required, please explain why not: Introduction of a new course.
4. Has this overlap been discussed with the Program concerned? No X
5. In offering this course, will UNBC require facilities or staff at other institutions? No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions? No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
 - ii. Space (classroom, laboratory, storage, etc.): Four classrooms for 30 students/per room by year five.
 - iii. Library Holdings: See attached form
 - iv. Computer (time, hardware, software): None.

E. Additional Attached Materials: none.

F. Other Considerations

1. First Nations Content*: No X

* Whether a new course has First Nations content is to be determined by the relevant College Council(s).

**If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. Other Information: n/a
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. College(s): n/a
2. College Council Motion Number(s): n/a

Motion Number (assigned by
Steering Committee of Senate): S-201504.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course MAPP 425-3 Capstone Project be approved as follows:

A. Description of the Course

This course is aimed at ELS students who are preparing to enter graduate school.

1. **Proposed semester of first offering:** TBD
2. **Academic Program:** Master's Academic Preparation Program (MAPP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** MAPP 425-3
4. **Course Title:** Capstone Project
5. **Goal(s) of Course:** preparatory essentials for applying to graduate schools and information and practical skills for successful performance in graduate programs.

6. Calendar Course Description:

This course is designed to demonstrate your accumulated training and competencies gained from MAPP in a single original project of your choice. You will produce a research paper of approximately 5000 words that is unique, original, and applicable to your future graduate work. Alternate projects can be explored in consultation with the course instructor. The Capstone project is subjected to regular feedback from your instructor.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?** No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) **Is variable credit available for this course?** No X

Variable credit is denoted by the following examples:

- i) **"3-6":** in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 0

Seminar 3

Laboratory 0

Other (please specify) _____

9. Prerequisites (taken prior): None

10. Prerequisites with concurrency (taken prior or simultaneously): None

11. Co-requisites (must be taken simultaneously): None

12. Preclusions: None

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester X
each year _____
alternating years _____

16. Proposed text / readings: None

B. Significance Within Academic Program

1. Anticipated enrolment 40 (September 2015)

2. If there is a proposed enrolment limit, state the limit and explain: none

3. Required for: Major: n/a Minor: n/a Other: n/a

4. Elective in: Major: n/a Minor: n/a Other: n/a

5. Course required by another major/minor: no

6. Course required or recommended by an accrediting agency: n/a

7. Toward what degrees will the course be accepted for credit?

An undergraduate certificate

8. What other courses are being proposed within the Program this year?

MAPP	411-3	Understanding Canadian Academic and Cultural Practices
MAPP	412-3	English Listening and Speaking
MAPP	413-3	English Reading and Writing
MAPP	414-3	The Organization of Canadian Higher Education
MAPP	415-3	English Phonetics and Phonemics
MAPP	421-3	Understanding Canadian Academic and Cultural Practices (cont'd)
MAPP	422-3	Comparative Education and Globalization
MAPP	423-3	Introduction to Research Methods
MAPP	424-3	Learning to Succeed in Graduate School

9. What courses are being deleted from the Program this year? None

C. Relation to Other Program Areas

English Language Studies; Master of Business Administration; Master of Education; Master of Social Work

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: None
2. Is a preclusion required? No X
3. If there is an overlap, and no preclusion is required, please explain why not: Introduction of a new course.
4. Has this overlap been discussed with the Program concerned? No X
5. In offering this course, will UNBC require facilities or staff at other institutions? No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions? No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: May require additional faculty when MAPP graduates enter into MBA, MEd, or MSW.
 - ii. Space (classroom, laboratory, storage, etc.): Four classrooms for 30 students/per room by year five.
 - iii. Library Holdings: See attached form
 - iv. Computer (time, hardware, software): None.

E. Additional Attached Materials: none.

F. Other Considerations

1. First Nations Content*: No X

* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

**If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. Other Information: n/a
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. College(s): n/a
2. College Council Motion Number(s): n/a

Motion Number (assigned by
Steering Committee of Senate): S-201504.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 117-3 Engineering Design I be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2015
2. **Academic Program:** Environmental Engineering
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 117-3
4. **Course Title:** Engineering Design I
5. **Goal(s) of Course:** To introduce engineering design methods, problem solving methods, team work skills, engineering ethics, and engineering communication. Also, to introduce students to local engineers and current engineering practice.

6. Calendar Course Description:

This course teaches problem solving skills specific to engineering design challenges and introduces the engineering design process. Students gain experience through multiple project based design exercises. These are complemented with relevant tours (e.g., wastewater treatment plant) and contact with the local engineering community.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* No

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes No

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture	<u> 3 </u>	Seminar	<u> 0 </u>
Laboratory	<u> 0 </u>	Other (please specify)	_____

9. Prerequisites (taken prior): none

10. Prerequisites with concurrency (taken prior or simultaneously): PHYS 110-4, MATH 100-3

11. Co-requisites (must be taken simultaneously): ENGR 151-1

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____
 each year X
 alternating years _____

16. Proposed text / readings: Introduction to Engineering: Modeling and Problem Solving by Jay Brockman or Thinking Like An Engineer: An Active Learning Approach by Elizabeth A. Stephan et al

B. Significance Within Academic Program

1. Anticipated enrolment 40

2. If there is a proposed enrolment limit, state the limit and explain: #

3. Required for: Major: Environmental Engineering Minor: _____ Other: _____

4. Elective in: Major: _____ Minor: _____ Other: _____

5. Course required by another major/minor: none

6. **Course required or recommended by an accrediting agency:** Required by CEAB (Canadian Engineering Accreditation Board), for a greater emphasis in engineering design throughout all years of the curriculum.

7. **Toward what degrees will the course be accepted for credit?** Environmental Engineering

8. **What other courses are being proposed within the Program this year?** ENGR 151-1, ENGR 152-1

9. **What courses are being deleted from the Program this year?** ENSC 100-1, ENSC 150-3

C. Relation to Other Program Areas

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** Not applicable.

2. **Is a preclusion required?** Yes _____ No X

3. **If there is an overlap, and no preclusion is required, please explain why not:**

4. **Has this overlap been discussed with the Program concerned?** Yes _____ No X

5. **In offering this course, will UNBC require facilities or staff at other institutions?**

Yes _____ No X

If yes, please describe requirements:

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**

Yes X No _____

If "yes," please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**

i. **College Staffing:** none

ii. **Space (classroom, laboratory, storage, etc.):** none

iii. **Library Holdings:** none.

iv. **Computer (time, hardware, software):** none

E. **Additional Attached Materials** Course topics attached.

F. Other Considerations

1. **First Nations Content*:** Yes** _____ No X
* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

**If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. **Other Information:** The proposed changes to first year environmental engineering courses (new: ENGR 117-3, ENGR 151-1, ENGR 152-1; removed: ENSC 100-1, ENSC 150-3, ENSC 151-1) are to address recent changes required by the Canadian Engineering Accreditation Board. These include a greater emphasis on engineering design, engineering ethics, team work skills, and engineering communication throughout the curriculum.
3. **Attachment Pages (in addition to required “Library Holdings” Form):** 2 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. **College(s):** College of Science & Management
2. **College Council Motion Number(s):** CSAMCC Consent Motion 2015:02:05:03
3. **College Council Approval Date(s):** February 5, 2015
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** Not Applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** Not Applicable

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair’s Signature**

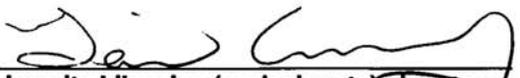
For recommendation to ✓ , or information of _____ Senate.

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 117 (replaces "ENSC 150")

Library Holdings (to be completed by the appropriate Librarian):

- a) Are current library holdings adequate? Yes No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
-
-
-
-
-
-
-
-
-
-
- c) If no to a), what is the proposed funding source?



University Librarian (or designate) signature

Feb 2/15

Date

Motion Number (assigned by
Steering Committee of Senate): S-201504.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS
NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 151-1 Engineering Tools I be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** January 2016
2. **Academic Program:** Environmental Engineering
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 151-1
4. **Course Title:** Engineering Tools I
5. **Goal(s) of Course:** To introduce software and their application to engineering problem solving.
6. **Calendar Course Description:**
This course provides an introduction to engineering problem solving using common software tools, including spreadsheets and numerical computing software (e.g., Microsoft Excel and MathWorks MATLAB). Case studies provide relevance and serve to bind together many of the topics covered in the course.
7. **Credit Hours:** 1 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* _____ No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes _____ No X

Variable credit is denoted by the following examples:

- i) "**3-6**": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "**3,6**": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 0 Seminar 0
Laboratory 3 Other (please specify) _____

9. Prerequisites (taken prior): none

10. Prerequisites with concurrency (taken prior or simultaneously): PHYS 100-4, MATH 100-3

11. Co-requisites (must be taken simultaneously): ENGR 117-3

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____
each year X
alternating years _____

16. Proposed text / readings: none

B. Significance Within Academic Program

1. Anticipated enrolment 40

2. If there is a proposed enrolment limit, state the limit and explain: #

3. Required for: Major: Environmental Engineering Minor: _____ Other: _____

4. Elective in: Major: _____ Minor: _____ Other: _____

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency: Recommended by CEAB (Canadian Engineering Accreditation Board)

7. Toward what degrees will the course be accepted for credit? Environmental Engineering

8. What other courses are being proposed within the Program this year? ENGR 117-3, ENGR 152-1

9. What courses are being deleted from the Program this year? ENSC 100-1, ENSC 150-3, ENSC 151-1

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: none

2. Is a preclusion required? Yes _____ No X

3. If there is an overlap, and no preclusion is required, please explain why not:

4. Has this overlap been discussed with the Program concerned? Yes _____ No _____

5. In offering this course, will UNBC require facilities or staff at other institutions?

Yes _____ No X _____

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?

Yes _____ No X _____

If "yes," please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

i. College Staffing: none

ii. Space (classroom, laboratory, storage, etc.): Computer lab time (3 hours/week per section)

iii: Library Holdings: See attached form

iv. Computer (time, hardware, software): 3 hours/week per course section

E. Additional Attached Materials none

F. Other Considerations

1. **First Nations Content*:** Yes** _____ No X
* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to SCAAF.

2. **Other Information:** The proposed changes to first year environmental engineering courses (new: ENGR 117-3, ENGR 151-1, ENGR 152-1; removed: ENSC 100-1, ENSC 150-3, ENSC 151-1) are to address recent changes to Canadian Engineering Accreditation Board requirements. These include a greater emphasis on engineering design, engineering ethics, team work skills, and engineering communication throughout the curriculum.
3. **Attachment Pages (in addition to required “Library Holdings” Form):** 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. **College(s):** College of Science & Management
2. **College Council Motion Number(s):** CSAMCC Consent Motion 2015:02:05:03
3. **College Council Approval Date(s):** February 5, 2015
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** Not Applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** Not Applicable

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by: _____ **Seconded by:** _____

Committee Decision: _____

Approved by SCAAF: _____
Date

Chair’s Signature

For recommendation to ✓ , or information of _____ Senate.

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 151 (replaces "ENSC 151")

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes No

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

c) If no to a), what is the proposed funding source?



University Librarian (or designate) signature

Feb 2/15

Date

Motion Number (assigned by
Steering Committee of Senate): S-201504.16

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 152-1 Engineering Tools II be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2015

2. **Academic Program:** Environmental Engineering

3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 152-1

4. **Course Title:** Engineering Tools II

5. **Goal(s) of Course:** To introduce CAD (Computer Aided Design) and GIS (Geographic Information System) software and their application to engineering problem solving.

6. Calendar Course Description:

This course provides an introduction to engineering problem solving using common software tools, including CAD and GIS software. Case studies provide relevance and serve to bind together many of the topics covered in the course.

7. **Credit Hours:** 1 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* _____ No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes _____ No X

Variable credit is denoted by the following examples:

i) "**3-6**": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

ii) "**3,6**": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 0 Seminar 0
Laboratory 3 Other (please specify) _____

9. Prerequisites (taken prior): ENGR 117-3, ENGR 151-1

10. Prerequisites with concurrency (taken prior or simultaneously): none

11. Co-requisites (must be taken simultaneously): none

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____
each year X
alternating years _____

16. Proposed text / readings: none

B. Significance Within Academic Program

1. Anticipated enrolment 40

2. If there is a proposed enrolment limit, state the limit and explain: #

3. Required for: Major: Environmental Engineering Minor: _____ Other: _____

4. Elective in: Major: _____ Minor: _____ Other: _____

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency: Recommended by CEAB (Canadian Engineering Accreditation Board)

7. Toward what degrees will the course be accepted for credit? Environmental Engineering

8. What other courses are being proposed within the Program this year? ENGR 117-3, ENGR 151-1

9. What courses are being deleted from the Program this year? ENSC 100-1, ENSC 150-3, ENSC 151-1

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: none

2. Is a preclusion required? Yes _____ No X

3. If there is an overlap, and no preclusion is required, please explain why not:
4. Has this overlap been discussed with the Program concerned? Yes _____ No _____
5. In offering this course, will UNBC require facilities or staff at other institutions?
Yes _____ No X _____

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?
Yes _____ No X _____

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
- i. College Staffing: none
 - ii. Space (classroom, laboratory, storage, etc.): Computer lab time (3 hours/week per section)
 - iii: Library Holdings: See attached form
 - iv. Computer (time, hardware, software): 3 hours/week per course section

E. Additional Attached Materials none

F. Other Considerations

1. **First Nations Content*:** Yes** _____ No X
* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to SCAAF.

2. **Other Information:** The proposed changes to first year environmental engineering courses (new: ENGR 117-3, ENGR 151-1, ENGR 152-1; removed: ENSC 100-1, ENSC 150-3, ENSC 151-1) are to address recent changes to Canadian Engineering Accreditation Board requirements. These include a greater emphasis on engineering design, engineering ethics, team work skills, and engineering communication throughout the curriculum.
3. **Attachment Pages (in addition to required “Library Holdings” Form):** 0 pages

G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)

1. **College(s):** College of Science & Management
2. **College Council Motion Number(s):** CSAMCC Consent Motion 2015:02:05:03
3. **College Council Approval Date(s):** February 5, 2015
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** Not Applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** Not Applicable

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by: _____ **Seconded by:** _____

Committee Decision:

Approved by SCAAF: _____
Date _____ **Chair’s Signature** _____

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

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 152 (replaces "ENSC 151")

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes No

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

c) If no to a), what is the proposed funding source?



University Librarian (or designate) signature

Feb 2/15

Date

SCAAF New Course Approval Library Form
Motion submitted by: **Dr. Todd Whitcombe, Chair, Chemistry, Env. Science, & Env. Engineering**
Date of submission or latest revision: **January 16, 2015**

Page 1 of 1
Template Updated: August 2008

Motion Number (assigned by
Steering Committee of Senate): S-201504.17

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the BAsC – Environmental Engineering, on page 107 of the 2014/15 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015
2. **Rationale for the proposed revisions:** The proposed changes to first year environmental engineering courses are to address recent changes to Canadian Engineering Accreditation Board requirements. These include a greater emphasis on engineering design, engineering ethics, team work skills, and engineering communication throughout the curriculum.
3. **Implications of the changes for other programs, etc., if applicable:** Minimum.
4. **Reproduction of current Calendar entry for the item to be revised:**

Semester 1 and 2 completed at UNBC

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
CPSC 110-3 Introduction to Computer Systems and Programming
ENSC 100-1 Introduction to Engineering Seminar
ENSC 150-3 Fundamentals of Environmental Engineering
ENSC 151-1 Engineering Tools
MATH 100-3 Calculus I
MATH 101-3 Calculus II
NRES 100-3 Communications in NRES
PHYS 110-4 Introductory Physics I: Mechanics
PHYS 111-4 Introductory Physics II: Waves and Electricity

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~striethrough~~”:**

Semester 1 and 2 completed at UNBC

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
CPSC 110-3 Introduction to Computer Systems and Programming
~~ENSC 100-1 Introduction to Engineering Seminar~~
ENGR 117-3 Engineering Design I
~~ENSC 150-3 Fundamentals of Environmental Engineering~~
~~ENSC 151-1 Engineering Tools~~
ENGR 151-1 Engineering Tools I
ENGR 152-1 Engineering Tools II
MATH 100-3 Calculus I

MATH 101-3 Calculus II
NRES 100-3 Communications in NRES
PHYS 110-4 Introductory Physics I: Mechanics
PHYS 111-4 Introductory Physics II: Waves and Electricity

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: Environmental Engineering

College: CSAM

College Council Motion Number: CSAMCC Motion 2015:02:05:04

College Council Approval Date: February 5, 2015

Senate Committee on First Nations and Aboriginal Peoples Motion Number: not applicable

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.18

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the course ENSC 100-1 Introduction to Engineering Seminar be deleted and removed from the UNBC Calendar.

1. **Effective date:** September 2015
2. **Rationale for the proposed revisions:** The relevant content of ENSC 100-1 will be included in ENGR 117-3. The proposed changes to first year environmental engineering courses (new: ENGR 117-3, ENGR 151-1, ENGR 152-1; removed: ENSC 100-1, ENSC 150-3, ENSC 151-1) are to address recent changes to Canadian Engineering Accreditation Board requirements. These include a greater emphasis on engineering design, engineering ethics, team work skills, and engineering communication throughout the curriculum.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**
ENSC 100-1 Introduction to Engineering Seminar This course will introduce Engineering students to Engineering practice, particularly in Northern BC, through seminars and invited presentations involving professional Engineers in the region and province.
Prerequisites: enrolment in an Engineering Program
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~striketrough~~”:**

Course deletion
6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: Environmental Engineering

College: CSAM

College Council Motion Number: CSAMCC Consent Motion 2015:02:05:03

College Council Approval Date: February 5, 2015

Senate Committee on First Nations and Aboriginal Peoples Motion Number: not applicable

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable
7. **Other Information**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.19

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the course ENSC 150-3 Fundamentals of Environmental Engineering be deleted and removed from the UNBC Calendar.

1. **Effective date:** September 2015
2. **Rationale for the proposed revisions:** The engineering design content of ENSC 150-3 will be included in ENGR 117-3. The proposed changes to first year environmental engineering courses (new: ENGR 117-3, ENGR 151-1, ENGR 152-1; removed: ENSC 100-1, ENSC 150-3, ENSC 151-1) are to address recent changes required by the Canadian Engineering Accreditation Board. These include a greater emphasis on engineering design, engineering ethics, team work skills, and engineering communication throughout the curriculum.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**
ENSC 150-3 Fundamentals of Environmental Engineering Environmental Engineering is introduced through the application of engineering problem-solving methods, and design concepts to contemporary environmental concerns. Topics include physical, chemical, and biological fundamentals; water, soil and air pollution; water and waste water treatment; solid and hazardous waste management; and air pollution control. A tour of a wastewater treatment plant or another similar facility provides context for the lecture material.
Co-requisites: MATH 100-3 and MATH 101-3 or MATH 152-3, and CHEM 101-3
Precluded: ENSC 200-3
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
Course deletion
6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)
Program / Academic / Administrative Unit: Environmental Engineering
College: CSAM
College Council Motion Number: CSAMCC Consent Motion 2015:02:05:03
College Council Approval Date: February 5, 2015
Senate Committee on First Nations and Aboriginal Peoples Motion Number: not applicable
Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. Other Information

Attachment Pages: 0

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF: _____

Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.20

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the course ENSC 151-1 Engineering Tools be deleted and removed from the UNBC Calendar.

1. **Effective date:** September 2015
2. **Rationale for the proposed revisions:** The engineering design content of ENSC 151-1 will be included in ENGR 151-1 and ENGR 152-1. The proposed changes to first year environmental engineering courses (new: ENGR 117-3, ENGR 151-1, ENGR 152-1; removed: ENSC 100-1, ENSC 150-3, ENSC 151-1) are to address recent changes required by the Canadian Engineering Accreditation Board. These include a greater emphasis on engineering design, engineering ethics, team work skills, and engineering communication throughout the curriculum.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**
ENSC 151-1 Engineering Tools This course provides an introduction to engineering problem solving using common software tools, including spreadsheets, CAD and GIS software. Case studies provide relevance and serve to bind together many of the topics covered in the course.
Precluded: ENSC 200-3
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

Course deletion
6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: Environmental Engineering

College: CSAM

College Council Motion Number: CSAMCC Consent Motion 2015:02:05:03

College Council Approval Date: February 5, 2015

Senate Committee on First Nations and Aboriginal Peoples Motion Number: not applicable

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable
7. **Other Information**

Attachment Pages: 0

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.21

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course prefix and calendar description for PHYS 120-3, on page 276 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** The Astronomy courses at UNBC (PHYS 120 and PHYS 121) are designed as general interest courses accessible to students in any degree program, and are particularly suited to meet the science component of the UNBC breadth requirements. Enrolment in these courses is lower than for similar courses at other Universities, and one issue identified by students is their listing under the PHYS (Physics) course listings, so are perceived as potentially difficult courses. It is hoped that being listed as Astronomy (ASTR) courses explicitly will allay these concerns. The course content will not change as result of this change.
3. **Implications of the changes for other programs, etc., if applicable:** None (not listed as prerequisite for any UNBC degree program)

4. **Reproduction of current Calendar entry for the item to be revised:**

PHYS 120-3 Introduction to Astronomy I: The Solar System

This is a one-semester introductory course in Astronomy mainly for science students, but general enough to be of interest to non-science majors with a proper background in mathematics. This course is complementary to PHYS 121-3. Topics include: an overview of our solar system; the Sun; Earth and Moon; the inner planets: Mercury, Venus, and Mars; the gas giants: Jupiter, Saturn, Uranus, and Neptune; moons and ring structure of the gas giants; Pluto and Charon; asteroids, comets, meteors, and meteorites; the origin and evolution of our solar system; the origin and evolution of the sun. PHYS 120 and PHYS 121 may be taken in either order.

Prerequisites: Principles of Math 11 or Pre-calculus 11 or Foundations of Mathematics 11

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

~~PHYS~~ ASTR 120-3 Introduction to Astronomy I: The Solar System

This is a one-semester introductory course in Astronomy ~~mainly for science students, but~~ that is general enough to be of interest to science and non-science majors with a proper background in mathematics. This course is complementary to ASTR ~~PHYS~~ 121-3. Topics include: an overview of our solar system; the Sun; Earth and Moon; the inner planets: Mercury, Venus, and Mars; the gas giants: Jupiter, Saturn, Uranus, and Neptune; moons and ring structure of the gas giants; Pluto and Charon; asteroids, comets, meteors, and meteorites; the origin and evolution of our solar system; the origin and evolution of the sun; other solar systems and exoplanets. ~~ASTR~~ PHYS 120 and ~~ASTR~~ PHYS 121 may be taken in either order.

Prerequisites: Principles of Math 11 or Pre-calculus 11 or Foundations of Mathematics 11

Precluded: PHYS 120-3

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: Physics

College: College of Science & Management

College Council Motion Number: CSAMCC CONSENT MOTION 2015:02:05:03

College Council Approval Date: February 5, 2015

Senate Committee on First Nations and Aboriginal Peoples Motion Number: Not Applicable

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: Not Applicable

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.22

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course prefix and calendar description for PHYS 121-3, on page 276 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** The Astronomy courses at UNBC (PHYS 120 and PHYS 121) are designed as general interest courses accessible to students in any degree program, and are particularly suited to meet the science component of the UNBC breadth requirements. Enrolment in these courses is lower than for similar courses at other Universities, and one issue identified by students is their listing under the PHYS (Physics) course listings, so are perceived as potentially difficult courses. It is hoped that being listed as Astronomy (ASTR) courses explicitly will allay these concerns. The course content will not change as result of this change.
3. **Implications of the changes for other programs, etc., if applicable:** None (not listed as prerequisite for any UNBC degree program)

4. **Reproduction of current Calendar entry for the item to be revised:**

PHYS 121-3 Introduction to Astronomy II: The Universe

This is a one -semester introductory course in Astronomy mainly for science students, but general enough to be of interest to non-science majors with a proper background in mathematics. This course is complementary to PHYS 120-3. Topics include: the origins of stars and planetary systems; the sun; properties and structures of stars; stellar interiors; the evolution of stars; stellar remnants; white dwarfs; neutron stars; black holes, worm holes and warped spacetime; the Milky Way; the universe of galaxies; distance scales and indicators; active galaxies and quasars; cosmology: past, present, and future of the universe, "Is 'Anyone' Out There?". PHYS 121 and PHYS 120 may be taken in either order.

Prerequisites: Principles of Math 11 or Pre-calculus 11 or Foundations of Mathematics 11

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

ASTR ~~PHYS~~ 121-3 Introduction to Astronomy II: The Universe

This is a one-semester introductory course in Astronomy ~~mainly for science students, but~~ that is general enough to be of interest to science and non-science majors with a proper background in mathematics. This course is complementary to ~~PHYS~~ ASTR 120-3. Topics include: the origins of stars and planetary systems; the sun; properties and structures of stars; stellar interiors; the evolution of stars; stellar remnants; white dwarfs; neutron stars; black holes, worm holes and warped spacetime; the Milky Way; the universe of galaxies; distance scales and indicators; active galaxies and quasars; cosmology: past, present, and future of the universe, "Is 'Anyone' Out There?". ASTR ~~PHYS~~ 121 and ASTR ~~PHYS~~ 120 may be taken in either order.

Prerequisites: Principles of Math 11 or Pre-calculus 11 or Foundations of Mathematics 11

Precluded: PHYS 121-3

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: Physics

College: College of Science & Management

College Council Motion Number: CSAMCC CONSENT MOTION 2015:02:05:03

College Council Approval Date: February 5, 2015

Senate Committee on First Nations and Aboriginal Peoples Motion Number: Not Applicable

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: Not Applicable

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

_____ **Date**

_____ **Chair's Signature**

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201504.24

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the draft exchange agreement between Chonnam National University and UNBC be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: Chonnam National University is a large and well-known University in Korea that is strongly interested in solidifying its partnership with UNBC. They are currently offering a scholarship for UNBC students to attend a summer language course and they would like to bring many Chonnam National University students to UNBC. UNBC signed an MOU with Chonnam late in 2014 and they have sent their first three students to UNBC's English Language Studies program.

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): 3 pages

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

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

I. Preamble

Chonnam National University (CNU) 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. Three UNBC students enrolled in the CNU International Summer Session are considered to a one regular semester exchange student. 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 School of International Education at Chonnam 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 Chonnam 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 Chonnam 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 Chonnam 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 Chonnam 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

Dr. JEE, Byung-Moon
President

Date: _____

Date: _____

For the University of Northern British Columbia

For Chonnam National University

Motion Number (assigned by
Steering Committee of Senate): S-201504.25

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the renewal of the bilateral exchange agreement between Syktyvkar State University (SyktSU), Russia and the University of Northern British Columbia be approved as proposed.

Effective Date: Upon approval of Senate

Rationale: Syktyvkar State University and UNBC have been bilateral exchange partners since 2002 and this agreement was a part of the recommendations made to Dr. Dale from Dr. Owen on Renewing International Agreements from 2013. This is an active exchange partner.

Motion proposed by: Sylvester Chen

Academic Program: International Education

Implications for Other Programs / Faculties? No

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by:

Seconded by:

Committee Decision:

Approved by SCAAF:

Date

Chair's Signature

For recommendation to ✓, or information of _____ Senate.



**An Agreement of Cooperation Between
Syktyvkar State University, Russia
and
the University of Northern British Columbia, Canada**

I. Preamble

Syktyvkar State University (SyktSU) 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 Department of International Affairs at Syktyvkar State 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 Syktyvkar State 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 Syktyvkar State 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 Syktyvkar State 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 Syktyvkar State 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

 _____
Dr. Marina Istikhovskaya
Rector
Date: _____
For Syktyvkar State University

An Agreement of Cooperation Between
Lillehammer University College, Norway
and
the University of Northern British Columbia, Canada

I. Preamble

Lillehammer University College 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 one **(1) student** 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 Office at Lillehammer University College**

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 Lillehammer University College 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 Lillehammer University College 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 Lillehammer University College.

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 Lillehammer University College 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

Gudmund Moren
Rector

Date: _____

Date: _____

For the University of Northern British Columbia

For Lillehammer University College

AGREEMENT ON STUDENT EXCHANGE

between

MASSEY UNIVERSITY
New Zealand

and

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
Canada

Parties to the Agreement

Massey University, New Zealand, a body corporate established under the Massey University Act 1963, and the Education Act 1989, hereinafter referred to as 'Massey'.

The University of Northern British Columbia, Prince George, BC, Canada, hereinafter referred to as 'UNBC'.

With both Massey and UNBC being referred to collectively as 'the Parties'.

1. Background

- A. This Agreement documents the understanding between the Parties concerning their Exchange of Students Programme, hereinafter referred to as the 'Programme'.
- B. The Programme seeks to broaden the scope of the academic curriculum and to provide a unique learning experience in an overseas environment, as well as to promote co-operation between the two institutions. It is the desire of the Parties named herein that an Agreement be formalized based on the details set out below:

2. Interpretation

- 2.1 **"Exchange Period"** is defined as either one, or two consecutive, academic semesters, or equivalent, but no longer than two academic semesters, or equivalent, in which the student is attached.
- 2.2 **"Exchange Student"** is one who participates in the Programme and "Exchange Students" will have the same meaning.
- 2.3 **"Force Majeure"** means any event beyond the reasonable control of either party, which affects one party's ability to perform this Agreement and which is unavoidable notwithstanding the reasonable care of the affected party.
- 2.4 **"Home Institution"** is the institution in which the student is originally enrolled.

- 2.5 **“Host Institution”** is the institution to which the Exchange Student is attached for the duration of his or her exchange.
- 2.6 **“Institution”** means either of the parties to this Agreement.
- 2.7 **“Programme”** means the student exchange programme between the Home Institution and the Host Institution.
- 2.8 **“Unit of Exchange”** is defined, for the purpose of accounting, as one student attending part of or an entire semester (or equivalent period).
- 2.9 **“Business Day”** means any day that is not a public holiday in Palmerston North, New Zealand.

3. Student Exchange

- 3.1 The Programme is founded on a reciprocal basis, with the intention of achieving an equal number of units of exchange each way every year.
- 3.2 Two (2) students in attendance for one semester each will be counted as the equivalent of one (1) student for two semesters. In either case, two units of exchange will have been achieved.
- 3.3 The maximum number of Units of Exchange per academic year will be agreed upon prior to the start of the initial exchange. The number of units of exchange may be amended by mutual agreement and should be discussed on an annual basis to maintain reciprocity over time.
- 3.4 There is no obligation on either institution to nominate students for the Programme or to accept any students nominated.
- 3.5 Exchange Students will continue as candidates for degrees of their Home Institution, and will not be candidates for degrees of the Host Institution.
- 3.6 Exchange Students will be subject to the academic rules and disciplines of the Host Institution while on the Programme.
- 3.7 The Home Institution will be responsible for screening and nominating students for the Programme. Students must meet the standard entry requirements stipulated by the Host Institution to qualify for nomination. The Host Institution shall have the right to make final judgments on the admissibility of each nominated student.
- 3.8 The Host Institution will guarantee the availability of housing, and assist with other matters of hospitality and student support, but such guarantee and assistance will not include financial assistance of any kind.
- 3.9 Exchange Students will be responsible for obtaining their own visas, completing the required immigration formalities, and obtaining the travel and other related documents needed to pursue studies at the Host Institution.

- 3.10 The obligations of the two institutions under this Agreement are limited to Exchange Students only and do not extend to spouses, dependents or other family members.
- 3.11 No monetary consideration will be exchanged between the two institutions, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from the Programme.
- 3.12 If the Exchange Student voluntarily withdraws after arriving at the Host Institution and before the end of the exchange programme, it will be considered as a completed exchange from the Home Institution concerned. The Parties agree that, in such instances, there will be no replacement for the student.

4. Student Enrolment, Attendance and Assessment

- 4.1 Exchange Students will be permitted to enrol at the Host Institution in any course for which they are qualified and eligible to study, subject to meeting admission requirements, and the timetable and capacity constraints of the Host Institution.
- 4.2 Full-time enrolment at the Host Institution is required for the Exchange Period and for visa purposes. For Massey and Immigration New Zealand, 'full-time enrolment' is currently defined as a minimum of 45 credits, however 60 credits is the normal course of study for one semester. For UNBC, 'full-time enrolment' is currently defined as 9 credit hours per semester for undergraduate students and 6 credit hours for graduate students. These definitions are subject to change and will be notified on application.
- 4.3 Exchange Students will obtain credits for successfully completed courses at the Host Institution. It is the responsibility of the student and the Home Institution to ensure that any Host Institution courses selected for study can be cross-credited to the Home Institution. An official transcript for each student will be sent, at no charge, directly to the Home Institution at the end of each semester of the Exchange Period.

5. Fees and Other Expenses

- 5.1 Exchange Students will pay tuition, non-tuition and enrolment/application fees at their Home Institution during the Exchange Period. They will be exempted only from tuition, non-tuition and enrolment/application fees at the Host Institution.
- 5.2 Exchange Students will be responsible for paying all personal expenses incurred by attending the Host Institution, including all visa, travel and medical insurance, housing, travel, meals, health, books and stationery costs.
- 5.3 Exchange Students may also be charged additional fees for practical work directly associated with their courses of study at the Host Institution.

6. Student Insurance

- 6.1 All Exchange Students will be required to be covered by personal health (including hospitalization) and travel insurance that meets the minimum coverage requirements as determined by the Host Institution.

7. Study Abroad Option

- 7.1 In the event that there are insufficient exchange places available at either institution, the Home Institution may send students under the terms and conditions of the Host Institution's Study Abroad programme.

8. Administration of this Agreement

- 8.1 This Agreement will be administered at Massey by the Manager, Student Mobility, International Office and at UNBC by the Director of International Education.
- 8.2 Massey confirms that it is bound by the Code of Practice for the Pastoral Care of International Students, hereinafter referred to as 'the Code'. This is a mandatory code for any New Zealand educational institution enrolling international students and for their offshore partners who assist with recruitment of students for study at institutions in New Zealand. As UNBC will assist Massey with recruitment, it agrees to be bound by the Code. The Code provides, among other things, for students to receive accurate, timely and comprehensive information about the course they are enrolling for, for the Host Institution to ensure the provision of housing to an approved standard for all international students upon arrival, for an effective complaints and grievance process for all international students, for adequate personal health insurance for all international students and for effective quality assurance processes for all academic and support programmes. An up-to-date copy of the Code of Practice may be found on the following page of the New Zealand Qualifications Authority website: <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice-NZQA.pdf>

9. Term, Variation and Termination

- 9.1 This Agreement is effective for a period of five years from the last date of signing, and subject to revision, may be extended for another term of five years by mutual written agreement.
- 9.2 This Agreement may be varied or modified by the Parties by mutual written agreement.
- 9.3 Either party will be entitled, at any time at its absolute discretion, to terminate the Programme by giving six months' written notice to the other party. In the event of a breach of the Code, then either party may immediately terminate this Agreement. Such termination will not adversely affect any Exchange Student accepted prior to the effective date of the termination.
- 9.4 Each party will ensure that adequate arrangements are made to complete all commitments under the Agreement before the Programme is terminated.

10. Proper Law

- 10.1 In the event of a dispute, this Agreement is governed by the law of the country in which the Exchange Student is attached for the Exchange Period, i.e. the Host Institution. In the event that a dispute arises under this Agreement when no student is being exchanged, then the dispute will be governed by the law of the party that identified the dispute to the other party in writing.

11. No Partnership

11.1 Nothing contained or implied in this Agreement shall constitute or be deemed to constitute a partnership between the Parties and neither of the Parties shall have any authority to bind or commit the other party.

12. Assignment and Subcontracting

12.1 Neither party will assign, transfer or subcontract all or any of its rights, benefits, interests and obligations under this Agreement without the prior written consent of the other party.

13. Entire Agreement

13.1 This Agreement:

13.1.1 Constitutes the entire agreement and understanding between the Parties with respect to the subject matter of this Agreement; and

13.1.2 Supersedes all prior discussions, understandings and agreements between the Parties and their agents (or any of them) and all prior representations and expressions of opinion by any party (or its agent) to any other party (or its agent).

14. Notices

14.1 Any notice given under this contract will be in writing and delivered by post, registered mail, courier, facsimile or e-mail, addressed to the last address for service as notified by the other party.

14.2 Notices are deemed served at the following times:

14.2.1 when sent by post, 3 Business Days after posting if sent within New Zealand; or 7 Business Days if sent internationally;

14.2.2 when sent by registered mail or courier, upon delivery; or

14.2.3 when sent by facsimile or e-mail, upon receipt of the correct answerback or receipt code; and

14.2.4 any notice sent after 5:00pm is deemed served on the next business day.

15. Severance

15.1 If at any time any provision of this Agreement is or becomes invalid or illegal in any respect, such provision shall be deemed to be severed from this Agreement but the validity, legality and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

16. Resolution of Disputes

- 16.1 If a dispute arising out of this contract occurs between the parties, then the parties will try to resolve that dispute by full and frank discussion within 30 days. Failing this, the parties will try to resolve the dispute by mediation within 30 days.
- 16.2 A mediation will be conducted by a LEADR panel mediator (an association of dispute resolvers based in Australasia) chosen by the parties or, if they cannot agree, by the President of the Manawatu branch of the New Zealand Law Society, or the President's nominee.
- 16.3 If the dispute is not resolved by mediation, the parties may, if both parties agree, refer the dispute to a single arbitrator as follows:
- 16.3.1 the single arbitrator will be chosen by the parties or, if they cannot agree, by the President of the Manawatu branch of the New Zealand Law Society, or the President's nominee; and
- 16.3.2 the arbitration will be conducted in accordance with the Rules in Schedules 1 and 2 of the New Zealand Arbitration Act 1996.
- 16.4 The parties must always act in good faith and cooperate with each other to resolve any dispute.
- 16.5 The procedures and timeframes for any mediation or arbitration will be fixed by the mediator or arbitrator (as appropriate) if the parties cannot agree.
- 16.6 The parties must continue to comply with their obligations under this contract during the dispute resolution process, but disputed payments may be withheld to the extent of the dispute.
- 16.6 This clause will not apply to:
- 16.6.1 a dispute arising in connection with any attempted re-negotiation of this contract; or
- 16.6.2 any application by either party for urgent interlocutory relief.

17. Representations and Warranties

- 17.1 Each party hereby represents and warrants to the other as follows:
- 17.1.1 that it has full power and authority to enable it to effectively enter into and perform its obligations under this Agreement.
- 17.1.2 that this Agreement when executed by the Parties will create obligations which are valid and binding on both of them and that are enforceable in accordance with the terms thereof.
- 17.1.3 that all consents, approvals and authorisations if any from any other person (including governmental authorities and regulatory bodies) to enter into and perform

its obligations under this Agreement have been obtained and such consents, approvals and authorisations if any are in full force and effect; and

- 17.1.4 that its entry into and the performance of this Agreement will not constitute any breach of or default under any contractual, government, regulatory or public obligation binding upon it at the date of this Agreement.

18. Confidentiality

18.1 Each party undertakes to the other as follows:

18.1.1 That it will not during the period of this Agreement and after its termination (for whatever reason) use or divulge to any person, firm, organisation or college, nor publish or disclose or permit to be published or disclosed any confidential information which it has received or obtained or may receive or obtain (whether or not in the case of documents that are marked as confidential); and

18.1.2 That it will not during the period of this Agreement and after its termination (for whatever reason) retain or duplicate any confidential information in whatever form (whether written or recorded in some other form or oral) which is supplied by or to either party or which comes to its notice during the term of this Agreement.

18.2 For the purposes of Schedule Clause 18.1 “confidential information” includes, without limitation, the following:

18.2.1 Information concerning the affairs or property of UNBC or Massey;

18.2.2 Information on the terms of this Agreement.

18.3 The obligations under Schedule Clause 18.1 shall not extend to any information which:

18.3.1 Is in the public domain; or

18.3.2 Is required to be disclosed pursuant to any order of a Court of competent jurisdiction; or

18.3.3 Is required to be disclosed pursuant to any statute, regulation or ordinance.

19. Legal Compliance

19.1 Both Parties shall comply with all legislative or regulatory requirements in New Zealand or Canada, in respect of Exchange Students, that may be brought to their attention.

19.2 Both Parties shall comply with all legislative, regulatory, rules, codes, directives, approvals, permissions or other authority requirements in the other Party’s country issued by any governmental, statutory and/or regulatory authorities of that country relating to the Programme, the Exchange Students (including health and safety), the student support and administrative services and/or this Agreement.

20. Liability and Indemnity

- 20.1 In the event of any breach of contract, error, omission, error of judgment or negligence on the part of UNBC, its staff, servants, employees, representatives or contractors or agents (and each of them) in carrying out its obligations under this Agreement and Massey suffers any loss howsoever arising then UNBC shall indemnify Massey against all of its losses, damages, costs and expenses (including all legal costs on an indemnity basis incurred by Massey arising from such default, omission, error of judgment or negligence by UNBC) and shall reimburse Massey so that Massey is placed in the position it would have been in before such default, omission, error of judgment or negligence by UNBC.
- 20.2 In the event of any breach of contract, error, omission, error of judgment or negligence on the part of Massey its staff, servants, employees, representatives or contractors or agents (and each of them) in carrying out its obligations under this Agreement and UNBC suffers any loss howsoever arising then Massey shall indemnify UNBC against all of its losses, damages, costs and expenses (including all legal costs on an indemnity basis incurred by UNBC arising from such default, omission, error of judgment or negligence by Massey) and shall reimburse UNBC so that UNBC is placed in the position it would have been in before such default, omission, error of judgment or negligence by Massey.
- 20.3 Notwithstanding Schedule Clauses 20.1 and 20.2, neither party will be liable to the other for any indirect losses (excluding death or personal injury resulting from the negligence of a party).

21. Insurance

- 21.1 Both Parties shall at their own cost, procure and maintain insurance policies, for the term of this Agreement, in respect of:
- 21.1.1 liability (whether against UNBC, Massey or any third party) for any breach of contract, negligence, or default of UNBC and/or Massey in providing the Services and/or delivering in either Canada or New Zealand the Programme to the Students under this Agreement;
 - 21.1.2 personal injuries, accident or death arising out of or in the course of providing the Student Support and Administrative Services, delivering the Programme to the Students and/or attending at classes of the Programme; and
 - 21.1.3 such other risk and/or liability that UNBC and/or Massey may be required by any relevant Canadian and/or New Zealand governmental, statutory or regulatory authorities to procure and maintain insurances relating to the Programme and/or this Agreement.
- 21.2 Both Parties shall upon receipt of a written request from the other Party provide it with a copy of any of the aforementioned insurance certificates as proof of insurance.

22. Force Majeure

- 22.1 If either party to this Agreement is prevented or delayed in the performance of any of its obligations under this Agreement by reason of Force Majeure and if such party gives written notice thereof to the other party specifying the matters constituting Force Majeure, together with such evidence as it reasonably can give specifying the period for which it is estimated that such prevention or delay will continue, then the affected party shall be excused the performance or the punctual performance, as the case may be, as

from the date of such written notice for so long as such cause of prevention or delay shall continue.

22.2 If the occurrence of the Force Majeure prevents either party from performing its obligations under this Agreement for a continuous period of three months from the date written notice was given under Clause 22.1, either party may by further written notice to the other party, terminate this Agreement with neither party being liable to the other for any losses.

23. Formal Approval

23.1 Each party warrants to the other respectively that each of the Massey Vice Chancellor and President & Vice Chancellor has approved the initiative evidenced by this Agreement.

IN WITNESS WHEREOF this Agreement was executed on the date written below.

Signed for and on behalf of)
MASSEY UNIVERSITY)
Hon. Steve Maharey
Vice Chancellor

Witnessed by:

Date:

Signed for and on behalf of)
UNIVERSITY OF NORTHERN BRITISH COLUMBIA)
Dr. Daniel Weeks
President & Vice Chancellor

Witnessed by:

Date:



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the Awards Guide Description for the President’s Silver Anniversary Award for Excellence in Leadership be approved.

Effective Date: 2016/2017 Academic Year.

Rationale: These two awards recognize the value of student leadership at UNBC. Leadership contributes to the student experience, promotes excellence within the student body, and acknowledges UNBC’s responsibility for building leaders of tomorrow. The intent is to replace the current President’s Scholarship with these awards. These awards will be funded from the General Scholarships and Bursaries Fund, with a supplemental donation from the University President. Budget information is attached.

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

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.03

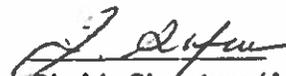
Moved by: Schwab

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 5 pages

Approved by SCSB: March 25, 2015
Date


Chair’s Signature (Acting)

For information of Senate.

AWARDS GUIDE DESCRIPTION

Award Category: Entrance Award

Award Name: President's Silver Anniversary Award for Excellence in Leadership

Calendar Description/Intent: This prestigious undergraduate award recognizes and rewards excellence through leadership in civic, athletic, philanthropic, and environmental fields. Recipients will have experience in leadership upon admission to UNBC and continuing on through their campus life through contributions to student life, undergraduate research, community outreach or other endeavors. With the President's contribution, this is now the highest value internally funded award made by UNBC.

Donor: The University of Northern British Columbia and the University President.

Value: \$6,000, renewable at \$5,500 for up to three additional consecutive years.

Number: Two

Award Type: Award

Eligibility: Available to full-time undergraduate students commencing a course of studies at UNBC for the first time.

Criteria: Demonstrated leadership and satisfactory academic standing.

Note: This award is renewable subject to the recipient maintaining an annual GPA of at least 2.00 and engaging in ongoing leadership activities. Prior to renewal, the recipient will be asked to provide verification of such activities to the Awards Office.

Application Instructions: Complete the on-line Leadership Awards application form and submit at least two letters of reference to the Awards Office from third parties who can attest to your strong leadership abilities in the classroom and/or community. Letters of reference must be submitted to the Awards Office in sealed envelopes with the referee's signature across the seal, or may be emailed directly from the referee to awards@unbc.ca.

Effective Date: Established 2015

Recipient Selection: SCSB upon recommendation by the UNBC Recruitment Office and the Vice Provost Student Engagement.

**UNBC General Scholarships and Bursaries Fund
Proposed Allocations 2016/2017 Academic Year**

Award Name	Value		Number		Total	
	2015/2016	2016/2017	2015/2016	2016/2017	2015/2016	2016/2017
President's Silver Anniversary Leadership Award	0	\$6,000	0	2	\$0	12,000
President's Scholarship	\$5,500	\$0	3	0	\$16,500	0
President's Scholarship (renewed)	\$5,500	\$5,500	8	8	\$44,000	44,000
Raven Scholarship	\$5,500	\$5,500	45	45	\$247,500	247,500
Raven Bursary	\$2,000	\$2,000	25	25	\$50,000	50,000
UNBC Leadership Award	\$2,000	\$3,000	15	15	\$30,000	45,000
UNBC Merit Award	\$2,500	\$2,500	25	25	\$62,500	62,500
UNBC In-Course Bursary	\$1,200	\$1,200	56	55	\$67,200	66,000
UNBC In-Course Scholarship	\$1,500	\$1,500	46	46	\$69,000	69,000
UNBC Graduate Scholarship	\$3,500	\$3,500	20	20	\$70,000	70,000
UNBC Transfer Award	\$1,000	\$1,000	40	32	\$40,000	32,000
UNBC Mature/January Entrance Awards	\$0	TBD*	0		\$0	
Subtotals			283		\$686,700	698,000

Un-Allocated Funds/Contingency: \$999
Totals \$697,699 \$698,699

2016/2017 Projections

General Fund Endowment Interest

Donations:

Add: Transfer from Operations - Tuition Increase/Transfer Awards \$60,000
 Add: Additional Funds Allocated from Operating \$20,000
 Add: Donation from President \$396,674
 Total \$221,025

\$1,000
\$698,699 **

Summary of Proposed Changes:

1. Create Two New President's Silver Anniversary Awards: \$6,000 for first year, plus \$5,500 for three additional consecutive years.
2. Discontinue President's Scholarship
3. Increase Value of Leadership Awards to \$3,000 each
4. Decrease Number of In-Course Bursaries from 56 to 55
5. Decrease Number of Transfer Awards from 40 to 32: to reflect historical up-take rates

* Mature/January Entrance Awards to be determined in late Fall - awarded by attrition due to withdrawals, uptake on other awards, etc.
 ** Assuming no change in funding level

**UNBC General Scholarships and Bursaries Fund
Proposed Allocations 2017/2018 Academic Year**

Award Name	2016/2017		2017/2018		2016/2017		2017/2018	
	Value	Number	Value	Number	Total	Total	Value	Number
President's Silver Anniversary Leadership Award	\$6,000	2	\$6,000	2	12,000		\$6,000	2
President's Silver Anniversary Leadership Award (renewed)	\$0	0	0	0	0		\$5,500	2
President's Scholarship (renewed)	\$5,500	8	\$5,500	8	44,000		\$5,500	6
Raven Scholarship	\$5,500	45	\$5,500	45	247,500		\$5,500	45
Raven Bursary	\$2,000	25	\$2,000	25	50,000		\$2,000	25
UNBC Leadership Award	\$3,000	15	\$3,000	15	45,000		\$3,000	15
UNBC Merit Award	\$2,500	25	\$2,500	25	62,500		\$2,500	25
UNBC In-Course Bursary	\$1,200	55	\$1,200	55	66,000		\$1,200	55
UNBC In-Course Scholarship	\$1,500	46	\$1,500	46	69,000		\$1,500	46
UNBC Graduate Scholarship	\$3,500	20	\$3,500	20	70,000		\$3,500	20
UNBC Transfer Award	\$1,000	32	\$1,000	32	32,000		\$1,000	32
UNBC Mature/January Entrance Awards	TBD*						TBD	
Subtotals					698,000			698,000

Un-Allocated Funds/Contingency: \$199 \$699
Totals \$698,199 \$698,699

2017/2018 Projections

General Fund Endowment Interest \$60,000
 Donations: \$20,000
 Add: Transfer from Operations - Tuition Increase/Transfer Awards \$396,674
 Add: Additional Funds Allocated from Operating \$221,025
 Add: Donation from President \$1,000
Total \$698,699 **

Summary of Proposed Changes:

1. President's Scholarship (renewed) decrease in number from 8 to 6 due to graduation
2. Add two new President's Silver Anniversary Awards- renewed

* UNBC Mature/January Entrance Awards to be determined in late Fall - awarded by attrition due to withdrawals, uptake of other awards, etc.

** Assuming no change in funding level

**UNBC General Scholarships and Bursaries Fund
Proposed Allocations 2018/2019 Academic Year**

Award Name	2017/2018		2016/2017		2018/2019		Total
	Value	Number	Total	Value	Number	Total	
President's Leadership Award	\$6,000	2	12,000	\$6,000	2	12,000	
President's Leadership Award (renewed)	\$5,500	2	11,000	\$5,500	4	22,000	
President's Scholarship (renewed)	\$5,500	6	33,000	\$5,500	3	16,500	
Raven Scholarship	\$5,500	45	247,500	\$5,500	45	247,500	
Raven Bursary	\$2,000	25	50,000	\$2,000	25	50,000	
UNBC Leadership Award	\$3,000	15	45,000	\$3,000	15	45,000	
UNBC Merit Award	\$2,500	25	62,500	\$2,500	26	65,000	
UNBC In-Course Bursary	\$1,200	55	66,000	\$1,200	56	67,200	
UNBC In-Course Scholarship	\$1,500	46	69,000	\$1,500	47	70,500	
UNBC Graduate Scholarship	\$3,500	20	70,000	\$3,500	20	70,000	
UNBC Transfer Award	\$1,000	32	32,000	\$1,000	32	32,000	
UNBC Mature/January Entrance Awards	TBD*			TBD*			
Subtotals			698,000			697,700	

Un-Allocated Funds/Contingency: \$199
Totals \$698,199 \$999 \$698,699

2018/2019 Projections

General Fund Endowment Interest

Donations:

Add: Transfer from Operations - Tuition Increase/Transfer Awards

Add: Additional Funds Allocated from Operating

Add: Donation from President

Total

\$60,000
 \$20,000
 \$396,674
 \$221,025
 \$1,000
 \$698,699 **

Summary of Proposed Changes:

1. President's Silver Anniversary Award - renewed increase in number from 2 to 4
2. President's Scholarship (renewed) decrease in number from 6 to 3 due to graduation
3. Increase number of UNBC Merit Awards from 25 to 26
4. Increase number of UNBC In-Course Scholarships from 46 to 47

* UNBC Mature/January Entrance Awards to be determined in late Fall - awarded by attrition due to withdrawals, uptake of other awards, etc.

** Assuming no change in funding level

**UNBC General Scholarships and Bursaries Fund
Proposed Allocations 2019/2020 Academic Year**

Award Name	Value 2018/2019	Number 2018/2019	Total 2018/2019	Value 2019/2020	Number 2019/2020	Total 2019/2020
President's Leadership Award	\$6,000	2	12,000	\$6,000	2	12,000
President's Leadership Award (renewed)	\$5,500	4	22,000	\$5,500	6	33,000
President's Scholarship (renewed)	\$5,500	3	16,500	\$5,500	0	0
Raven Scholarship	\$5,500	45	247,500	\$5,500	45	247,500
Raven Bursary	\$2,000	25	50,000	\$2,000	25	50,000
UNBC Leadership Award	\$3,000	15	45,000	\$3,000	16	48,000
UNBC Merit Award	\$2,500	26	65,000	\$2,500	27	67,500
UNBC In-Course Bursary	\$1,200	56	67,200	\$1,200	56	67,200
UNBC In-Course Scholarship	\$1,500	47	70,500	\$1,500	47	70,500
UNBC Graduate Scholarship	\$3,500	20	70,000	\$3,500	20	70,000
UNBC Transfer Award	\$1,000	32	32,000	\$1,000	32	32,000
UNBC Mature/January Entrance Awards	TBD*			TBD*		
Subtotals			697,700			697,700
Un-Allocated Funds/Contingency:			\$499			\$999
Totals			\$698,199			\$698,699

2019/2020 Projections
General Fund Endowment Interest \$60,000
Donations: \$20,000
Add: Transfer from Operations - Tuition Increase/Transfer Awards \$396,674
Add: Additional Funds Allocated from Operating \$221,025
Add: Donation from President \$1,000
Total \$698,699 **

Summary of Proposed Changes:

1. President's Silver Anniversary Award - renewed increase in number from 4 to 6
2. President's Scholarship (renewed) decrease in number from 3 to 0 due to graduation
3. Increase number of UNBC Leadership Awards from 15 to 16
4. Increase number of UNBC Merit Awards from 26 to 27

* UNBC Mature/January Entrance Awards to be determined in late Fall - awarded by attrition due to withdrawals, uptake of other awards, etc.
** Assuming no change in funding level



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the Awards Guide Description for the UNBC Leadership Award be revised.

Effective Date: 2016/2017 Academic Year.

Rationale: The UNBC Leadership Award and the President’s Silver Anniversary Award for Excellence in Leadership will be bundled into a single application process. The UNBC Leadership Award will be offered to applicants who did not receive a President’s Silver Anniversary Award for Excellence in Leadership. An increase in the amount is proposed, as well as minor revisions to the criteria.

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

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.04

Moved by: Dale

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: March 25, 2015
Date


Chair’s Signature (Acting)

For information of Senate.

AWARDS GUIDE DESCRIPTION

Award Category: Early Entrance Awards

Award Name: UNBC Leadership Award

Calendar Description/Intent: ~~As one of MacLean's magazine's "Leaders of Tomorrow",~~ UNBC is committed to rewarding those students who have made an effort to balance their academics with leadership activities - both within their school and their community.

Donor: The University of Northern British Columbia.

Value: ~~\$2,000~~ \$3,000

Number: Variable

Award Type: Award

Eligibility: Available to full-time students entering UNBC directly from high school.

Criteria: Academic proficiency and demonstrated leadership/involvement.

Application Instructions: Complete the on-line ~~UNBC~~ Leadership Awards application form and submit two letters of reference from third parties attesting to your leadership activities to the Awards Office, and include a plan for continuing leadership activities while at UNBC. ~~Reference letters may be submitted by each referee electronically to awards@unbc.ca.~~ Letters of reference must be submitted to the Awards Office in sealed envelopes with the referee's signature across the seal, or may be emailed directly from the referee to awards@unbc.ca.

Note: The deadline to apply for these awards is December 15th each year.

Effective Date: Established 2003

Recipient Selection: SCSB upon recommendation by the UNBC Recruitment Office and the Vice Provost Student Engagement.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Dean Mason & Company Inc. Chartered Accountants Scholarship be approved.

Effective Date: 2015 – 2016 Academic Year

Rationale: To revise the Dean Mason & Company Inc. Chartered Accountants Scholarship commencing the 2015-2016 Academic Year with alterations to the Award Value section as follows:

Value: \$500 \$750

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: February 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.05

Moved by: Schorcht

Seconded by: Young

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: March 25, 2015
Date


Chair's Signature (Acting)

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Dean Mason & Company Inc. Chartered Accountants Scholarship

Awards Guide Description/Intent: This award was established by the donor to support students who wish to pursue a career as a public accountant.

Donor: Dean Mason & Company Inc. Chartered Accountants

Value: ~~\$500~~ \$750

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time undergraduate student enrolled in the BComm Program with a Major in Accounting who has completed 30 credit hours.

Criteria: Academic excellence

Effective Date: Established 2012

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Dean Mason & Company Inc. Chartered Accountants Bursary be approved.

Effective Date: 2015 – 2016 Academic Year

Rationale: To revise the Dean Mason & Company Inc. Chartered Accountants Bursary commencing the 2015-2016 Academic Year with alterations to the Award Value section as follows:

Value: \$500 \$750

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: February 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.06

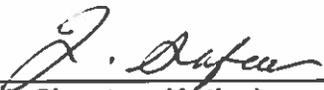
Moved by: Bankole

Seconded by: Schorcht

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: March 25, 2015
Date


Chair's Signature (Acting)

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Dean Mason & Company Inc. Chartered Accountants Bursary

Awards Guide Description/Intent: This award was established by the donor to support students who wish to pursue a career as a public accountant.

Donor: Dean Mason & Company Inc. Chartered Accountants

Value: ~~\$500~~ \$750

Number: One

Award Type: Bursary

Eligibility: Available to a full or part time undergraduate student enrolled in the BComm Program with an intention to pursue a Major in Accounting.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2012

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Sharon Revel Bursary be approved.

Effective Date: 2015 – 2016 Academic Year

Rationale: To revise the Sharon Revel Bursary commencing the 2015-2016 Academic Year with alterations to the Award Value section as follows:

Value: ~~\$350~~ \$500

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: March 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.07

Moved by: Young

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: March 25, 2015
Date


Chair's Signature (Acting)

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Open

Award Name: Sharon Revel Bursary

Awards Guide Description/Intent: Sharon Maria Ann Ferguson applied to the School of Nursing at the University of British Columbia in 1956 but was turned down for health reasons. She went into teaching but always maintained a strong feeling for nursing. The Revel family has established this bursary in her honour, and to honour those who choose Nursing as a study and a profession.

Donor: the Revel Family

Value: ~~\$350~~ \$500

Number: One

Eligibility: Available to a full time student enrolled in the Bachelor of Science in Nursing (BScN) Program.

Criteria: Demonstrated Financial Need

Effective Date: Endowed 2006

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

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

Effective Date: 2015 – 2016 Academic Year

Rationale: To revise the BC Association of Social Workers Prize commencing the 2015 – 2016 Academic Year with alterations to the Award Name, Awards Guide Description/Intent, and Application Instructions sections as follows:

Award Name: ~~BC Association of Social Workers~~ The Pacific Social Work Foundation Prize

Awards Guide Description/Intent: The Pacific Social Work Foundation is a charity set up by the BC Association of Social Workers. The British Columbia Association of Social Workers' members work in a wide variety of fields including: child welfare, mental health, hospitals, alcohol and drug programs, non-profit organizations, social planning, corrections, counselling centres and private practice. The Association promotes the profession of social work and advocates for social justice as well as providing benefits to members such as current updates and advice on professional matters, job finding services and professional development.

Application Instructions: Complete the Financial Need and Residency sections of the Awards Application form. ~~and submit proof of membership in the BCASW to the Awards Office.~~

Proposed By: Jennifer Hicke, Administrator - Development Awards
External Relations Contact: Jennifer Hicke, Administrator - Development Awards
Faculty / Academic Department: N/A
Date: March 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.08

Moved by: Schwab

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: March 25, 2015
Date


Chair's Signature (Acting)

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: ~~BC Association of Social Workers~~ The Pacific Social Work Foundation Prize

Awards Guide Description/Intent: The Pacific Social Work Foundation is a charity set up by the BC Association of Social Workers. The British Columbia Association of Social Workers' members work in a wide variety of fields including: child welfare, mental health, hospitals, alcohol and drug programs, non-profit organizations, social planning, corrections, counselling centres and private practice. The Association promotes the profession of social work and advocates for social justice as well as providing benefits to members such as current updates and advice on professional matters, job finding services and professional development.

Donor: BC Association of Social Workers

Value: \$250

Number: One

Award Type: Prize

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

Criteria: Demonstrated financial need and academic proficiency.

Application Instructions: Complete the Financial Need and Residency sections of the Awards Application form. ~~and submit proof of membership in the BCASW to the Awards Office.~~

Effective Date: Established 1996

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the program chair/committee.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the President's Scholarship be de-activated.

Effective Date: 2016/2017 academic year.

Rationale: The President's Scholarships will be replaced with the new President's Silver Anniversary Award for Excellence in Leadership Awards. The new awards add a leadership component to the criteria that does not exist in the current President's Scholarship criteria.

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

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.09

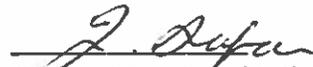
Moved by: Schorcht

Committee Decision: CARRIED

Seconded by: Bankole

Attachments: 1 page

Approved by SCSB: March 25, 2015
Date


Chair's Signature (Acting)

For information of Senate.

AWARDS GUIDE DESCRIPTION

Award Category: Entrance

Award Name: President's Scholarship

Donor: The University of Northern British Columbia.

Value: \$5,500 per annum, renewable for up to three additional consecutive years.

Number: Three

Award Type: Scholarship

Eligibility: Available to full-time students commencing a course of studies at UNBC for the first time.

Criteria: Academic excellence.

Note: This award is renewable subject to the recipient maintaining an annual GPA of at least 3.33.

Effective Date: Established 1994



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the SCSB Annual Report be approved.

Effective Date: March 2015

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

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

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150325.12

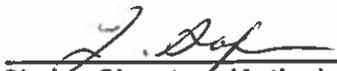
Moved by: Schwab

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 3 pages

Approved by SCSB: March 25, 2015
Date



Chair's Signature (Acting)

For information of Senate.

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 25, 2015

OVERVIEW

Since the last annual report in March of 2014 the Senate Committee on Scholarships and Bursaries has met nine (9) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2014/2015 general scholarships and bursaries fund expenditures
- Ratified nominations of 2014/2015 awards recipients
- Reviewed and approved twelve Terms and Conditions for newly established awards
- Approved nineteen revisions to Terms and Conditions for existing awards
- Reviewed eight student requests for scholarship deferrals/reinstatements

STATISTICAL SUMMARY – 2014/2015 Awards

Award Type	Number	Value
Donor-Directed	489	\$ 684,484
UNBC-Funded	318	\$ 926,353
UNBC Scholars	101	\$ 485,647
Graduate Tuition Awards	79	\$ 142,478
Athletic Tuition Awards	23	\$ 116,603
Totals	*1010	**2,355,565

* 3.00% decrease in number from 2013/2014

** 8.10% decrease in value from 2013/2014

Decrease may reflect (in part) the discontinuance of the “UNBC In-Course Awards”. These awards were established with one-time funding to provide awards to students transitioning into second year. The funds were exhausted in 2013/2014.

Student Type	Number	
Self-declared Female Recipients	438	
Self-declared Male Recipients	348	
Self-declared Aboriginal Recipients	38	
Northern Residents	515	
Undergraduate Admission Awards	159	
Athletic Awards	87	
In-Course Undergraduate Awards	575	
Graduate Awards	179	(includes only UNBC awards)
NMP Awards	10	
Multiple Recipients	224	(received more than one award)
Individual Recipients	786	(1010 awards – 224 multiple recipients)

Award Category	Number	Value	Median Value
Needs-based Awards	279	\$ 369,700	\$1,200
Merit-based Awards	731	\$1,985,865	\$2,000

In addition to the \$80,000 generated from endowment interest and donations, the University provided \$221,025 from its operating budget as well as \$396,674 from previous years' tuition increases for the 2014/2015 academic year. It is anticipated that the funding levels for the General Scholarships and Bursaries Fund will remain stable for 2015/2016.

NEW DONOR-NAMED AWARDS ESTABLISHED IN 2014/2015

Name of Award	Number	Value	Total Value
Integrus Credit Union Athletic Awards	4	\$ 2,000	\$ 8,000
UNBC Nursing Club Bursary	1	\$ 250	\$ 250
Residence Meal Plan Bursaries	13	\$ variable	\$20,795
TransCanada Corp Carrier Sekani Award	2	\$ 2,500	\$ 5,000
BC Secondary School Math Contest Schol.	3	\$ 1,000	\$ 3,000
Prkachin Award to Support Advanced Study in Psychology	1	\$ 1,300	\$ 1,300
W.R. Morrison Award in History	1	\$ 500	\$ 500
Bryan Juelfs Memorial Bursary	1	\$ 750	\$ 750
Re/Max City Centre Athletics Award	1	\$ 750	\$ 750
'The 16,000' Legacy Awards	2	\$ 2,500	\$ 5,000
WWNI Community Development Bursary	1	\$ 1,000	\$ 1,000
Youth in Care Tuition Waiver	1	\$ 3,930	\$ 3,930
Totals	31		\$50, 275

UNAWARDED SCHOLARSHIPS AND BURSARIES 2014/2015

Name Of Award	Reason
Aldyen Hamber Women's Studies Bursary	Lack of eligible applicants (program specific)
Beta Sigma Phi Bursary	Lack of eligible applicants (affiliation award)
Bill Reid Award	Lack of suitable candidates
CMA Award	No applicants
David Hoy Annual and Endowed Scholarships (3)	Lack of eligible applicants (geographical location)
Great West Life Graduate Scholarship in Disability Management	Lack of eligible applicants (program specific, FT)
Jessie Craig Bursary	Lack of eligible applicants (program specific)
McCarthy Tetrault Annual Scholarship	Lack of eligible applicants (program specific - NAP)
Nechako No 40 Order of the Eastern Star Bursary	Lack of eligible applicants (affiliation award)
Northern BC Mining Research Award	Lack of eligible applicants (mining partnership)
Over The Edge Scholarship (1 of 2)	Lack of eligible applicants (affiliation)
Prince George Alzheimer's Society Graduate Scholarship	Lack of eligible applicants (specific research)
Provincial Chapter of BC IODE Mature Entrance Scholarship	Lack of eligible applicants (mature entry)
Rotary Club of Terrace Bursary	Student w/d – no other eligible applicants