

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Thursday, July 11, 2019

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

10:00 AM – 11:00 AM

Members – Joseph Gosnell, Sr. (Chancellor), Daniel Weeks (President and Vice-Chancellor), Karin Beeler (Faculty Member – CASHS), Kerry Reimer (Faculty Member – CSAM), Timothy Carmack (Order in Council – Alumni – VICE-CHAIR), Aaron Ekman (Order in Council), Olive Godwin (Order in Council), Kapaldev Manhas (Order in Council) C.E. Lee Ongman (Order in Council), Andrew Robinson (Order in Council), Barbara Ward-Burkitt (Order in Council), Tracey Wolsey (Order in Council – Alumni – CHAIR), Garfield Staats (Undergraduate Student), Furqana Khan (Graduate Student), Mark Barnes (Employee)

1. Chair's Remarks and Declarations of Conflict

2. Approval of Agenda

That, the Agenda for the Public Session of the July 11, 2019 meeting of the Board of Governors be approved as presented.

3. Approval of Minutes

a. **Public Session Minutes of March 15, 2019 – page 3**

That, the Public Session Minutes of the March 15, 2019 meeting of the Board of Governors be approved as presented.

b. **Public Session Minutes of May 30, 2019 – page 9**

That, the Public Session Minutes of the May 30, 2019 meeting of the Board of Governors be approved as presented.

4. President's Annual Report – D. Weeks – page 13

5. Motions for Approval

a. **Agreements, Scholarships, Bursaries and Awards – D. Ryan – page 33**

That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for the period March 2019 to June 2019, as presented.

b. **2018/19 Institutional Accountability Plan and Report – D. Weeks (material to follow separately)**

That, the Board of Governors approves the UNBC 2018/19 Institutional Accountability Plan and Report (IAPR) as presented, for submission to the Ministry of Advanced Education.

6. **Other Business**

- a. Annual Report - Harassment and Discrimination dated May 1, 2019 – B. Daigle – **page 79**
- b. Update – Response re: Request from Ministry of Advanced Education - Money Laundering – T. Wolsey – **page 81**
- c. Degree Program Review Policy – for information – D. Ryan – **page 85**
- d. Update – Academic Re-structuring – Deans and Vice-Provost Searches – verbal – D. Ryan

7. **Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



Heather Sanford
University Secretary

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| Agenda Item: | 4. President's Annual Report – D. Weeks |
| Material: | <ol style="list-style-type: none">1. President's Report to the UNBC Board of Governors2. Annual Presidential Review Policy |

President's Report to the UNBC Board of Governors

**Submitted: July 11, 2019 – Public Session of the
Board**

by Daniel J. Weeks

Preamble

UNBC's Mission, Vision, Values and Signature Areas inform the Strategic Priorities set out in UNBC's Strategic Roadmap and guide the work of the President. In turn, the President sets out the work plans for the Provost and other Vice-Presidents to accomplish his priorities.

Part 1: Progress Report of this Annual Report summarizes progress against Strategic Priorities, with a specific focus on key initiatives of the President's Office that span the core accountabilities and priorities of the Vice-Presidential portfolios.

Part 2: Goals & Objectives 2020 of the report looks forward to highlight opportunities and challenges that are emerging in the next year.

Part 1: Progress Report

Progress Report: Academic Matters

2018/19 has been a pivotal year in the advancement of UNBC's Strategic Priorities. In particular, through ongoing conversation and exhaustive engagement with faculty, staff and students across the University, the foundational principles and expectations of creating the new five Faculties model have been established. Academic units have been encouraged to collectively look to the future to enhance Academic programming that is innovative, responsive and flexible and defines UNBC as a destination university.

A key pillar of our Roadmap is to attract, retain and develop outstanding students, faculty and staff. Our progress on that front is listed below.

New Faculty:

Joe Shea – Geography
Leandro Freylejer – Economics
Antonio Munoz Gomez – Library
Lisa Wood – ESM
Andy Wan – Math
David Layton – Library
Natascha Lukawitski – Business
Gretchen Vogelsang – Education
Jianhui Zhou – IEng
Natalie Linklater – EEng
Christine Ho Youngusband – Education
Chengbo Fu – Business
Erin Wilson – Nursing
Patricia Johnston – Social Work

Staff:

Director of International
Director of Student Affairs
Assistant Vice-Provost Indigenous Initiatives (Failed Search)

Students:

- Increased enrollment for 2018/19 (combined Undergraduate and Graduate)
- Domestic up 2.9% (78 FTE)
- International down -1.3% (2 FTE)
- Continued development of Cooperative Education model
 - Students work term placements 2018/19: 35
 - Students in Cooperative Education pre-employment programs 2018/19: 89
- Initiated exploration of Co-Curricular Record

The second key pillar of the Roadmap is our focus on enhancing the quality and impact of academic programming and delivery. Considerable progress has been achieved this year.

Academic Structure

- Engaged Faculty and Senate in the development of the five Faculty Structure. Approved by Senate in April 2019.

Engineering

- Began implementation of our Civil and Environmental Engineering Programs – preparing for first intake September 2019.

Nursing

- Prepared and submitted proposal to Ministry for Nursing in the Peace River Region. Proposal has now been funded.

Education

- Initiated renewal of the Education Program.

Physiotherapy and Occupational Therapy

- Prepared and submitted proposal to Ministry for PT and OT at UNBC/UBC. We have received tentative approval but considerable details need to be finalized.

Review of External Reviews of Degree Programs

- Initiated review and consultation process – Draft revisions to policy, procedures and templates moving forward to SCAAF and Senate

Academic Program Renewal and Development

- Bachelor of Applied Science in Civil Engineering
- Bachelor of Applied Science in Environmental Engineering
- Bachelor of Science in Conservation Science and Practice
- Bachelor of Commerce in Management Information System submitted for DQAB approval (in progress)
- Bachelor of Arts with a Joint Major in Geography and Political Science (in progress)
- MA Interdisciplinary Studies with a specialization in Métis and Canadian Studies (in progress)

Progress Report: Finance, People and Business Operations

This past year has been an extraordinarily busy time on various fronts that fall under this portfolio. I worked closely with Human Resources in the development of my collective bargaining plan for CUPE and the Faculty Association. The timelines and goals for bargaining were set early in the process and I supported my VP's in submitting the draft plans to PSEC and the Board. The Faculty Compensation Working Group was central to the development of a new compensation structure and improving our relationship with the Association. I am hopeful that this work will lead to a new agreement being reached this summer.

This year I have directed the VP Finance to place greater emphasis on safety and security within her portfolio. Historically, UNBC has not resourced these needs adequately and as a result a "culture of safety" is not present on our campuses. In response, we have increased resources in the Safety and Security Office (new structure with increased management). I believe we have made significant improvements to the processes and outcomes of the Joint Occupational Health and Safety Committee.

Other efforts to establish a culture of safety include:

- Launched new mass notification system (the Safety App)
- Provided safety training to Managers and Supervisors
- Developed a Resource Support Team for Sexual Violence and other cases of misconduct
- Developed and implemented on-line mandatory Safety training for all employees
- Delivered Level 1 and 2 Violence Threat Assessment training

Our student health and wellness services required that we address some leadership challenges. In doing so, we conducted climate reviews within those units that led us to develop a strategic plan for University Health and Wellness that is now integrated with HR, Safety and Security and Student Affairs.

Progress Report: Research & Graduate Programs

As one of British Columbia's research universities, UNBC continues to focus on the implementation of strategies and approaches that enhance our current research activities and foster the development of new areas of foci that meet the mission and strengths of the University. My ongoing effort is to establish the optimal environment for the success of our research community and associated research trainees and students. Clearly the success of our research program is fundamental to the continued emergence of UNBC as a destination University. My leadership and support of the research portfolio continues to emphasize a proactive and adaptable approach. Key areas of emphasis this year include:

- Increasing funding and support for undergraduate and graduate students to enhance opportunities to engage in research.
- Revamping of the Indirect Costs of Research Program including updating regulations of the federal Research Support Fund.
- Establishing Strategic International Research Partnerships that align with UNBC's research mission.
- Providing leadership and support for the British Columbia Interior University Partnership (UNBC, Thompson Rivers University, UBC Okanagan) on Research Exchange.

This year will mark the return of the portfolio to the original Vice President of Research and transitioning the academic aspects to the Provost/Vice President Academic's portfolio while maintaining the funding components to support graduate students and their research pursuits. I feel comfortable that the Vice President Research has sufficiently invested in the development of the Manager of Graduate Programs and her staff to support a successful transition and ongoing success.

The strategic investments and opportunities we have been implementing over the last number of years to support our research community have fostered tremendous growth and culminated in 2018 with UNBC being ranked number 2 in Canada for research growth over the period 2015-2016 to 2016-2017 in our category. This was based on realizing a 29.8 per cent increase in research funding in one year. This increase also marked UNBC's rise on the top 50 Research Universities in Canada ranking to number 45. The reason for this growth is the outstanding research that we are conducting here at UNBC and that this research is recognized by the funding agencies to support their programs. Further, the investments we have made in the Office of Research staff to support the research community in their applications has proven to be very successful.

Institutional Partnerships

Over the past few years I have recognized that partnerships are a key investment if UNBC is to continue to grow and expand its opportunities for research growth. Below highlights a number of partnerships that we have enhanced or started over the past year.

At the most recent British Columbia's Natural Resource Forum we made a significant announcement regarding the expansion of our partnership with Rio Tinto. This announcement was reflected in an updated Memorandum of Understanding and subsequent meetings after between Rio Tinto representatives and UNBC. This partnership has led to our first submission for an NSERC Industrial Research Chair for Dr. Stephen Dery. We received word just days ago

that the Chair has been funded. The value of the commitment from Rio Tinto for this research chair is \$450,000 with an additional \$300,000 upon successful outcomes.

The Digital Supercluster is moving into round two of project submissions and UNBC has been asked to engage in a geospatial partnership. Dr. Brian Menounos will be the lead for UNBC. UNBC has just entered in partnership with a European company to move towards commercialization of Dr. Matt Reid's terahertz research work. This work has the potential to be the most significant commercial effort ever for UNBC.

The Tri-University partnership launched in 2017 and successful symposium in May of 2018 has fostered the development of a proposal to support the development of three endowed research chairs in the area of Disaster Mitigation. This is a unique partnership between the three interior Universities and collaboration between mayors of the respective three communities of Kelowna, Kamloops and Prince George. In addition to the chairs proposal, the three universities have awarded \$120,000 to three research groups which have collaborative projects across all three institutions.

The BC Collaborative in Social Innovation (SFU, VIU, BCIT & UNBC) held a meeting on November 21st at UNBC. UNBC is actively engaged in all four areas of focus for this initiative (indigenous entrepreneurship and social finance; social procurement and library outreach; and community scholar programs) and is the lead for community building through green and sustainable campuses pillar.

Our recent re-signing of our Memorandum of Understanding with the Northern Health Authority has resulted in an additional investment (\$300,000 in 2018) from Northern Health to support the emerging clinical research strategy and specific initiatives such as Dr. Shannon Freeman's work with the AGE-WELL National Centre of Excellence at the University of Toronto.

Research Chairs

The Research Chairs continue to be an integral component of UNBC's research community with a current total of eight Canada Research Chairs (CRC) and eight Endowed Research Chairs. In 2018 we saw the successful awarding of two new CRC's in the areas of Social Determinants of Health and Cumulative Impacts of Environmental Change for Drs. Sarah de Leeuw and Tristan Pierce respectively. We also saw the successful renewal of two CRCs for Drs. Sarah Gray and Brian Menounos. Our partnership with Northern Health has supported a renewal for Dr. Martha MacLeod as the Knowledge Mobilization Chair. Finally, we are working towards a new endowed chair in area of "Duty to Consult" with faculty member Dr. Darwin Horning that will support the link between First Nation communities and industry.

International Research Partnerships

Engaging with aligned Universities with similar or complementary research missions or activities adds value to the UNBC research community. Secondly, showcasing what the UNBC research community is doing fosters and furthers our research mission. My goal is to facilitate a research environment in which UNBC can be both a leader and collaborator on research partnerships. In 2018 we have focused on some key partnerships.

- University of Stavanger
- NORD University
- University of Bergen

- University of Tromso (Arctic University of Norway)
- Wenzhou University
- University of Miami
- Michigan Tech University

Research Trainee Engagement

This year we launched the first cohort of the Research Ambassadors program at both the undergraduate and graduate level. Our first cohort included 6 outstanding students (3 Undergraduate students and 3 graduate students). These students will be sharing the “UNBC Research Experience” with their fellow students and broader community. UNBC was successful in serving as the host site for the 2019 3-minute thesis (3MT) competition for the first time.

Finally, we launched the inaugural research week at which we showcased research across the undergraduate and graduate student body along with their associated faculty. The feedback received was that this was a huge success.

Progress Report: Advancement & Communication Matters

In 2018-19, UNBC expanded its pre-recruitment efforts through the addition of a Go-Code-Girl camp, growing the Go-Eng-Girl camp and expanding Active Minds summer camp. Active Minds is now a member of ACTUA, an association of Canadian University summer programs. This membership will allow Active Minds to access curriculum and program plans for future camps. In addition, Active Minds expanded into Quesnel and Vanderhoof offering two weeks of camp in each of these communities. In 2018-19 Active Minds engaged with over 400 campers and made a profit of \$30,000. These efforts are a prime example of the significant emphasis that community engagement will receive as I continue to develop the next strategic focus document for UNBC, *Destination 2040*.

The completion of the Comprehensive Campaign has been a significant achievement for the Development team. Although the Campaign raised a significant amount of money for the University, going through the campaign helped me to identify gaps in the Development team and the broader Advancement program. Further, the Campaign forced Development and Communications to work together, and as a result helped to foster and grow a culture of collaboration and team within the Advancement program. The addition of a new Director of Development has helped to set the Development program on a path to meet the University's goals. Gains have already been realized in the Development program with the introduction of a planning framework and performance metrics for each member of the Development team. I am confident that we are well positioned to begin the early planning for a major campaign that will coincide with the 50th anniversary of UNBC, *Campaign 2040: Destination UNBC*.

On the communications front, the launch and execution of the Drupal 8 migration project will set the University's web environment on a more stable footing. Drupal 8 provides the University with a web content management system that will provide over 200 web editors on campus greater flexibility and ease in updating web content at this critical time of the University's Academic restructuring. The backend work is largely complete and the remaining work is focused on updating and building out program and departmental web pages in the new Drupal 8 environment.

Athletics had another outstanding year with the men and women basketball teams and women soccer team making the playoffs with the men soccer team just missing the playoffs. The women basketball team achieved UNBC's first ever National Top 10 Ranking and soccer player, Francesco Bartolillo won the national Student-Athlete Community Service Award for 2018-19. Student Athletes continue to shine in the classroom and on the court/pitch with 20 students achieving Academic All-Canadian status and many setting a number of team, university and personal bests in competition. The Timberwolves continue to contribute to the community through fundraising drives, supporting Special Olympics and other community activities. I was so moved by these community engagement efforts that I decided to feature our student-athletes in my convocation speech this year. Also noteworthy was this year's Legacy breakfast successfully raising over \$75,000 to support Athletics.

Part 2: Goals and Objectives 2020

Goals and Objectives 2020: Academic Matters

As I develop the next strategic plan, *Destination 2040*, the key features of the road map will remain largely intact. In particular, our efforts to attract, retain and develop outstanding students, faculty and staff will remain paramount. Specific initiatives in the near horizon are listed below.

1. Initiate hiring of faculty as a result of the Early Retirement Offer
 - 2019: Approximately 10 replacement Faculty, plus approximately 10 term Faculty
 - 2020: Approximately 5 replacement Faculty, plus approximately 5 term Faculty
 - 2021: Approximately 5 replacement Faculty
2. Complete hiring of 5 Deans 2019 into 2020
3. Meet enrolment targets (combined Undergraduate and Graduate):
 - Domestic up 2% (2,793 FTE)
 - International up 2% (152 FTE)
4. Continue development of Cooperative Education model for Engineering
5. Present Co-Curricular Record template to University community

As stated above, we will continue to use the Road Map as the foundation for our strategic plans going forward. In particular, we will be looking to realize the full potential of our revised academic structure to enhance the quality and impact of academic programming and delivery.

1. Academic Structure
 - Initiate hiring of Deans (2019 – 2020)
 - Initiate the implementation of the new faculties – 2019
2. Academic Teaching Space Optimization
 - Optimize existing classroom(s) to adapt to agile learning environments (individual and group learning styles)
3. Engineering
 - Prepare for and accept first intake of Engineering students (2019)
4. Nursing
 - Receive approval of Capital funding
 - Prepare for and accept first intake of Nursing students (2020)
5. Physiotherapy and Occupational Therapy
 - Although the Ministry has allocated funding for this initiative there is still considerable work to be done to understand how this will roll out.

6. Education
 - Prepare for first intake of Education students under the new curriculum (2020)
7. Assistant Vice-Provost Indigenous Initiatives
 - Restart search and provide comprehensive onboarding of new AVP
 - Initiate Northern tour and begin process of working with our community on Indigenous Initiatives
8. Review of Academic Program Process and Student Appeal Process
9. Initiate search for CIO/UL

Goals and Objectives 2020: Finance, People and Business Operations

Since my arrival, I have set out an aggressive timeline to ensure financial accountability, sustainability and operational effectiveness at UNBC. To achieve my goals for UNBC we must maintain our efforts along a number of fronts.

1. Develop a balanced budget for 20/21.
2. Develop a parallel budget for 20/21 based on a modified Responsibility Centered Management approach.
3. Enhance and implement a strategic Space Allocation process, and integrate the Deans into the five Faculties.
4. Explore a systems approach to Northern post-secondary education with Coast Mountain College including: Library, Chief Information Officer, Facilities, and Co-location.
5. Develop Financial Forecast to support discussions with Government re long-term funding of UNBC (to establish financial goals for the next 3-5 years).
6. Refresh Financial Accountability Framework for roll out to senior leaders.
7. Conduct a review of the Financial Services department to ensure long-term viability.
8. Implement financial forecasting software.
9. Improve reporting to the Board of Governors.
10. Review the management and ownership structure of the Northern Sports Centre.
11. Ensure financial success of a Land Trust Fund.
12. Ensure financial success of the development of the David Douglas Botanical Garden.
13. Update ERM strategy and inventory with VPs and review risk mitigation approach with the Board.

Goals and Objectives 2020: Research & Graduate Programs

Although it was a successful year, there remains a number of items identified previously that still require attention including the Research Institutes review. This is necessary to inform our developing support structure and facilitate the updating of the funding model for each of the Institutes. UNBC also continues to engage in innovation and commercial activities but this still remains as a one-off approach. There is a need for an overarching and integrative strategy in order to move UNBC to the next level in this area. The success of this will require joint support and engagement from the VPs given the span of “innovation” across multiple portfolios. There are other areas of work including the updating of our current policies and procedures needed to support much of our activities.

It is vital to the success of the research mission that the university continues to be proactive and adaptable to meet the changing landscape of the research environment from the provincial, national and international perspective. Areas to include:

1. Proactively integrate our new academic structure and Deans with the research mission and overarching goal of UNBC as destination University.
2. Continue to establish strategic international and industry research partnerships that align with UNBC’s research mission.
3. Develop an Innovation Strategy with provincial and federal partners.
4. Develop an annual review process of all Research Chairs and a three-year review of Research Institutes.
5. Complete assessment and where necessary revamping of our policy, processes and procedures.
6. Increase funding for undergraduate and graduate students to support opportunities to engage in research.

Goals and Objectives 2020: Advancement & Communication Matters

Community Engagement

A goal for me is to have our Land Trust finalized in fiscal 2019-20. If that decision is positive, I will begin to advance discussions with developers for a project on University trust lands. I am also advancing our discussions with the City of Prince George to review best options for the management and ownership of the Northern Sports Centre moving forward.

The change in the provincial government has made it even more important that the University engage in substantial advocacy and government relations to support the priorities of the University. I have started a series of quarterly dinners with locally elected officials (MPs, MLAs and Municipal elected officials) as well engaging more fully with Assistant Deputy Ministers and Ministers across various Ministries. We have also taken greater advantage of North-Central Local Government Association and the Union of British Columbia Municipalities annual gatherings.

An additional community engagement opportunity is our efforts to continue to grow Active Minds program across the central and northern BC by offering camps in the communities of Fort St. John, Prince George, Quesnel and Vanderhoof.

Finally, I am working to ensure that UNBC plays a significant role in the hosting of the Building Reconciliation Forum this fall.

Athletics

I am very interested in working to continue to support and help the Athletics team build on the success of the past year. The athletics program is a significant recruitment tool for us and their continued success works to our advantage. It is important that we continue to impress upon the UNBC community the value that Athletics brings to UNBC.

I will be looking for the development of a five-year strategic plan for Athletics that is focused on fiscal strength, growing UNBC's participation in Canada West, and bringing a Canadian Interuniversity Sports championship to UNBC.

Development and Alumni

On the development front I am committed to finding the funding necessary to support the creation of the Indigenous – Industry Synergy chair/centre. Working with Darwyn Horning and the Office of Research, we will secure both government and industry funding to support this initiative. We are still trying to find a solution to allow UNBC to implement a robust annual fund program. Our efforts to secure a telephone calling program software platform have not met with success but we will continue to work to find a suitable solution. I am excited that we will be


further enhancing our Major and Planned Gift capacity by completing the build out of the Development team with the addition of two major gift officers, a research officer and a writer. The introduction of performance metrics for the Development team will help encourage progress in all fundraising programs.

Communications and Marketing

This year we need to complete the implementation of a new Web platform (Drupal 8) to support the universities web communication needs. This new platform will support enhanced department and college web pages as well as reduce the time required to launch and edit web pages. We are behind on this project due to difficulty hiring the appropriate staff to support the implementation.

The new academic structure Establish a five-year strategic plan to support the University's broader communication goals and to ensure alignment with the strategic road map.

Secure permanent base funded marketing dollars. Each year the Director of Communications and Marketing must ask the executive team for funding to support annual marketing objectives.

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|  BOARD of Governor's POLICY & Procedure | Board Motion No: 2017BC03.31.05 | Approval Date: March 29, 2017 |
| | Approving Authority: Board of Governors Responsible Executive: Associate Vice-President responsible for Human Resources | |
| Title: Annual Presidential Review | | |

Note: Review for re-appointment is addressed in a separate Board Policy “*Review of the President for Reappointment*”.

Purpose and Policy Statement

The Board of Governors is responsible for selecting, evaluating and supporting the success of the President through regular performance feedback and a leadership development process.

The President’s performance is assessed through both a developmental leadership review and through a regular assessment of the University’s progress against strategic plans and priorities, which are approved by the Board annually in the context of a multi-year planning cycle.

Procedures

1. June - Report on Progress Against Strategic Priorities

At least annually, and generally at the June Board meeting, the President will provide a written report to the full Board on management’s progress against the strategic priorities and objectives since the last report, and for the upcoming 6 months (in the context of the current academic year and the long term planning cycle). These reports will be discussed during closed sessions of the Human Resources Committee, and then presented and discussed at the public session of the full Board.

2. September to November – Performance Review

On an annual basis, generally September to November, a 360 degree performance review will be completed as follows:

- a. The review will be contracted to an external consultant/coach with assistance of the AVP (Associate Vice-President People, Organizational Design and Risk) to ensure alignment with UNBC’s Performance Framework for its senior leadership.

- b. A list of individuals to be interviewed will be agreed to by the Chair of the Board and the Chair of the Human Resources Committee with input from the President. The list will be no more than 25 individuals and will include Board Members, Senior University Administrators, Senators, and other key stakeholders.
- c. Individuals participating in the interviews will be guaranteed strict confidentiality.
- d. The full Consultant's report will be provided to the President and the Chair of the Board. The Consultant will meet with the President to discuss the feedback and to provide coaching support for the President as appropriate.
- e. A summary of the 360 Review will be provided to the Chair of the Board and to the Human Resources Committee and discussed at the Human Resources Committee. The President will not attend Committee discussions. The Chair of the Board will provide feedback from this discussion to the President.

3. Procedural Accountabilities and Discretion

- a. It is the joint responsibility of the Board Chair and the Chair of the Human Resources Committee to ensure that all members of the Board are aware of these Procedures and the review process.
 - b. The Board Chair, in consultation with the Chair of the Human Resources Committee may exercise discretion in authorizing reasonable modifications to these procedures and timelines, as needed, provided however that the Board Chair will update the full Board at the next Board Meeting, of any such modifications.
4. Nothing in the Review Policy or in these Procedures is intended to preclude members of the Board, or members of the University or broader community from providing feedback to the Board Chair at any time, on the President's performance.

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| Agenda Item: | 5.a. Agreements, Scholarships, Bursaries and Awards – D. Ryan |
| Material: | Agreements, Scholarships, Bursaries and Awards as recommended by the Senate for the period March 2019 to June 2019, as presented. |
| Motion: | <i>That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for the period March 2019 to June 2019, as presented.</i> |



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: The new terms and conditions for the Graduate Entrance Research Scholarship (GERS) be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To create the Graduate Entrance Research Scholarship (GERS), to replace the Graduate Entrance Scholarship and Graduate Entrance Research Award.

Proposed By: Amy Beyer, Graduate Enrolment and Scholarship Advisor

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: February 24, 2019

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the updated GERS proposal after viewing a presentation done by Amy Beyer, Graduate Enrolment & Scholarship Advisor at the February 24, 2019 SCSB meeting. The motion will now go back to Senate for consideration.

Motion No.: SCSB20181128.03

Moved by: Mayes

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 24, 2019

Date

Chair's Signature

For approval of Senate.

Graduate Entrance Research Scholarship

Valued at \$15,000 each, these scholarships are available to full-time* students who are entering a Master's or Doctoral program at the University of Northern British Columbia for the first time who have not previously held an Entrance Award**. To be eligible for an award students must have the intention to enroll in a Thesis or Project based degree. Consideration is based on academic proficiency (Graduate Admission GPA of 3.67 or greater).

If applicants to a UNBC Master's or Doctoral Program meet the eligibility requirements they will automatically be considered for this award, there is no need to apply. Students will find out if they have received an award shortly after they receive notification of their admission decision.

**Applicants/students in the MBA Program are not eligible to apply for this scholarship as the MBA Program is offered on a weekend delivery basis and is not considered full-time for the purposes of this scholarship.*

*** A Graduate Entrance Scholarship, Graduate Entrance Research Award or a Graduate Entrance Research Scholarship.*

UNBC Scholarship, Bursary and Awards Guide Listing

Name: Graduate Entrance Research Scholarship

Type: Graduate Awards

Selection Process: ~~Selection is made by the Office of Graduate Programs.~~ Award nominations will be put forward by the programs. With consultation from the Deans, the Office of Graduate Programs Research will finalize and distribute awards among candidates.

Application Method: Eligible students will be assessed and nominated by the programs in which they have applied.

Apply to: No application required.

Award Criteria:

Value: \$15,000 over 1 year

Number: 27 per year

Eligibility: Available to full-time* students who are entering a ~~Master's or Doctoral~~ graduate program at the University of Northern British Columbia for the first time who have not previously held an Entrance Award at the Graduate level**. To be eligible for an award students must have the intention to enroll in a Thesis or Project based degree.

**Applicants/students in the MBA Program are not eligible to apply for this scholarship as the MBA Program is offered on a weekend delivery basis and is not considered full-time for the purposes of this scholarship.*

*** A Graduate Entrance Scholarship, Graduate Entrance Research Award or a Graduate Entrance Research Scholarship.*

Criteria: Consideration is based on academic proficiency (Graduate Admission GPA of 3.67 or greater) and an alignment with UNBC's research priorities.



Motion Number (assigned by SCS): S-201901.17

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: To dissolve the Graduate Entrance Scholarship (GES) and the Graduate Entrance Research Award (GERA).

Effective Date: 2019-2020 Academic Year

Rationale: Entrance Awards are an important tool for student recruitment. The GES and GERA will be replaced by the Graduate Entrance Research Scholarship (GERS), to ensure greater fairness and increase recruitment of top students.

Proposed By: Amy Beyer, Graduate Enrolment and Scholarship Advisor

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: December 4, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion which was postponed from the November SCSB Meeting.

Motion No.: SCSB20181128.04

Moved by: Dale

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: December 12, 2018

Date

Chair's Signature

For Approval of Senate.

Award Detail Information

Name: Graduate Entrance Scholarship (GES)

Type: Graduate Awards

Selection Process: Selection is made by the Graduate Programs Office

Award Criteria: Value: \$10,000, renewable for one year
Number: Up to Twenty

Eligibility: Available to full-time students entering a Master's program at UNBC for the first time, and to full-time students entering a Doctoral Program for the first time and who have not previously held a Graduate Entrance Scholarship.

Criteria: Applications will be assessed based on a combination of academic excellence (based on an admission GPA of 4.00 or higher) and the excellence of the Research/Study Goals Statement, and the appropriateness of UNBC for meeting those goals, as outlined in the statement provided by the applicant.

Conditions: Past recipients of the Graduate Entrance Scholarship are not eligible to receive the Graduate Entrance Scholarship again.

Application Instructions: Applicants must submit a paper Graduate Entrance Scholarship (GES) Application and a Research/Study Goals Statement to be considered.

The deadline to submit a paper Graduate Entrance Scholarship Application and Research/Study Goals Statement to the UNBC Awards & Financial Aid Unit is December 15th for September/May entry and May 1 for January entry.

Note: Recipients will be selected by a committee chaired by a representative of the Office of Graduate Programs.

Renewal Criteria: Graduate Entrance Scholarships are renewable (1 year for Master's students and 2 years for PhD students). Students must obtain a cumulative GPA of 4.00 during their first year of graduate studies (first and 2nd year for PhD students) and must be judged to be making satisfactory progress in their program by submitting a Progress Report prior to renewal.

Canadian citizens and those with permanent residence status must also apply for a competitive provincial or national scholarship (NSERC, SSHRC, CIHR, PICS, Graduate Fellowships up to \$18,000, National Network for Aboriginal Mental Health Research, NSERC IPS) during their first year of study if not already holding one. Generally an award of greater than \$15,000 would qualify as a competitive award:

1. A Master's student must apply for a major competitive federal or provincial award by the end of the first year of his/her Master's degree program for an award that starts in the first or second year of his/her Master's degree program.
2. A PhD student must apply for a major competitive federal or provincial award by the end of the second year of his/her UNBC PhD program for an award that starts in the first, second, or third year of his/her PhD program.

Award Detail Information

Name: Graduate Entrance Research Award (GERA)

Type: Graduate Awards

Selection Process: Selection is made by the Graduate Programs Office

Award Criteria: Value: \$5,000, renewable for one year (three semesters);
PhD students may hold 2 (two) Graduate Entrance Research Awards per year for a total of \$10,000 annually.
Number: Up to twenty-five

Eligibility: Available to full-time students entering a Master's program at UNBC for the first time and to full-time students entering a Doctoral Program for the first time.

Criteria: Applications will be assessed based on a combination of admission GPA 3.67 (A-) admitted to a research/thesis based degree and the excellence of the Research/Study Goals Statement, and the appropriateness of UNBC for meeting those goals, as outlined in the statement provided by the applicant.

Conditions: Research must fall within the following priority areas:

Humanities and Social Sciences:

- Life Sciences and Health
- Asia-Pacific Gateway Strategy
- Technology
- First Nations Students

Sciences and Applied Sciences:

- Life Sciences
- Technology
- Natural Resources

Note: Recipients will be selected by a committee chaired by a representative of the Office of Graduate Programs.

Application Instructions: Applicants must submit a paper Graduate Entrance Research Award Application and a Research/Study Goals Statement to be considered. The deadlines to submit a paper Graduate Entrance Research Award Application and Research/Study Goals Statement are December 15th for September/May entry and May 1st for January entry.

Renewal Criteria: Graduate Entrance Research Awards are renewable for one year (three semesters). Students must maintain a minimum GPA of 3.50 and must be judged to be making satisfactory progress in their program by submitting a Progress Report prior to renewal.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the Awards Guide Description for the Lieutenant Governor’s Medal Program for Inclusion, Democracy and Reconciliation be approved.

Effective Date: 2018-2019 Academic Year

Rationale: As per the guidelines provided by the Lieutenant Governor of BC, the award will be presented at Convocation each May.

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

External Relations Contact: N/A

Faculty/Academic Department: N/A

Date: February 27, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190227.03

Moved by: Massingham

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 5 Pages

Approved by SCSB: February 27, 2019

Date

Chair’s Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Award

Award Name: Lieutenant Governor's Medal for Inclusion, Democracy and Reconciliation

Donor: The Lieutenant Governor of British Columbia

Value: Commemorative Medal

Number: One

Eligibility: The Lieutenant Governor's Silver Medal was created to recognize students who have demonstrated outstanding contributions in support of inclusion, democracy and/or reconciliation on campus or in their communities during their post-secondary education.

Consideration may also be given to students who have overcome significant personal challenges and/or may be members of historically disadvantaged groups that face sociocultural barriers to full participation in B.C. society.

Undergraduate students who will be graduating in May 2019 are eligible to apply. The successful candidate will be presented with a commemorative medal at Convocation.

Criteria: Students must meet one or more of the three award criteria below:

- **Diversity and Inclusion:** This award recognizes students who have promoted diversity and inclusion. Students must demonstrate strong collaboration and unifying efforts, through the promotion and display of tolerance and respect for others.
- **Democracy and Leadership:** This award recognizes students who have strengthened democracy through civic engagement or the advancement of human rights and dignity of all persons at a local, national, or global level.
- **Reconciliation:** In 2015, the Truth and Reconciliation Commission of Canada urgently called on Canadians to take action to transform society by establishing a renewed relationship with Indigenous peoples. This award recognizes students who have answered this call to reconciliation and are undertaking efforts to heal their communities.

Application Instructions: Application forms are available from the Awards and Financial Aid Office. Students must submit the Application Form, Personal Statement, and two Letters of Reference to the Awards and Financial Aid Office by April 1 each year.

Effective Date: Established 2019

Recipient Selection: Senate Committee on Scholarships and Bursaries, along with the Associate Vice Provost Indigenous Initiatives or designate.

Proposed Time-line for Adjudication of Lieutenant Governor’s Medal for Inclusion, Democracy, and Reconciliation

| | |
|---------------------|---|
| March 1 | Call for applications |
| April 1 | Deadline for applications |
| April 5 | Application packages forwarded to committee members for review |
| April 15 | SCSB Meets to recommend the recipient (meeting moved from April 24) |
| April 15 | Recipient notified |
| April 16- 19 | Name of recipient forwarded to Senate Lieutenant Governor’s Office notified Convocation Office notified |

Lieutenant Governor's Medal Program for Inclusion, Democracy and Reconciliation

Recognizing Outstanding B.C. Student-Citizens

Information and Guidelines for Institutions

Background

The Lieutenant Governor's medal program was established in 1979 to recognize students enrolled in vocational and career programs less than two years long at public post-secondary institutions in British Columbia. The medal program was created to recognize students who excel in their studies and contribute to the life of their institution or community. For nearly forty years, British Columbia's Lieutenant Governor has awarded the medal to outstanding students who have distinguished themselves through their post-secondary education.

New Medal Program Criteria

Starting in 2019, eligibility for the Lieutenant Governor's medal program will be expanded to include students enrolled in all two-year diploma and four-year undergraduate degree programs at public post-secondary institutions in B.C. While academic excellence and community contributions have been the primary focus of the award in years past, institutions will now be asked to nominate students who demonstrate outstanding contributions in support of Inclusion, Democracy and/or Reconciliation on campus or in their communities.

The following guidelines have been developed to assist institutions with application of the new award criteria in nominations. Demonstration of one or more of the criteria will be required to identify an award recipient. In accordance with prior practice, institutions will remain responsible for conducting their own award nomination procedures and will submit names of identified recipients and their contact information to the Ministry of Advanced Education and Skills Training (AEST) at dpu.studentfunding@gov.bc.ca for disbursement of medals, and a congratulatory letter.

Award Guidelines

These guidelines are intended to support application of the new Lieutenant Governor's medal program criteria. Examples are given to demonstrate the application of the award criteria in nominations.

The Lieutenant Governor's medal program is a prestigious badge of recognition for recipients granted for outstanding contributions in support of Inclusion, Democracy, and/or Reconciliation. Institutions may nominate students for contributions made that demonstrate any one of these three award criteria.

Inclusion

Inclusion and Diversity are sources of strength and at the heart of the success of B.C. communities.

This award criterion recognizes students who have promoted diversity and inclusion on campus or in their community. Students must demonstrate strong collaboration and unifying efforts, through the promotion and display of tolerance, and respect for others. Institutions may wish to consider the significance, impact and outcome of a student's contribution, and the personal example set by the student, when making nominations under this category.

Examples:

- A student may be recognized for their work in building community through the organization and coordination of events, activities or services, that contribute to a more welcoming and supportive environment on campus,
- A student may be recognized for their work organizing a community response to an act of intolerance.

Democracy

This criterion recognizes students who have strengthened democracy through civic engagement or the advancement of human rights. Students must demonstrate recognition of the fundamental rights and dignity of all persons at a local, national or global level. Institutions may wish to consider the significance, impact and outcome of a student's contribution, and the personal example set by the student, when making nominations under this category.

It is important to note that the Lieutenant Governor's medal program for Inclusion, Democracy, and Reconciliation is a non-partisan award. Activities directly tied to or coordinated by a political party or movement are not considered grounds for nomination.

Examples:

- A student may be recognized for their contribution to student governance or promoting social change and public discourse on campus, in their community or online.
- A student may be recognized who has supported, advocated or empowered minority rights and/or the most vulnerable in society such as those with mental health or addiction challenges, the homeless, new immigrant youth or refugees.

Reconciliation

In 2015, the [Truth and Reconciliation Commission of Canada](#) urgently called Canadians to take action to transform society by establishing a renewed relationship with indigenous peoples. This criterion recognizes students who have answered this call to Reconciliation and are undertaking important efforts to heal their communities.

Institutions may wish to consider the significance, impact and outcome of a student's contribution, and the personal example set by the student, when making nominations under this category.

Examples:

- A student may be recognized for their collaboration with a local Indigenous community to start a for-profit business where proceeds support programming for indigenous women.

- A student may be recognized for teaching indigenous ways of knowing and doing (an indigenous language, law, dance, or another custom) to other students.

In granting this award, institutions may also give consideration to students who have overcome significant personal challenges and/or may be members of historically disadvantaged groups that face sociocultural barriers to full participation in B.C. society. For example, single mothers, members of the LGBTQ+ and two-spirit students, or students with refugee status.

Award Administration

Institutions will remain responsible for conducting their own nomination processes and procedures for the medal award. However, a formal call for nominations process will now occur each year. The Ministry of Advanced Education, Skills and Training will invite institutions via email to submit names of their award recipients twice annually, once in January for awards to be presented at spring convocation, and once in July for awards to be presented at fall convocation. Institutions will continue to nominate one student annually (for either spring or fall convocation) and will have three months from the date of the call for nominations to submit names of their award recipients and their contact information. Medals will be shipped to institutions at least one month prior to commencement of fall and spring convocations to ensure timely delivery of the awards. A congratulatory letter from the Lieutenant Governor will be sent to award recipients.



Lieutenant Governor Presentation of the Medal

Institutions wishing to have the award formally presented by the Lieutenant Governor at a convocation ceremony may indicate their interest to the Ministry. As schedules permit, Government House will coordinate with institutions to confirm the Lieutenant Governor's availability to present the award at convocation ceremonies across B.C. on a rotational basis.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Beta Sigma Phi Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Beta Sigma Phi Bursary and change the name of the award to Beta Sigma Phi Award commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: February 15, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190227.04

Moved by: Massingham

Seconded by: Abass

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 27, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Beta Sigma Phi [BursaryAward](#)

Awards Guide Description/Intent: Beta Sigma Phi City Council, Prince George Chapter, invited all BC Chapters under the Beta Sigma Phi umbrella to establish a student award with UNBC. Following the association's motto of 'Life, Learning, Friendship', several BC Chapters continue to support this initiative.

Donor: BC Chapters of Beta Sigma Phi

Value: \$1,500

Number: One

Award Type: [BursaryAward](#)

Eligibility: Available to a full or part time undergraduate or graduate student enrolled in a minimum of 6 credit hours per semester at UNBC. ~~The recipient will be an active~~[First preference will be given to a](#) member of a Beta Sigma Phi Chapter or the immediate family member of such a sorority member. ~~Recipient will be a Canadian citizen with preference given to a permanent resident of BC.~~[Second preference will be given to a resident of Northern BC who demonstrates service to others and community involvement.](#)

Criteria: ~~Demonstrated Financial Need, academic proficiency~~[Satisfactory Academic Standing](#) and verified [active](#) member status.

Note: Applicants [who meet the first preference](#) must provide [the](#) name of ~~active~~[the Beta Sigma Phi](#) sorority member, ~~active sorority~~ chapter, location, and membership number of their family member ~~that is active with Beta Sigma Phi.~~ Membership status will be verified by the Beta Sigma Phi City Council.

Effective Date: Endowed 1995

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 SCSB 2018-2019 Annual Report be approved.

Effective Date: March 2019

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 27, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190327.04

Moved by: Hartley

Seconded by: Massingham

Committee Decision: CARRIED

Attachments: 3 Pages

Approved by SCSB: March 27, 2019

Date

Chair's Signature

For information of Senate.

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 27, 2019

OVERVIEW

Since the last annual report in March of 2018 the Senate Committee on Scholarships and Bursaries has met eleven (11) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2018/2019 general scholarships and bursaries fund expenditures
- Ratified nominations of 2018/2019 awards recipients
- Reviewed and approved fourteen Terms and Conditions for newly established awards
- Approved nine revisions to Terms and Conditions for existing awards
- Reviewed eight student requests for scholarship deferrals/reinstatements

STATISTICAL SUMMARY – 2018/2019

| Award Type | Number | Value |
|--|---------------|--------------------------|
| Donor-Directed | 681 | \$1,390,036.00 |
| UNBC General Fund (not including waivers) | 258 | \$ 668,350.00 |
| UNBC Scholars Waivers | 91 | \$ 420,264.92 |
| Graduate Tuition Waivers | 61 | \$ 239,993.68 |
| Athletic Tuition Waivers | 33 | \$ 184,976.50 |
| Youth in Care Tuition Waivers | 5 | \$ 18,080.84 |
| Six and Fifteen Credit Hour Tuition Waivers | 29 | \$ 37,224.59 |
| School District 57 Waivers (matching) | 4 | \$ 8,000.00 |
| UNBC Tuition Awards for Excellence Waivers | 9 | \$ 45,391.99 |
| 2018 BC Wildfires Tuition Waivers | 2 | \$ 4,500.00 |
| Canada 150th Anniv. Intn'l Scholarship Waivers | 31 | \$ 43,000.00 |
| Totals | 1,204* | \$3,059,818.52 ** |

* 1 % increase in number from 2017/2018
** .002% decrease in value from 2017/2018

| Student Type | Number | |
|-------------------------------------|---------------|--|
| Self-declared Female Recipients | 572 | |
| Self-declared Male Recipients | 309 | |
| Self-declared Aboriginal Recipients | 80 | |
| Northern Residents | 719 | |
| Undergraduate Entrance Recipients | 272 | |
| In-Course Undergraduate Recipients | 734 | |
| Graduate Recipients | 192 | (includes only UNBC-administered awards) |
| NMP Recipients | 6 | |
| Number of individual recipients | 881 | (students who received one or more awards) |

| Award Category | Number | Value | Median Value |
|-----------------------|---------------|--------------|---------------------|
| Needs-based Awards | 388 | 609,324.59 | \$ 1,200.00 |
| Merit-based Awards | 816 | 2,450,493.93 | \$ 2,127.00 |

NEW DONOR-NAMED AWARDS ESTABLISHED IN 2018/2019

| Name of Award | Number | Value/Award | Total Value |
|---|---------------|--------------------|--------------------|
| Israel Prabhudass Bursary | 1 | \$1,000 | \$1,000 |
| MBA Alumni Award | 1 | \$ 500 | \$1,000 |
| From VK to C in 50 Award | 1 | \$2,000 | \$2,000 |
| Janet Hamilton Memorial Award | 1 | \$3,500 | \$3,500 |
| BC Oil & Gas Commission NTP Bursary | 2 | \$2,750 | \$5,500 |
| BC Oil & Gas Commission Engineering Bursary | 2 | \$2,250 | \$4,500 |
| Klohn Crippen Berger Award | 1 | \$2,000 | \$2,000 |
| Kvist Family Award | 1 | \$2,000 | \$2,000 |
| Aux. to UNHBC 100 th Anniversary Scholarship | 1 | \$10,000 | \$10,000 |
| Tom Dielissen Memorial Award | 1 | \$1,000 | \$1,000 |
| Lieutenant Governor's Medal | 1 | \$0 | \$0 |
| Brittany Fotsch Farm Heritage Award | 1 | \$1,000 | \$1,000 |
| CPABC Prince George Chapter Scholarship | 1 | \$1,000 | \$1,000 |
| Special Graduate Entrance Research Award | 6 | \$5,000 | \$30,000 |
| Totals | 21 | \$32,000 | \$64,500 |

UNAWARDED SCHOLARSHIPS AND BURSARIES 2018/2019

| Name Of Award | Reason | Value | # Times Not Awarded (past Five Years) |
|---|--|------------|---------------------------------------|
| Aldyen Hamber Women's Studies Bursary | Program specific | \$1,500 | 1 |
| Anderson Memorial Prize | Specific Criteria | \$250 | 1 |
| Beta Sigma Phi Bursary | Specific Membership | \$3,000 | 4 |
| CPA Education Foundation Award | Specific Criteria | \$1,000 | 1 |
| George Baldwin Q.C. Graduate Scholarship | Program Specific | \$3,000 | 3 |
| Jessie Craig Bursary | Program Specific | \$750 | 4 |
| MBA Alumni Award | Program Specific | \$500 | 1 |
| Miriam Matejova Award | Specific Criteria | \$1,200 | 3 |
| Nordic Sport Leadership Award | Specific Criteria | \$1,000 | 1 |
| Northern BC Mining Research Award | Research Specific – industry partnership | \$5,000 | 6 |
| Northern BC Archives Graduate Research Scholarship | Research Specific | \$5,000 | 1 |
| Ricci Dalton Award | Program Specific | \$500 | 1 |
| Simons Foundation Bursaries for Lone Parents (1 of 2) | Enrollment in UNBC Day Care | \$2,000 | 5 |
| Van Adrichem Nisga'a Leadership Award | Campus Specific | \$500 | 1 |
| WWNI Community Development Bursary | Campus Specific | \$900 | 1 |
| Totals | 15 awards* | \$26,100** | |

*Percentage of *number* of available awards not awarded in 2018.2019: .12%

**Percentage of *value* of available awards not awarded in 2018/2019: .08%



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the BCOGC Indigenous Knowledge Research Grant be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the BCOGC Indigenous Knowledge Research Grant commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 25, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.03

Moved by: Horianopoulos

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: One-time Graduate

Award Name: BCOGC Indigenous Knowledge Research Grant

Awards Guide Description/Intent: The BC Oil and Gas Commission is a regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation. The Commission has partnered with several post-secondary institutions across the Province to support education. This research grant has been created to financially support graduate students fulfilling their dreams of completing a degree at UNBC.

Donor: BC Oil and Gas Commission

Value: \$5,000

Number: Three

Award Type: Award

Eligibility: Available to a full time graduate student conducting research related to the landscape of Indigenous law and governance in British Columbia, integration of Indigenous and Canadian law (federal, provincial, municipal) regarding land use and natural resource management, building collective understanding of Indigenous knowledge and reconciliation, and/or, integration of Indigenous knowledge into natural resource management, land use planning, and decision-making in British Columbia.

Criteria: Satisfactory academic standing.

Application Instructions: Applicants must provide the Financial Aid and Awards Office with a rationale of how their research (e.g. abstract or thesis proposal) relates to the eligible topics

Effective Date: Established 2019

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Office of Research.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Brian Brownridge Memorial Award be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the Brian Brownridge Memorial Award commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: May 1, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.04

Moved by: Horianopoulos

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Brian Brownridge Memorial Award

Awards Guide Description/Intent: This award has been established to honour the memory of Brian Brownridge who will best be remembered for his thoughtfulness, generosity and sense of humour.

Brian helped shape the community of Prince George by serving several terms on city council, and made his mark in the lumber industry, real estate development, and finally the insurance industry following the establishment of Brownridge & Company Insurance in 1990.

The Brownridge family have always supported the Athletics Program and student athletes at UNBC. This award honours that support by recognizing UNBC student athletes who demonstrate leadership skills both on and off the court.

Donor: UNBC Athletics and Friends and Family of Brian Brownridge

Value: \$1,000

Number: Two

Award Type: Award

Eligibility: Available to a full time undergraduate UNBC Timberwolves athlete. One award will be available to a women's varsity basketball team member and the other will be available to a men's varsity basketball team member.

Criteria: Satisfactory academic standing.

Application Instructions: Complete the online Awards Application and submit a letter of nomination from a third party to the UNBC Awards Office. The letter of nomination must provide confirmation of your leadership activities, community and recreational involvement.

Effective Date: Established 2019

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Jack and Betty Meilgaard Award be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the Jack and Betty Meilgaard Award commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: May 1, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.05

Moved by: Horianopoulos

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Jack and Betty Meilgaard Award

Awards Guide Description/Intent: Betty Meilgaard has established this award to recognize an exceptional student in the Northern Medical Program at UNBC who is interested in pursuing specialization in Orthopaedics.

Donor: Betty Meilgaard

Value: \$1,500

Number: One

Award Type: Award

Eligibility: Available to a Northern Medical Program student who is interested in pursuing specialization in Orthopaedics. First preference will be given to a resident of Prince George or Vanderhoof. Second preference will be given to a resident of Northern British Columbia.

Application Instructions: Students must obtain a separate application form from the UNBC Awards Office. All candidates must provide a letter outlining their interest in pursuing specialization in Orthopaedics.

Effective Date: Endowed 2019

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the NMP Program.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Jan Galvin Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the Jan Galvin Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 25, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.06

Moved by: Horianopoulos

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: One-time In-course

Award Name: Jan Galvin Bursary

Awards Guide Description/Intent: This bursary has been established to honour the memory of Janette (Jan) Galvin who successfully went back to school as a mature student to become a Nurse.

Donor: Anonymous

Value: \$5,000

Number: One

Award Type: Bursary

Eligibility: Available to a full time undergraduate student enrolled in the Northern Collaborative Baccalaureate Nursing Program who is in their final year of studies. First preference will be given to a student admitted under the mature student status.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2019 (*Note: This award will be activated following the passing of the donor.*)

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Northern Nations Community Award be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the Northern Nations Community Award commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 30, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.07

Moved by: Jensen

Seconded by: Wagner

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Northern Nations Community Award

Awards Guide Description/Intent: The Northern Nations Community Award has been established in honour of efforts through the Northwest Tribal Treaty Nations (NWTT) closing Trust and in memory of Directors Elmer Derrick (Gitxsan) and Justa Monk (Tl'azt'en). This award recognizes and support students pursuing post-secondary education in the Public Administration and Community Development field.

Donor: Northwest Tribal Treaty Nations (NWTT)

Value: \$2,500

Number: One

Award Type: Award

Eligibility: Available to an Indigenous student who has completed a minimum of 60 credit hours towards a major in Public Administration and Community Development at UNBC. First preference will be to a student from one of the following original members of the NWTT: Tsimshian Nation (Kitselas; Kitsumkalum; Metlakatla; Lax Kw'alaams; Gitga'at; Gitxa'ala & Kitasoo First Nations), Nisga'a Nation (Gitlaxt'aamiks; Gitwinksihlkw; Laxgalts'ap; Gingolx), Haida Nation (Masset; Skidegate), Haisla Nation, Wet'suwet'en Nation, Gitxsan Nation, Lake Babine Band, Gitanyow Nation, Carrier Sekanni Nations, Tahltan Nation (Iskut; Tahltan Band), Taku River, Tlingit, Kaska Dene. Second preference will be given to an Indigenous student who is a member of a First Nation community in BC.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2019

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Engineering Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the UNBC Engineering Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 23, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.08

Moved by: Horianopoulos

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: UNBC Engineering Bursary

Awards Guide Description/Intent: The UNBC Engineering Bursary has been established to encourage students pursuing an Engineering degree at UNBC who may be facing financial barriers to their education.

Donor: Generous UNBC Donors

Value: \$1,000

Number: Variable

Award Type: Bursary

Eligibility: Available to a full time undergraduate student enrolled in the Civil or Environmental Engineering Programs.

Criteria: Demonstrated financial need.

Effective Date: Established 2019

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Engineering Scholarship be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To activate the UNBC Engineering Scholarship commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 23, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.09

Moved by: Horianopoulos

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: UNBC Engineering Scholarship

Awards Guide Description/Intent: The UNBC Engineering Scholarship has been established to reward outstanding students pursuing an Engineering degree at UNBC.

Donor: Generous UNBC Donors

Value: \$1,000

Number: Variable

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student enrolled in the Civil or Environmental Engineering Programs.

Criteria: Academic excellence.

Effective Date: Established 2019

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 Dunkley Lumber Ltd. Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Dunkley Lumber Ltd. Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 15, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.10

Moved by: Horianopoulos

Seconded by: Van Der Velde

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Dunkley Lumber Ltd. Bursary

Awards Guide Description/Intent: [Dunkley Lumber Ltd. was founded in 1951 by Bill Dunkley. The business changed hands in 1977 when brothers Tony, Joe, Henry and Max Novak acquired the company. Since the beginning, the Dunkley and Novak families have focused on family, community, safety, sustainability, hard work and commitment to their employees.](#)

[Dunkley is proud to offer awards to UNBC students in the Faculty of Natural Resources and Environmental Studies.](#)

Donor: Dunkley Lumber Ltd.

Value: \$1,000

Number: One

Award Type: Bursary

Eligibility: ~~Available to a full-time student who is a resident of British Columbia by virtue of birth or five years uninterrupted residence immediately prior to receipt of the award. The student will have completed less than 90 credit hours in a program offered by the Faculty of Natural Resources and Environmental Studies. Preference will be given to a student who is a family member of a Dunkley Lumber employee.~~

[Available to a full-time undergraduate student who has completed less than 90 credit hours in a program offered by the Faculty of Natural Resources and Environmental Studies. First preference will be given to a family member of an employee of Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. Second preference will be given to a resident of Northern British Columbia.](#)

Criteria: Demonstrated financial need and satisfactory academic standing.

Application Instructions: ~~Complete the Residency section of the Awards Application form; and, if you are a relative of a Dunkley Lumber employee submit proof to the Awards Office.~~

[Submit proof to the Awards Office if you are a relative of a Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. employee.](#)

Note: ~~No student shall receive the Dunkley Lumber Ltd. Scholarship more than once. The College will review the applications and nominate the recipient.~~

[Successful applicants cannot receive this award more than once.](#)

Effective Date: Endowed 1992

Recipient Selection: [Senate Committee on Scholarships and Bursaries on recommendation by the Faculty of Natural Resources and Environmental Studies.](#)



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Dunkley Lumber Ltd. Scholarship be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Dunkley Lumber Ltd. Scholarship commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 15, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.11

Moved by: Horianopoulos

Seconded by: Van Der Velde

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Dunkley Lumber Ltd. Scholarship

Awards Guide Description/Intent: [Dunkley Lumber Ltd. was founded in 1951 by Bill Dunkley. The business changed hands in 1977 when brothers Tony, Joe, Henry and Max Novak acquired the company. Since the beginning, the Dunkley and Novak families have focused on family, community, safety, sustainability, hard work and commitment to their employees.](#)

[Dunkley is proud to offer awards to UNBC students in the Faculty of Natural Resources and Environmental Studies.](#)

Donor: Dunkley Lumber Ltd.

Value: \$1,500

Number: One

Award Type: Scholarship

Eligibility: ~~Available to a full-time student who is a resident of British Columbia by virtue of birth or five years uninterrupted residence immediately prior to receipt of the award. The student will have completed less than 90 credit hours in a program offered by the Faculty of Natural Resources and Environmental Studies. Preference will be given to a student who is a family member of a Dunkley Lumber employee.~~

[Available to a full-time undergraduate student who has completed less than 90 credit hours in a program offered by the Faculty of Natural Resources and Environmental Studies. First preference will be given to a family member of an employee of Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. Second preference will be given to a resident of Northern British Columbia.](#)

Criteria: Academic excellence. Final selection will be made on the basis of superior academic achievement.

Application Instructions: ~~Complete the Residency section of the Awards Application form; and, if you are a relative of a Dunkley Lumber employee submit proof to the Awards Office.~~

[Submit proof to the Awards Office if you are a relative of a Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. employee.](#)

Note: ~~No student shall receive the Dunkley Lumber Ltd. Scholarship more than once. The College will review the applications and nominate the recipient.~~

[Successful applicants cannot receive this award more than once.](#)

Effective Date: Endowed 1992

Recipient Selection: [Senate Committee on Scholarships and Bursaries on recommendation by the Faculty of Natural Resources and Environmental Studies.](#)



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Jane Layhew Nursing Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Jane Layhew Nursing Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 16, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.12

Moved by: Horianopoulos

Seconded by: Van Der Velde

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Jane Layhew Nursing Bursary

Awards Guide Description/Intent: Jane Layhew graduated as a Registered Nurse from the Prince Rupert and District Hospital in 1935. Jane spent 35 years at the Prince George Regional Hospital in various positions, including Head Nurse and Nursing Supervisor. Jane was well respected by her peers and is fondly remembered by those with whom she came in contact.

Donor: Peter Layhew and Friends of Jane Layhew

Value: \$1,750

Number: Two

Award Type: Bursary

Eligibility: Available to a full-time student enrolled in the Collaborative BScN Program [who is a resident of Northern British Columbia. First preference for one award will be given to an indigenous student. The recipient will be a resident of BC, by virtue of birth or four years uninterrupted residence immediately prior to acceptance at UNBC, with preference given to a resident of northern BC.](#)

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Endowed 1995

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 Jim and Noreen Rustad Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Jim and Noreen Rustad Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 17, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.13

Moved by: Horianopoulos

Seconded by: Van Der Velde

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: ~~Entrance~~[Renewable In-Course](#)

Award Name: Jim and Noreen Rustad Bursary

Awards Guide Description/Intent: Jim and Noreen Rustad have deep roots in Prince George. Jim was the general manager and president of Rustad Bros. and Co. Ltd., a large sawmill and planer mill that was started by his father and uncle in 1947. Noreen is the daughter of Garvin and Bea Dezell. Garvin was a former mayor of Prince George. In 1992, Noreen received the Governor General Award for her community volunteer activities. Jim and Noreen are pleased to be able to support qualifying Prince George students from ~~first~~[second](#) year to graduation at UNBC.

Donor: Jim and Noreen Rustad

Value: minimum \$3,500, renewable for up to ~~threetwo~~ [\(32\)](#) years. ~~(The renewable amount will remain the same until the student has completed four years, or has not met the conditions for renewal.)~~

Number: ~~Three~~[One](#)

Award Type: Bursary

Eligibility: Available to a full time undergraduate student ~~with academic proficiency~~ who is a Canadian citizen [entering into their 2nd year of studies](#). First preference will be given to a student with demonstrated community/volunteer service.

Criteria: Demonstrated financial need and academic proficiency ~~and community/volunteer service~~.

Note: This award is renewable for up to ~~threetwo~~ [\(32\)](#) consecutive years, or until a Bachelor's Degree is obtained (whichever is the shorter period), subject to the recipient maintaining satisfactory academic standing with a course load commensurate with attaining a Bachelor's degree within four years.

Effective Date: Endowed 1996

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 Novak Bros. Contracting Ltd. Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Novak Bros. Contracting Ltd. Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 15, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.14

Moved by: Horianopoulos

Seconded by: Van Der Velde

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Novak Bros. Contracting Ltd. Bursary

Awards Guide Description/Intent: [Novak Bros. Contracting Ltd. has always focused on family, community, safety, sustainability, hard work and commitment to their employees.](#)

[The Novak family is proud to offer awards to students studying a degree program at UNBC.](#)

Donor: Novak Bros. Contracting Ltd.

Value: \$1,250

Number: One

Award Type: Bursary

Eligibility: ~~Available to a full-time student who is a resident of British Columbia by virtue of birth or five years uninterrupted residence immediately prior to receipt of the award and who has completed less than 90 credit hours in a degree program.~~

[Available to a full-time undergraduate student who has completed less than 90 credit hours in a degree program. First preference will be given to a family member of an employee of Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. Second preference will be given to a resident of Northern British Columbia.](#)

Criteria: Demonstrated financial need and academic proficiency.

Application Instructions: ~~Complete the Residency section of the Awards Application form; and, if you are a relative of a Dunkley Lumber employee submit proof to the Awards Office.~~

[Submit proof to the Awards Office if you are a relative of a Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. employee.](#)

Note: ~~No student shall receive the Dunkley Lumber Ltd. Scholarship more than once. The College will review the applications and nominate the recipient.~~

[Successful applicants cannot receive this award more than once.](#)

Effective Date: Endowed 1992

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 Novak Bros. Contracting Ltd. Scholarship be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Novak Bros. Contracting Ltd. Scholarship commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 15, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.15

Moved by: Horianopoulos

Seconded by: Van Der Velde

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Novak Bros. Contracting Ltd. Scholarship

Awards Guide Description/Intent: [Novak Bros. Contracting Ltd. has always focused on family, community, safety, sustainability, hard work and commitment to their employees.](#)

[The Novak family is proud to offer awards to students studying a degree program at UNBC.](#)

Donor: Novak Bros. Contracting Ltd.

Value: \$1,500

Number: One

Award Type: Scholarship

Eligibility: ~~Available to a full-time student who is a resident of British Columbia by virtue of birth or five years uninterrupted residence immediately prior to receipt of the award and who has completed less than 90 credit hours in a degree program.~~

[Available to a full-time undergraduate student who has completed less than 90 credit hours in a degree program. First preference will be given to a family member of an employee of Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. Second preference will be given to a resident of Northern British Columbia.](#)

Criteria: Academic excellence.

Application Instructions: ~~Complete the Residency section of the Awards Application form; and, if you are a relative of a Dunkley Lumber employee submit proof to the Awards Office.~~

[Submit proof to the Awards Office if you are a relative of a Dunkley Lumber Ltd., Foothills Forest Products Inc. or Edgewood Forest Products Inc. employee.](#)

Note: ~~No student shall receive the Dunkley Lumber Ltd. Scholarship more than once. The College will review the applications and nominate the recipient.~~

[Successful applicants cannot receive this award more than once.](#)

Effective Date: Endowed 1992

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 UNBC Chemistry Club Award for Excellence in Chemistry be approved with a name change to UNBC Chemistry and Biochemistry Club Award.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the UNBC Chemistry Club Award for Excellence in Chemistry commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 26, 2019

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20190508.16

Moved by: Horianopoulos

Seconded by: Van Der Velde

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 8, 2019



Date

Chair's Signature

For information of Senate.

CALENDAR INFORMATION:

Award Category: In-course

Award Name: UNBC Chemistry and Biochemistry Club Award ~~for Excellence in Chemistry~~

Calendar Description/Intent: ~~The UNBC Chemistry Club established this Award in 2006 to celebrate the efforts of, and provide financial assistance to well-rounded individuals pursuing studies in Chemistry. This award was initially established in 2006 to provide financial assistance to students demonstrating academic proficiency within their respective degree. To celebrate the expansion of the UNBC Chemistry and Biochemistry Club, a second award was established in 2019. One award will be awarded to a student with a declared major in Chemistry, and the second award to a student with a declared major in Biochemistry and Molecular Biology. Students are limited to one award during the duration of their undergraduate degree.~~

Donor: UNBC Chemistry and Biochemistry Club

Value: ~~\$500~~850

Number: ~~One~~Two

Placement in which Calendar: Undergraduate

Award Type: Award

Eligibility: ~~One award~~ Available to a full or part time undergraduate student who has completed 60 credit hours and has declared one of the following majors: Chemistry; Chemistry/Computer Science; Chemistry/Mathematics or; Chemistry/Physics, ~~or~~; Biochemistry and Molecular Biology with a minor in Chemistry.

One award available to a full or part time undergraduate student who has completed 60 credit hours and has declared a major in Biochemistry and Molecular Biology.

Criteria: ~~Satisfactory academic standing~~ Academic proficiency, and demonstrated financial need ~~and volunteer and extracurricular activities.~~

Conditions: ~~Students who have won this award may hold other awards up to a total value of \$1,000~~ are unable to receive this award more than once.

Application Instructions: ~~Fill out all sections of the Awards Application form and attach a letter outlining your volunteer and extracurricular activities.~~

Effective Date: Established 2006

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

| | |
|---------------------|---|
| Agenda Item: | 6.a. Annual Report – Harassment and Discrimination dated May 1, 2019 – B. Daigle |
| Material: | Annual Report – Harassment and Discrimination dated May 1, 2019 |

**Report of Harassment and Discrimination at UNBC
May 1, 2019**

This report covers the period of April 30, 2018 – May 1, 2019. I, Barb Daigle, Interim Vice-President Finance, People and Business Operations was named by the President as the Harassment and Discrimination Advisor to provide advice surrounding Harassment and Discrimination issues, including advising on policies and procedures, initiating appropriate inquiries, and attempting to diffuse or resolve complaints informally. This work is done through the office of Human Resources.

Report from Barb Daigle

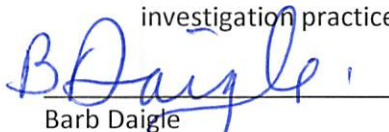
As per Appendix 42A of the Faculty Collective Agreement and as per a request from the Faculty Association, this document provides details of situations where Appendix 42A UNBC Harassment and Discrimination Policy is investigated. During the period of April 30, 2018 – May 1, 2019 there were no reports or investigations of harassment and discrimination at UNBC as laid out in Appendix 42A.

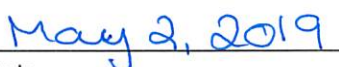
To date, Human Resources has invested in Harassment and Discrimination awareness by:

- Providing training to three Senior Human Resources Consultants on Rubin Thomlinson's Investigation training and report writing;
- Providing training to the Human Resources Advisors on conducting investigations and proper note-taking;
- Providing management with training surrounding their obligations with regards to Harassment and Discrimination legislation and internal policies;
- Launching the UNBC Training & Development program which has modules of the Sexual Violence and Misconduct Report and the Respect in the Workplace Policy in order to ensure all staff are trained and aware of the expectations of a positive and productive work and learning environment, as well as resources available for support, and the process that will be followed to address situations as they arise.

Going forward:

1. The University and Human Resources will continue to monitor legislation surrounding harassment and discrimination;
2. The University will be exploring opportunities to educate the University community on the Harassment and Discrimination Policy;
3. The University and Human Resources will consider additional training for investigators to effectively handle complaints of harassment and discrimination, to stay current with best investigation practices.


Barb Daigle
Interim Vice-President Finance,
People and Business Operations


Date

| | |
|---------------------|--|
| Agenda Item: | 6.b. Update – Response re: Request from Ministry of Advanced Education – Money Laundering – T. Wolsey |
| Material: | <ol style="list-style-type: none">1. Letter from Advanced Education Minister Mark dated May 28, 20192. Letter to Advanced Education Minister Mark dated June 28, 2019 |



Our Ref. 115937

May 28, 2019

To all 25 Public Post-Secondary Institutions Board Chairs:

As the Minister of Advanced Education, Skills and Training, I am writing to draw your attention to the report on money laundering (Dirty Money – Part 2) released recently by the Ministry of Attorney General. This report (page 265) alleges money laundering activities in British Columbia's public post-secondary system. The report can be viewed at:
https://news.gov.bc.ca/files/Dirty_Money_Report_Part_2.pdf.

While I appreciate the need to accept payments in cash as a service to students, this has to be balanced by ensuring our post-secondary system not become a target for money laundering. As such, I am asking your institution to:

- 1) Immediately review your financial policies to ensure that payments with large amounts of cash (e.g. thousands of dollars) from a single student are not accepted;
- 2) If your institution has a current policy regarding the acceptance of cash, I request that you share a confidential copy of your policy with us, including any changes you propose to make, to help inform any future guidance or direction the Ministry may provide on this issue; and
- 3) If your institution does not yet have a policy regarding the acceptance of cash, please advise the Ministry of your expected timeline to develop this policy.

I would appreciate receiving this summary by June 30, 2019. Please direct these to:

AEST.ADMFinanceTechandMgmtServs@gov.bc.ca

We must all do our part to deter the ability to launder money through the British Columbia post-secondary system.

If you require further information, please direct your inquiries to Kevin Brewster, Assistant Deputy Minister, Finance, Technology and Management Services Division at Kevin.Brewster@gov.bc.ca or by telephone at (250) 356-2496.

Respectfully,

A handwritten signature in black ink that reads 'Melanie Mark'.

Melanie Mark
Hli Haykwhl Wii Xsgaak
Minister

pc: 25 Presidents of Public Post-Secondary Institutions
25 Vice Presidents of Finance of Public Post-Secondary Institutions

Office of the Board of Governors and Secretariat
3333 University Way
Prince George, BC
V2N 4Z9

June 28, 2019

Hon. Melanie Mark
Ministry of Advanced Education, Skills and Training
PO Box 9080, Station Prov. Govt.
Victoria, BC V8W 9E2

Dear Minister Mark,

Re: Your Ref. 115937 – Report on Money Laundering

In response to correspondence from your Office dated May 28, 2019 and referenced above, we have reviewed relevant policies and practices at UNBC and can report the following in response to the specific requests made:

- 1) Immediately review your financial policies to ensure that payments with large amounts of cash (e.g. thousands of dollars) from a single student are not accepted;

UNBC receives all student payments through a single centralized office: The Cashier's Office. This Office is the responsibility of the Financial Services Department and the two (2) full time staff in the Cashier's Office report to and are trained and supported by the Treasury Services Manager.

The Financial Services Department reports that the institutional history and experience with the receipt of, or any attempts to make large cash payments, has been extremely limited.

Any request at the Cashier's Office to make a cash payment over \$9,999 triggers the involvement of the Treasury Services Manager and the Associate Vice-President of Finance, both of whom would assess the request and circumstances and make a decision regarding acceptance. Requests for refunds from large cash payments also triggers review.

- 2) If your institution has a current policy regarding the acceptance of cash, I request that you share a confidential copy of your policy with us, including any changes you propose to make, to help inform any future guidance or direction the Ministry may provide on this issue; and

UNBC does not have a formal written institutional Policy on the acceptance of cash. The staff in the centralized Cashier's Office are trained and aware of the standard operating procedures in the Office including procedures with regard to the acceptance of cash.

- 3) If your institution does not yet have a policy regarding the acceptance of cash, please advise the Ministry of your expected timeline to develop this policy.

In light of the Report on money laundering released by the Attorney General and the requests referenced above, we will formalize the relevant standard operating procedures for the Cashier's Office by September 2019, and we will initiate amendments to our Undergraduate and Graduate Calendars to reference restrictions on the acceptance of cash and, update language on the UNBC website pertaining to student payments to ensure our policy on the acceptance of cash is well publicized.

I trust this responds to the concerns raised. If any additional information or further response is needed, please let us know.

Sincerely,

A handwritten signature in cursive script that reads "Tracey Wolsey".

Tracey Wolsey
Chair, UNBC Board of Governors

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|---------------------|--|
| Agenda Item: | 6.c. Degree Program Review Policy – for information – D. Ryan |
| Material: | 1. Degree Program Reviews Policy – approved by Senate June 26, 2019 Motion #S-201906.19 |


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|  <p style="text-align: center;">POLICY</p> | Policy No: S-201906.19 | Approval Date: June 26, 2019 |
| | Approving Authority: Senate Responsible Executive: Provost and Vice President, Academic | |
| Title: <p style="text-align: center;">Degree Program Reviews</p> | | |

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POLICY

1. BACKGROUND

- 1.1** As a public post-secondary institution in British Columbia, UNBC is required to have in place policies and procedures for the periodic review of degree programs and academic services. The policies and procedures should achieve the following:
- 1.1.1** reflect the University’s mandate, mission and values;
 - 1.1.2** assess the effectiveness of its programs and services and their responsiveness to student, labour market and social needs; and
 - 1.1.3** contribute to the continuous improvement of the University.
- 1.2** As a Member of Universities Canada, the University of Northern British Columbia is required to have robust degree quality assurance policies and procedures and be in compliance with applicable provincial Ministry quality assurance standards.

2. PURPOSE

- 2.1** This Policy and the Procedures enacted under it support the commitment of the University and its faculty and staff to the quality, accountability, sustainability, and continuous improvement of the Degree Programs and Academic Service Units by providing for the following:
- 2.1.1** regular and systemic reviews of the operation, objectives, effectiveness and relevance of the degree programs;
 - 2.1.2** self-evaluation within the degree program or service unit;
 - 2.1.3** review and input from external experts;
 - 2.1.4** external reporting and accountability; and
 - 2.1.5** internal institutional reporting, follow-up and accountability.
- 2.2** The Degree Program Reviews strengthens the academic rigor of the Degree Programs and supports the following:
- 2.2.1** UNBC’s Vision to be Canada’s leading destination University, personal in character, that transforms lives and communities in the North and around the world;
 - 2.2.2** UNBC’s Mission to inspire leaders for tomorrow by influencing the world today;
 - 2.2.3** UNBC’s Values to strengthen experiential learning and discovery, inclusiveness and diversity, the community, degree integrity and academic excellence.

3. SCOPE

- 3.1 This Policy applies to all degree programs offered by UNBC, whether undergraduate or graduate, single or interdisciplinary, and whether offered on a UNBC campus or through distance delivery or other non-traditional method.
- 3.2 This Policy also applies to Academic Service Units, with reasonable modifications as required by the context.
- 3.3 For clarity, each reference herein to Academic Administrative Unit is deemed to include Academic Service Units to the extent appropriate in the context.

4. DEFINITIONS

- 4.1 An **Academic Administrative Unit** is an academic program, department or school comprised of one or more degree programs.
- 4.2 An **Academic Service Unit** is a unit that supports student and faculty learning and teaching.
- 4.3 An **Advisory Board, Committee or other External/Stakeholder Committee, Council and/or Group** is an advisory body comprised of external representatives such as professional or industry members dedicated to the external guidance of a degree program.
- 4.4 A **Degree Program** is a baccalaureate, master's or doctoral degree granted or conferred by the University.

5. POLICY STATEMENT

- 5.1 All Degree Programs undergo an external review every five to seven years, or sooner if requested by the Academic Administrative Unit or if deemed necessary by the Provost and Vice President, Academic in consultation with the responsible Dean.
- 5.2 New Degree Programs are reviewed within five years of creation.
- 5.3 The accreditation of a professional Degree Program may be substituted, or serve as partial completion of a required Degree Program Self-Study Review, at the discretion of the Provost and Vice President, Academic, in consultation with the responsible Dean.

6. REQUIRED ELEMENTS OF A REVIEW

- 6.1** Procedures enacted under this Policy must reflect and include the following required elements or characteristics of a review:
- 6.1.1** a self-study of the Degree Program(s) by the Academic Administrative Unit;
 - 6.1.2** engagement of external reviewers with notable expertise in the discipline or service area, a site visit by at least one of the external reviewers, and a written report by the external reviewers which includes both an assessment of program quality and recommendations for improvement and growth;
 - 6.1.3** a written institutional response which includes the following:
 - i.** a response by the Academic Administrative Unit to the External Review of Degree Program Report;
 - ii.** the steps the Academic Administrative Unit intends or proposes to take in response to the recommendations from the report (Action Plan);
 - iii.** a response by the Dean to both the Degree Program Self-Study and the external review report; and
 - iv.** a response by the Provost and Vice President, Academic to the response of the Dean.
- 6.2** All best efforts are made to ensure that the institutional responses and Action Plan outlined in Section 6.1.3 above are completed within sixteen (16) weeks of receipt of the external review report.
- 6.3** Procedures enacted under this Policy outline the criteria and considerations for the selection of external reviewers.

7. IMPLEMENTATION, ACCOUNTABILITY AND REPORTING

- 7.1** The Provost and Vice President, Academic is accountable for the transparent implementation of this Policy and ensuring the following:
- 7.1.1** a schedule of past, current and upcoming reviews is publically available and posted on the Provost and Vice President, Academic's website;
 - 7.1.2** reports and responses of the Deans and Provost and Vice President, Academic are available for review by the Academic Administrative Unit whose degree programs are being reviewed and by the University's governing bodies, or such Committees of those bodies delegated with the authority to receive these reports;
 - 7.1.3** executive summary reports in the form prescribed by Subsection 4.12 of the Procedures are made publically available and are posted on the Provost and Vice President, Academic's website; and
 - 7.1.4** reports are made regularly and at least annually, to the University's Governing Bodies, on the implementation of this Policy, and progress or implementation of any recommendations made through the review process.

7.2 The Office of the Provost and Vice President, Academic is the Office of Primary Responsibility for all records relating to Degree Program Reviews and is responsible for ensuring that the process, data collection, reporting and record keeping are compliant with the *Freedom of Information and Protection of Privacy Act of British Columbia*.

8. PROCEDURAL AUTHORITY

Authority to enact Procedures consistent with, and giving effect to this Policy is granted to the Provost and Vice President, Academic.

9. REVIEW OF POLICY AND PROCEDURES

9.1 The UNBC Senate or a Committee of Senate with delegated authority regularly reviews and updates this Policy at least every five years.

9.2 The Provost and Vice President, Academic regularly reviews and updates the Procedures, in consultation with the Academic Deans at least every five years and publishes a current version of the Procedures on the Provost and Vice President, Academic's website.

10. EFFECTIVE DATE AND REPLACEMENT OF FORMER GUIDE

This Policy is effective on the approval of the UNBC Senate, and replaces the former Guide to External Program Reviews, approved by Senate on April 26, 2012, Motion #S-201204.15 and S-201204.21).

11. TRANSITIONARY PROVISIONS

Degree Program Reviews in-progress at the time of coming into effect of this Policy may be completed under the terms of the previous Guide, except that, to the extent reasonably possible, the Deans, Chairs and Directors endeavor to ensure that all reviews in progress adhere to Section 6.1.3 of the Policy and produce reports in the form prescribed in Subsection 5.0 of the Procedures.

PROCEDURES

1. INITIATION

- 1.1 The Provost and Vice President, Academic initiates the review after consultation with the responsible Dean and the Academic Administrative Unit involved.
- 1.2 The Provost and Vice President, Academic and responsible Dean consider combining degree programs in larger functional Academic Administrative Units or closely connected degree programs into one review.
- 1.3 The Dean informs the Academic Administrative Units of an impending degree program review at least one year before the site visit by external reviewers.
- 1.4 The Dean encourages the Chair to limit the length of the Degree Program(s) Self-Study to a manageable number of pages, normally 30 pages excluding appendices. Large units with multiple degree programs might exceed these suggested limits.
- 1.5 The Provost and Vice President, Academic brings a list forward every June informing the Senate Committee on Academic Affairs, Senate, Institutional Research, the Office of the Registrar's Awards and Financial Aid Unit and the Office of Graduate Programs of the degree programs scheduled for review prior to the start of the academic year in which the reviews occur.
- 1.6 The Dean's Office in consultation with the Provost and the Academic Administrative Unit arranges the dates of the External Review Committee visit and detailed schedule for the visit.
- 1.7 The Provost and Vice President, Academic provides the terms of reference for the External Review Committee in consultation with-the responsible Dean and the Academic Administrative Unit.

2. SELF-STUDY

- 2.1 The Academic Administrative Unit engages in a degree program(s) self-study for one to two semesters, during which its members consider all aspects of the degree program(s) including its vision, values, goals and strategic direction. The Academic Administrative Unit prepares a report using the *Degree Program Self-Study Template* attached to these procedures as Appendix I that reflects the following areas:

- 2.1.1** a description of the degree program's structure, admissions requirements, degree requirements, courses, degree programs, method of delivery and curriculum for the program's educational goals and standards;
 - 2.1.2** an explanation on how resources (physical, technological, financial and human) are distributed;
 - 2.1.3** information about the degree program's collective faculty performance including the quality of teaching and supervision and demonstrable currency in the field of specialization;
 - 2.1.4** a description of the learning outcomes achieved by students/graduates;
 - 2.1.5** a description of the degree program's stated goals, the credential level standard, and where appropriate, the standards of any related regulatory, accrediting or professional association;
 - 2.1.6** a description of the methods used for evaluating student progress and how these methods and the progress of students align with the degree program's stated goals;
 - 2.1.7** aggregate information about the satisfaction level of students who graduate from the degree program, student satisfaction and graduation rate; and
 - 2.1.8** where appropriate, information about the employment rates for students who have graduated from the degree program, employer satisfaction level, industry representative satisfaction level and advisory board or other external/stakeholder committee, council and/or group satisfaction level.
- 2.2** The self-study report includes the *Degree Program Review Policy and Procedures* in place at the time of the self-study as an appendix.
- 2.3** The Academic Administrative Unit prepares the self-study report and makes it available to all members of the Degree Program(s) (faculty and staff) prior to being forwarded to the External Review Committee.
- 2.4** The Academic Administrative Unit must provide the Provost and Vice President, Academic and the responsible Dean with the self-study report a minimum of one (1) month prior to the External Review Committee visit.

3. STUDENT INVOLVEMENT

- 3.1** Undergraduate and graduate students are encouraged to participate in the preparation of material for the Degree Program(s) Self-Study, and student input is sought throughout the process. Student contributions are included or reflected in the self-study. Personal information and experiences of students are included in the *Self-Study Report* only if the students have provided documented informed consent.

- 3.2 The Chair should contact the student body particular to the degree program(s) being reviewed (undergraduate and graduate), as well as publicizing the review in classes and within the Academic Administrative Unit.
- 3.3 Students have the opportunity to meet with the External Review Committee.

4. EXTERNAL REVIEW COMMITTEE

- 4.1 The External Review Committee normally consists of two people external to the university who are senior members of the discipline and have had administrative experience. Additional external reviewers may be needed if the Degree Program(s) being reviewed is a combined with other Degree Programs or if Degree Programs within an Academic Administrative Unit consist of multiple disciplinary areas.
- 4.2 At least six months prior to when the external review is to take place, the Academic Administrative Unit provides the Provost and Vice President, Academic with a list of a minimum of seven reviewers who represent a broad cross-section of the discipline and considered outstanding faculty members and objective reviewers.
- 4.3 The Provost and Vice President, Academic appoints the members of the External Review Committee. The committee is normally composed of faculty members of variable gender identity primarily from Canadian universities. The Provost and Vice President, Academic, in consultation with the Dean and/or Chair, appoints a faculty member from the University community who is a member of the committee and has the background and experience to provide the review committee with contextual advice about the environment and operations of UNBC but not be involved in the authoring of the report.
- 4.4 The site visit, which is normally two days in length, is coordinated by the Office of the Dean. The Provost and Vice President, Academic and responsible Dean meet with the External Review Committee at the start of the visit to discuss guidelines for the review and the preparation of the report.
- 4.5 The committee meets with the faculty, staff members, graduate students and undergraduate students from the Degree Program(s). The committee meets with others with responsibilities affecting the Degree Program(s), as determined by the Dean.
- 4.6 Members of the external review committee must avoid engaging in unscheduled social events outside the scope of the external review visit with members of the Degree Program(s) or the Academic Administrative Unit during the site visit.
- 4.7 Members of the external review committee must avoid engaging in other roles at the University during the site visit.

- 4.8** The Dean’s Office advertises the External Review Committee site visit to the University Community (E.g. by an email via Announce). Where the Degree Program(s) has strong connections to other Degree Programs at UNBC, the Dean, Chair or Director of that related Degree Program may request an interview with the External Review Committee.
- 4.8** Any individual or group of individuals who are unable to meet with the external reviewers during the site visit can submit a confidential memo, which includes the name(s) of the person(s) responsible for the writing the memo, to the external reviewers.
- 4.9** The External Review Committee communicates any negative or critical information or feedback regarding specific individuals to the Provost and Vice President, Academic and are handled in accordance with established University policies and procedures.
- 4.10** If the External Review Committee receives general comments or complaints that the Degree Program(s) or Academic Administrative Unit is not conducive to a high quality of teaching, learning, research and working environment, the committee may comment and make recommendations on this in its report or may take the issue up privately with the Provost and Vice President, Academic.
- 4.11** At the conclusion of its visit and normally within six weeks, the review committee submits a detailed report using the provided *External Review of Degree Program(s) Template*. The report includes
- 4.11.1** an Executive Summary; and
 - 4.11.2** an External Review of Degree Program(s) consisting of the following:
 - i.** Degree Program(s) Evaluation;
 - ii.** Faculty Review;
 - iii.** Research Review;
 - v.** Internal and External Relationships Assessment;
 - vi.** Organizational and Financial Structure Assessment;
 - vii.** Resources and Infrastructure Assessment;
 - viii.** Long-Range Planning Challenges.
- 4.12** The Executive Summary from the *External Review of Academic Unit Report* is a public document. Any documentation concerning confidential matters about identifiable individuals does not become a part of the *External Review of Degree Program(s) Report* but is made available to the appropriate University officers. Individuals named are apprised of the information and provided with an opportunity to comment.
- 4.13** The *External Review of Degree Program(s) Report* is submitted to the Provost and Vice President, Academic and circulated to the following people:

- 4.13.1 the Academic Administrative Unit involved (including faculty and staff);
- 4.13.2 the responsible Dean and;
- 4.13.3 the Vice President, Research.

5. RESPONSE TO THE EXTERNAL REVIEW OF DEGREE PROGRAM(S) REPORT AND DEVELOPING AN ACTION PLAN

- 5.1 The Academic Administrative Unit reviews the *External Review of Degree Program(s) Report* and prepares a response and action plan in collaboration with the responsible Dean and the Provost and Vice President, Academic or designate using the *Responses to External Review of Degree Program(s) Report, Action Plan and Progress Reports Template*. The Academic Administrative Unit's responses and action plan should normally be completed within eight (8) weeks of the receipt of the *External Review of Degree Program(s) Report* and include the following:
 - 5.1.1 an overall impression with respect to the report's summary of findings and recommendations;
 - 5.1.2 correction of any factual errors or areas of misunderstanding in the report; and
 - 5.1.3 the steps the Academic Administrative Unit intends or proposes to take in response to the recommendations from the report (Action Plan).
- 5.2 The Dean reviews the Academic Administrative Unit's responses and action plan and prepares an independent response to the External Review of Degree Program(s) Report. The Dean may consult with members of the Academic Administrative Unit, the External Review Committee, the Provost and Vice-President, Academic or others as necessary.
- 5.3 The responsible Dean must endorse the Action Plan.
- 5.4 The Dean is responsible for submitting the *Responses to the External Review of Degree Program(s) Report and Action Plan* to the Provost and Vice President, Academic for consideration normally within four (4) weeks of the receipt of the Academic Administrative Unit's responses and action plan.
- 5.5 The Provost and Vice President, Academic meets with the Dean and the Chair or Director of the Academic Administrative Unit as appropriate to discuss the *External Review of Degree Program(s) Report*, responses, and the action plan.
- 5.6 The Provost and Vice President, Academic prepares a response to the Dean's and the Academic Administrative Unit's responses normally within four (4) weeks of the receipt of the Responses to the *External Review of Degree Program(s) Report and Action Plan*.

- 5.7** The *Responses to the External Review of Degree Program(s) Report and Action Plan* and the Executive Summary from the *External Review of Degree Program(s) Report* are presented to the Senate Committee on Academic Affairs for review and to Senate for discussion and advice in an open session.
- 5.8** *The Degree Program(s) Self Study and appendices*, and the *External Review of Degree Program(s) Report* are presented to the Senate Committee on Academic Affairs in a closed session for information and to Senate, only on the recommendation of SCAAF or the request of Senate, in a closed session for information.
- 5.9** The Dean considers the advice of SCAAF and Senate and amends the *Action Plan* if necessary.
- 5.10** The Academic Administrative Unit is responsible for implementing the *Action Plan* according to the outlined timeline.

6. FOLLOW UP

- 6.1** The Office of the Provost and Vice-President, Academic is responsible for maintaining the records created during the Degree Program Review. These documents are used for the purpose of long term planning.
- 6.2** The Executive Summary from the *External Review of Degree Program(s) Report and the Responses to the External Review of Degree Program(s) Report and Action Plan* are made publically available on the Provost and Vice President, Academic's website subject to issues relating to privacy and confidentiality.
- 6.3** The Academic Administrative Unit submits an *Action Plan Progress Report* to the Dean 12 months, 24 months and 36 months after the submission of the Action Plan. The report outlines the progress the Academic Administrative Unit made on the actions outlined in the action plan.
- 6.4** Changes to the actions are noted in the *Action Plan Progress Report* if the direction of the Academic Administrative Unit has changed, and/or one or several recommendations are no longer valid.
- 6.5** The Dean is responsible for providing the Action Plan Progress Reports to the Provost and Vice President, Academic.
- 6.6** The Provost and Vice President, Academic maintains a record of the progress reports.

- 6.7** The Dean submits the 36 month Action Plan Progress Report to the Senate Committee on Academic Affairs and Senate for information in an open session.
- 6.8** The 36 month Action Plan Progress Report is made publically available on the Provost and Vice-President, Academic's website.
- 6.9** The Provost and Vice President, Academic provides a summary of the upcoming Degree Program reviews annually to the Senate Committee on Academic Affairs and Senate and reports on the status of Degree Program Reviews.

7. ACCESS TO DEGREE PROGRAM REVIEW DOCUMENTS

The following chart outlines who has access to the various Degree Program Review documents.

| | The Degree Program(s) Self Study | The Degree Program(s) Self Study Appendices | External Review of Degree Program(s) Report | External Review of Degree Program(s) Report Executive Summary | Responses to the External Review of Degree Program(s) Report and Action Plan | 12 month Action Plan Progress Report | 24 month Action Plan Progress Report | 36 month Action Plan Progress Report | Documents concerning confidential material |
|---|----------------------------------|---|---|---|--|--------------------------------------|--------------------------------------|--------------------------------------|--|
| Academic Administrative Unit - Chair | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Academic Administrative Unit - Faculty | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Academic Administrative Unit - Staff | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Dean of Faculty | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Vice President, Research | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | |
| Provost and Vice President, Academic | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| External Review Committee | ✓ | ✓ | ✓ | ✓ | | | | | |
| SCAAF open session | | | | ✓ | ✓ | | | ✓ | |
| SCAAF closed session | ✓ | ✓ | ✓ | | | | | | |
| Senate open session | | | | ✓ | ✓ | | | ✓ | |
| Senate (Upon the recommendation of SCAAF or the request of Senate) closed session | ✓ | ✓ | ✓ | | | | | | |
| Publically Accessible on the Provost and Vice President, Academic Website | | | | ✓ | ✓ | | | ✓ | |