

**SENATE MEETING  
OPEN SESSION  
MINUTES**

March 23, 2022  
3:30 – 5:30 PM  
Zoom Only

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**Present:** J. Allen, B. Annear (Secretary of Senate), P. Bahree, J. Bankole, R. Budde, R. Camp II, L. Chen, C. Claassens, A. Constantin, M. Dale, B. Deo, D. Desai, K. Fredj, T. Fuson (non-voting), N. Hanlon, H. Harder (non-voting), C. Hofsink, C. Ho Youngusband, R. Jafari, H. Kazemian, J. King, T. Klassen-Ross, A. Kranz, K. Lewis, B. Menounos (non-voting), M. Lukoni, D. Nyce, A. Palmer, A. Parent (Recording Secretary), G. Payne (Chair), P. Reiners, K. Rennie, D. Roberts, R. Somani (non-voting), A. Sommerfeld (non-voting), K. Stranack, K. Stathers, F. Tong, L. Troc, C. Walsh, T. Whitcombe, J. Zhou, S. Zogas (Vice-Chair),

**Regrets:** S. Akram, C. Castle, R. Foo, M. Gehloff, L. Haslett, M. Hassan, D. Huber, A. Kranz, E. Wilson, P. Winwood (non-voting)

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The meeting commenced at 3:33 p.m.

The Chair welcomed new Student Senator for the Faculty of Business and Economics, Caden Walsh.

The Chair reported one vacancy for a Faculty Member at Large.

The Chair reported that the Special Joint Board & Senate session is being planned for week of May 2. Max Blouw, President, Research Universities Council of British Columbia will be our keynote speaker. A Save the Date notice will be going out once the date is confirmed.

As quorum was not received, the Chair asked to proceed with item 3, the presentation from the Associate Registrar, Graduate, Jill Mitchell Nielsen on the Western Deans Agreement and Other Exchange Agreements.

Quorum was achieved at 3:38 p.m.

**1.0 Acknowledgement of Territory**

The Chair acknowledged that he was attending Senate from the traditional territory of the Lheidli T'enneh and welcomed other Senators to acknowledge the ancestral and traditional territories of their locations.

**3.0 Presentation:** Western Deans agreement and Other Exchange Agreements  
Jill Mitchell Nielsen, Associate Registrar, Graduate (Appendix 1)

**2.0 S-202203.01**

**Approval of the Agenda**

Classsens

That the agenda for the March 23, 2022 Open Session of Senate be approved as presented.

Amendment

Lewis  
That item S-202203.16 be removed from the agenda

CARRIED as amended.

#### **4.0 Approval of the Minutes**

##### **S-202203.02**

##### **Approval of the Minutes**

Troc

That the Minutes for the February 23, 2022 Open Session of Senate be approved as presented.

CARRIED

#### **5.0 Business Arising**

**5.1** The President reported that following Senator Hanlon's question at the February meeting of Senate, the Honorarium policy and the First Nations Elders policy are being reviewed. The General policy is a Finance policy and any questions and feedback have been forwarded to the Finance Office for review and consideration. The Sr. Governance Officer will be facilitating changes to these policies once they have been reviewed and updated by the appropriate departments. All changes will be brought through Senate for approval.

**5.2** The UNBC Arts Governance Working Group has had their first meeting and will continue to meet through the spring, summer and fall with the goal of bringing recommendations forward to UNBC's Leadership team, Senate and Board of Governors in late 2022 and early 2023.

#### **6.0 President's Report**

**Payne**

The President reported on the this is the last meeting for our current Registrar, Bert Annear. He thanked him for his years of service and welcomed our Interim Registrar, Kimberly Read.

The President provided an update on the Vice President Academic and Provost Search. The search committee has had four meetings, the posting is out and applications are welcome.

The President reported that the Chancellor Search is also underway. The Board Chair is chairing that search committee the initial review of applications has begun. A list of nominees will forwarded to the Senate Committee on Honorary Degrees and other forms of Special Recognition and the Alumni Council for feedback. Nominations remain open until the position.

The President reported that we are moving forward with our modified face-to-face convocation, scheduled for May 27. Senator Stranack is leading this year's convocation. There will be some modifications, including the awarding of Honorary Degrees, which will not be done at convocation but will be held later in the fall. Regional celebrations will also be occurring. A celebratory event will be held in the fall for the graduates of 2020 and 2021 classes and the installations of the President and the Chancellor.

The President provided an update on UNBC's COVID-19 response and planning. As mask restrictions across the province have been lifted, masks remain strongly encouraged on campus.

Senator Whitcombe asked about the VP Research position. The President indicated they will be moving forward with a search for this position.

#### **7.0 Report of the Provost**

**Dale**

The Provost thanked the outgoing Registrar and Secretary of Senate. He reported that his office in the process for establishing the search committees for the Registrar and the Director of Student Success. The Search for the Dean, Human and Health Sciences is ongoing with interviews being held in April.

The Provost reported that he is working with the ministry on the approval for our Nisga'a Language credentials.

**8.0 Report of the Registrar Annear**

The Registrar thanked everyone for supporting him while he was at UNBC.

**9.0 Question Period**

**9.1 Written questions submitted in advance –** No questions in advance.

**9.2 Questions from the floor**

Senator Whitcombe asked for enrollment numbers for the summer semester. The Registrar indicated that accurate numbers will not be available until after the add/drop date.

Senator Deo asked how many admission letters have been sent out to graduate students? The Registrar indicated that 431 letters have been sent out.

**10.0 Approval of Motions on the Consent Agenda Payne**

No consent items.

**11.0 Committee Reports**

**11.1 Senate Committee on Appeals Klassen-Ross**

No report.

**11.2 Senate Committee on Academic Affairs Dale**

**For Approval Items:**

**S-202203.03**

**New Course Approval – HIST 234**

Zhou

That, on the recommendation of the Senate Committee on Academic Affairs, the new course HIST 234-3 Introduction to Islamic Civilizations be approved as follows.

Proposed semester of first offering: September 2022

CARRIED

This course explores the history of Islamic civilization from the earliest appearance of Islam until the Mongol invasion in the mid-thirteenth century. We consider the origins and theological development of Islam through a historical lens by examining broad themes such as law, philosophy, and literary movements while also addressing the emergence of dynastic (caliphate) polity. Lectures, readings, and assignments explore cultural, political, and social themes.

Items .04 and .05 were done as an omnibus motion.

**S-202203.04**

**New Course Approval – STAT 100**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the new course STAT 100-3 Statistical Reasoning for Everyday Life be approved as follows.

Proposed semester of first offering: January 2023

CARRIED

This course is an introduction to the role random chance plays in our life, and how to evaluate statistical evidence in support of the assessment of risk, decision-making or discovering new knowledge. Students gain a working knowledge of the framework of statistical reasoning and apply graphical techniques to assess variability. Students learn to assess the strength and validity of a statistical argument and learn to develop a statistical reasoning framework in simple situations. Example situations include lotteries, political polls, risk, incorporating prior knowledge and meeting your long-lost relative in an airport. This course requires no mathematical background and is accessible to students in any discipline.

**Preclusions:** Students who have taken or are taking STAT-371 require permission from the Department Chair

**S-202203.05**

**New Course Approval – STAT 271**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the new course STAT 271-3 Statistical Reasoning for Engineers be approved as follows.

Proposed semester of first offering: September 2022

CARRIED

This course is an introduction to statistical reasoning for engineers. Students gain a working knowledge of statistical reasoning, the probability and statistical theory underlying many common statistical techniques, and the application of these statistical techniques to real engineering problems. Students learn to critically assess the strength and validity of a statistical argument for many common engineering problems. Topics covered include basic probability, common statistical distributions used in engineering, fitting basic statistical models and assessing the fit of these models, and statistical inference including classical parametric and Monte Carlo techniques.

**Prerequisites:** MATH101 Minimum Grade C-, admission to an Engineering program or permission of the Chair

**Preclusions:** Students who have taken STAT 371 require permission from the Department Chair to take STAT 271 for credit. Students can take STAT 371 after STAT 271 and get credit for both.

Items .06-15 and .17-18 were done as an omnibus motion. Senator Lewis spoke to the motions. Senator Whitcombe asked what the mechanism is for reviewing changes to the processes if they are removed from the calendar. Senator Lewis indicated the process changes will be reviewed by the programs and faculty as needed and administered by the Office of Graduate Administration and changes will not be made without consultation with the graduate program. Changes to policies and processes can be initiated by the Faculties. Senator Deo asked about the standardization of administrative processes at the University level. Senator Lewis indicated that the governance of graduate programs is something that the graduate advisory group is reviewing and will be seeking consultation from the Faculties in the near future.

**S-202203.06**

**Change(s) to Graduate Calendar– Withdrawal without Permission**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Withdrawal without Permission, on page 26 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

### **c. Withdrawal ~~w~~Without Permission**

Graduate students are required to maintain continuous registration for the duration of their program (except for students who are in course-based programs without appropriate courses available in the spring and summer semester). A student who has not maintained continuous registration is considered ~~w~~Withdrawn ~~w~~Without ~~p~~Permission from their program. A student who has been ~~w~~Withdrawn ~~w~~Without ~~p~~Permission and wishes to return to their program is normally considered under the criteria for reapplication (2.2.4). The conditions for return may require that additional coursework be completed or repeated and additional criteria may be established for continued study.

#### **S-202203.07**

##### **Change(s) to Graduate Calendar – Western Deans Agreement**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the description of the Western Deans Agreement on page 26 of the 2021/22 PDF graduate calendar, be approved as proposed.

Effective date: September 2022

CARRIED

~~Students currently registered in a graduate program who wish to undertake studies at a western Canadian university for transfer credit toward their graduate degree at UNBC may be eligible for exchange status under the provision of the Western Deans' Agreement. Information and relevant forms are available from the Graduate Administration Programs website, [www.unbc.ca/graduate-programs](http://www.unbc.ca/graduate-programs), or at the Office of Graduate Programs. Students must include an outline of the coursework that they propose to undertake, including a demonstration of the appropriateness of the selected course to act as a replacement of existing courses in the program of study. The application must be submitted to, and supported by, the supervisor. If the application is approved by the Dean, the university concerned is notified by the Office of Graduate Programs. All applicable tuition fees are waived by the host institution. However, ancillary student fees are still applied. All students attending other institutions under the provisions of the Western Deans' Agreement must register concurrently at UNBC in their thesis or project, and pay the appropriate fees.~~

#### **S-202203.08**

##### **Change(s) to Graduate Calendar – Graduate Program Approval**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Graduate Program Approval on page 27 of the 2021/22 Graduate calendar, (in the print or PDF calendar accessible on the UNBC webpage) be approved as proposed.

Effective date: September 2022

CARRIED

**4.1.1 Graduate Programs Approval** ~~Within the first semester of registration in a graduate degree program, the supervisor forwards to the Office of Graduate Programs a completed Graduate Program Approval Form on behalf of each student. Students must submit a Program Approval form (if required by the program) by the deadline on the Graduate Administration website (<https://www2.unbc.ca/graduate-programs>).~~

#### **S-202203.9**

##### **Change(s) to Graduate Calendar – Supervisory Committee**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Supervisory Committee on page 27 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022  
CARRIED

~~4.1.2 Graduate Supervision. Unless otherwise specified, the graduate supervisor nominates the supervisory committee and the Program forwards the names to the Vice President Research and Graduate Programs or designate for approval, normally within one semester of the first registration in the thesis, project, practicum, comprehensive examination or dissertation.~~

**S-202203.10**

**Change(s) to Graduate Calendar– Masters Degree**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Masters Degree without a thesis on page 27 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

~~4.1.7 Master's eDegree wWithout a tThesis or Project Not all For programs that offer the option of a Master's degree without a thesis or project. The, the following regulations apply:~~

- ~~a. If required by the program, a program of study must be approved as for all other graduate degrees submitted by the deadline on the Graduate Administration website;~~
- ~~b. a supervisory committee shall be formed according to 4.4.2;~~
- ~~eb. there must be evidence of independent scholarly work which may be in the form of a project, an extended paper(s), work report, etc. The credit value for this work may range from 3 to 12 credit hours; and~~
- ~~dc. normally there shall be an oral examination, in accordance with regulation 4.5.~~

**S-202203.11**

**Change(s) to Graduate Calendar– Time Extensions**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for time extensions on page 28 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

~~4.2.2 If a degree is not completed within the specified period following the first registration, the student will may be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean. Such requests for time extension must be made in writing to the Office of Graduate Programs prior to the end of the semester in which the student's time limit expires. The request must include a timeline for the completion of the degree and a letter of support from the student's supervisor.~~

~~4.2.3 A time extension will is normally be approved for one two semesters with the expectation that all outstanding degree requirements of a student's graduate program (including the defence and thesis corrections) are completed within this period of time. Only in exceptional circumstances will fFurther time extensions be may granted under exceptional circumstances. Students who fail to complete at the end of a time extension will be are Required to Withdraw from their graduate program.~~

**S-202203.12**

**Change(s) to Graduate Calendar– Progress report**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for progress report on page 27 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

~~4.3.4 The supervisor, in consultation with the supervisory committee (if applicable) and the student,~~

completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Dean for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student's continuation in a formal continuance review meeting and submits recommendations to the Dean for final decision. **Progress report requirements vary by program and deadlines are posted on the Graduate Administration website. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the program reviews the student's continuation in a formal continuance review meeting and submits recommendations to the Dean.**

**S-202203.13**

**Change(s) to Graduate Calendar– Supervisor**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the supervisor on page 28 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

**4.4.1 Supervisor** Each Master's student shall have, ~~at the time of their application for admission, identified and gained the agreement of~~ **a faculty member of the faculty assigned as an academic supervisor (or academic advisor),** ~~at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor).~~ Subject to an offer of admission to the program, the agreement is approved by ~~the Dean.~~

The role of the supervisor or advisor is to provide advice, guidance, instruction, and encouragement in the research activities of their students and to evaluate their progress and performance. The supervisor must be aware of and adhere to the various and relevant university regulations; provide guidance to the student on the nature of research, the standards required, the adequacy of the student's progress, and the quality of the student's work; and be accessible to the student to give advice and constructive criticism.

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the eChair of the program, or if applicable, the eChair of the graduate committee for the continued supervision of the student or the nomination of another supervisor. All changes of this nature must be approved by the Chair of the program or graduate committee ~~Dean, who can recommend further changes of the supervisor or supervisory committee.~~

**S-202203.14**

**Change(s) to Graduate Calendar– Supervisory Committee**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the supervisory committee on page 28 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

**4.4.2 Supervisory Committee** Each student in a thesis or project-based Master's program shall have a supervisory committee ~~nominated by the Program and approved by the Dean.~~ The eChair of this committee shall be the supervisor. The committee consists of at least three members including the supervisor. One member is normally from outside the program. If, at any point, more than one member of a supervisory committee is absent from the University for an extended period of time (including during sabbaticals), arrangements should be made so that the progress of the student is not impeded. No more than one member of a supervisory committee should be on an extended absence at any one time. Timelines for the formation of a supervisory committee vary by program

and are posted on the Graduate Administration website (<https://www2.unbc.ca/graduate-programs>).

The duties of the committee include recommending a program of study chosen in conformity with the program requirements as stated in the graduate calendar (such as competence in languages other than English, in statistics, in computing, or in other research skills); meeting periodically to facilitate appropriate supervision of the thesis, project, or practicum; and participating in a final oral examination when the degree program requirements prescribes such an examination.

A member of a supervisory committee who has an adjunct or emeritus position with UNBC cannot be the sole supervisor of a graduate student. A faculty member who leaves UNBC cannot remain as the sole supervisor for a graduate student. The **e**Chair of the degree program is expected to ensure that a new supervisor or co-supervisor is appointed from existing faculty.

All such changes require the approval of the Dean Chair of the program or graduate committee, who may recommend further changes of the supervisor or supervisory committee.

#### **S-202203.15**

##### **Change(s) to Graduate Calendar– Masters exams**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for Masters exams on page 29 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

#### **4.5.1 General Regulations**

a. Master's degrees require a final examination.

b. Degrees that have a final examination by project, comprehensive exam, major paper, etc., may be examined in a manner agreed upon by the Program and the Dean; otherwise, the examination shall be as for theses.

c. For all theses, students may proceed to an oral examination when the supervisory committee is satisfied that the scholarly work represents an examinable document for the degree requirements. The supervisory committee and student confirm this by submitting a request for examination signing the Request for Oral Examination and Appointment of an External Examiner form. ~~This form must be submitted to the Office of Graduate Programs at least six weeks before the anticipated date of oral examination. Two copies of the document are required by the Office of Graduate Programs upon submission of the Request for Oral Examination and Appointment of an External Examiner form. One copy of the document is forwarded to the External Examiner by the Office of Graduate Programs.~~ **Required forms, current timelines and procedures are posted on the Graduate Administration website (<https://www2.unbc.ca/graduate-programs>).**

#### **S-202203.17**

##### **Change(s) to Graduate Calendar– Doctoral Candidacy Examination**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the Doctoral Candidacy Examination on page 33 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

## **7.9 Doctoral Candidacy Examination**

Within two years of registration as a Doctoral candidate and at least six months before the final oral examination, a student must pass a candidacy examination. The purpose of this examination is to test the student's understanding of material considered essential to the completion of the degree, and to test the student's competence to conduct the research which will culminate in the



dissertation. The candidacy examination may be written or oral, or both, at the discretion of the Program. Individual graduate programs or supervisory committees may also require other examinations in addition to the candidacy examination. Examples of such examinations would be those to test competence in languages other than English, in statistics, in computing, or in other research skills. In some graduate programs there may be comprehensive examinations to be completed before the candidacy examinations, to test knowledge in the field. The candidacy examination is a degree requirement of the Office of Graduate Programs, and cannot be waived by any graduate program. However, the form, content, and administration of such examinations are determined by the individual graduate programs. While there may be wide variety in the content of candidacy examinations, the manner in which the examinations are constructed, conducted, and evaluated must be consistent within individual graduate programs.

Graduate programs are responsible for providing students with a written statement of procedures, requirements, and regulations governing candidacy examinations. This information must be provided to Doctoral students at their initial registration, and must be on file with the Office of Graduate Programs Dean.

~~When a student has successfully completed the candidacy examination, the chair of the program, or if applicable, the chair of graduate committee is responsible for sending confirmation signed by all members of the supervisory committee to the Dean.~~

Students who fail any components of the candidacy exam may be allowed a second attempt to pass the outstanding components. Normally, the second attempt ~~will~~ takes place within a six-month period from the date of the first examination, as set by the graduate program. Failure of the second attempt ~~will~~ results in the student being Required to Withdraw from the program.

#### **S-202203.18**

#### **Change(s) to Graduate Calendar– Doctoral final oral exam**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for the Doctoral final oral exam on page 33 and 34 of the 2021/22 Graduate calendar be approved as proposed.

Effective date: September 2022

CARRIED

**7.10.1 Formation of the Examining Committee** The final oral examining committee for the Doctoral degree shall consist of the ~~Dean as~~ Chair, the supervisory committee, and an external examiner from outside the university, ~~who normally attends the oral examination.~~ Minimum required attendance for a defence, must include either in person or virtually. At a minimum, the people attending the defence in person, or virtually, must be include the Chair, the student, supervisor (or one of the co-supervisors), the external examiner, and one committee member. **The Dean appoints the Chair, normally a tenured member of the Faculty at the Associate Professor level or higher with extensive experience in Graduate Programs, or a Faculty Dean. The Chair must be independent of the program, student and project.**

~~Before the dissertation is forwarded to the external examiner, doctoral supervisory committee members shall each declare in writing to the supervisor and the Office of Graduate Programs either that the dissertation is of adequate substance to warrant that the student proceed to the final examination or that the dissertation is unsatisfactory and that the student should not be allowed to proceed to the final oral examination. An evaluation of the dissertation's merits and deficiencies should accompany the declaration. A declaration of satisfactory does not constitute final approval of the dissertation. A judgement of unsatisfactory performance by a doctoral supervisory committee member is reviewed by the Dean, but normally constitutes grounds for not sending a copy of the dissertation to the external examiner.~~

~~7.10.2 External Examiner The external examiner must be a distinguished scholar with particular experience, both in the field of the dissertation research and in supervising doctoral students. shall be chosen as the external examiner.~~

~~The proposed external examiner must be in a position to review the dissertation objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the graduate program which would hinder this type of objective analysis. The external examiner should hold a PhD and an appointment with a recognized university, ideally at the associate or full professor rank, or be a recognized scholar in their field, and have no past, current or planned involvement or association with the student or the supervisor. The supervisor and the student must submit a declaration to the Office of Graduate Programs that neither party has performed collaborative research work with the external examiner within the last five years. The external examiner is required to attend the defence in person. Procedures regarding appointment of the external examiner and request for oral examination are on the Graduate Administration website.~~

~~The external examiner is from outside UNBC and has no association with the program, supervisor or doctoral student. Ideally, they should be at associate or full professor rank if they are at a university or be of comparable stature if they are not at a university.~~

~~The student's supervisory committee recommends the external examiner, and the supervisor then makes an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the supervisor supported by the appropriate Chair to the Dean who makes the formal invitation to the external examiner.~~

~~The formal request for defence shall be made to the Office of Graduate Programs no less than eight weeks before the chosen date of defence. The application will only be considered for approval if certain conditions have been fulfilled, including the approval of the external examiner and the identification of an appropriate defence date.~~

~~Once the Doctoral supervisory committee members have each declared that the dissertation is of adequate substance to warrant that the student proceed to the final examination, the dissertation is sent to the external examiner. At this point no changes to the examining committee are allowed. The Dean will request that the external examiner provide an overall evaluation and a detailed report on the merits and deficiencies of the dissertation, as well as an overall evaluation using the same categories as those used by internal examiners. The external examiner is requested to present the report to the Office of Graduate Programs within one month of the receipt of the dissertation. Adequate time must be allowed for the transmission of the dissertation and the receipt of the report. A judgement of unsatisfactory performance by the external examiner will be reviewed by the Dean, but normally constitutes a failed attempt of the dissertation defence. If the Doctoral supervisory committee members judge an unfavourable report by an external examiner to be unwarranted, they may recommend, through the Graduate Program Chair, engagement of a second external examiner.~~

~~Upon receipt of a favourable report from the external examiner, the candidate may proceed to the oral defence.~~

~~**7.10.3 Changes in the Examining Committee** The Dean must also approve changes to the membership of the examining committee. No changes shall be made to the examining committee after the dissertation is distributed by the Office of Graduate Programs to the committee for examination. Should the dissertation not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse~~

and a new appointment shall be necessary.

#### **7.10.4 Approval for Advancement to the Oral Examination**

The Office of Graduate Programs must receive all examiners' reports at least two weeks prior to the intended date of the oral examination.

#### **7.10.5 Guidelines for Advancement to the Oral Examination**

When considering the candidate's advancement to the final oral examination, the doctoral supervisory committee members may wish to use the following guidelines:

a. If all the reports judge the dissertation to be satisfactory, advancement to the oral examination should be automatic. The Office of Graduate Programs shall send copies of all reports to each doctoral supervisory committee member and to the candidate.

b. If one or more of the reports judge the dissertation to need major revisions, the Office of Graduate Programs shall send copies of all the reports to the doctoral supervisory committee members and the Graduate Program Chair. Two copies of all the reports are sent to the supervisor who shall provide one copy to the candidate. The doctoral supervisory committee members should strive to provide the supervisor and the candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the time that should elapse before the dissertation will be accepted for reconsideration).

c. If the doctoral supervisory committee members judge an unfavourable report by an external examiner to be unwarranted, they may recommend, through the Graduate Program Chair, that the Office of Graduate Programs submit the dissertation to a second external examiner.

#### **7.10.6 Requirements Prior to Oral Examination Scheduling**

The examination will normally be held at the Prince George Campus. Exceptions must have the unanimous agreement of all doctoral supervisory committee members and the student. Normally, the oral examination shall be open to all members of the UNBC community.

In exceptional cases, the final oral examination may be closed, for example, when the results of the dissertation research must be kept confidential for a period of time. In such cases, the doctoral supervisory committee members and Graduate Program Chair shall recommend such action to the Dean who may then approve that the final oral examination be closed to all but the examining committee and the Dean.

**Candidate Information** At least two weeks prior to the oral examination, the candidate must submit to the Office of Graduate Programs the following information: biographical data (where and when born); outstanding points in career, awards, etc.; list of degrees obtained (where and when); the exact title of the dissertation; an abstract of the dissertation (not more than 350 words); and a list of publications. This information is used to advertise the oral examination.

Note: The above documentation should be submitted in electronic form.

**Notice of Examination** Except in the case of a closed examination and provided the information is received in sufficient time to meet publication deadlines, a notice of the candidate's oral examination will be published. Students, staff and faculty members who are not members of the examining committee are invited and encouraged to attend the oral examination but are not permitted to participate in the formal questioning.

#### **7.10.7 3 Format of the The Examination**

Requirements and procedures for scheduling and conducting the oral examination are available on the Graduate Administration website.

The examination is normally held at the Prince George campus. Exceptions must have the unanimous agreement of all Doctoral supervisory committee members and the student. Normally, the oral examination shall be open to all members of the UNBC community. In exceptional cases, the final oral examination may be closed, for example, when the results of the dissertation research must be kept confidential for a period of time. In such cases, the Doctoral supervisory committee members and Graduate Program Chair shall recommend such action to the Dean who may then approve that the final oral examination be closed to all but the examining committee and the Dean.

The first part of the oral examination shall consist of a 25- to 30-minute oral presentation by the candidate to include a summary of the salient points of the research, which is followed by the questioning and examination of the candidate by the examining committee. The question period is normally a maximum of two hours in duration. The initial questioner will be the external examiner, followed, if required, by the members of the supervisory committee. There will be two rounds of questions in total by all members of the examining committee followed by a final opportunity from the external examiner to ask any outstanding questions. Guidelines and procedures for the format of the final oral examination are available on the Graduate Administration website.

The Chair of the oral examination may exercise discretion in allowing questions from the audience following completion of the formal examination. The adjournment of a defence at any point is under the discretion of the Chair of the defence.

**7.10.8 Decision of the Committee** The decision of the examining committee is based on the dissertation and the candidate's ability to defend their work. The committee makes a recommendation for a pass or fail as previously detailed in section 4.5.4. The dissertation must be passed by the external examiner and a majority of members of the examining committee. In the case of a failure for the dissertation at the PhD level, a detailed written report is prepared by the Chair and made available to the candidate and submitted to the Dean via the Graduate Administration office. A student who receives a failure on either the dissertation or the oral examination twice is Required to Withdraw from their Doctoral program.

Following completion of the formal examination, the candidate and audience are required to withdraw from the examination room. The examining committee members will consider their report and will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the dissertation.

The examining committee may also make recommendations regarding authority for final approval of exercise its discretion on the following matters: who must approve the required revisions, time limits for the completion of revisions, the necessity for a second oral examination, and any other matters. These matters should be summarized in a memorandum sent to the student by the Supervisor. Before being sent to the student, the memorandum should be circulated to the examining committee members for confirmation. It shall be the responsibility of a designated member of the oral examination committee (normally the supervisor) to ensure that all such revisions are completed before the final copy of the unbound dissertation is submitted to the Office of Graduate Programs. The candidate will be recommended for the PhD degree when the dissertation, accompanied by a signed statement from the supervisor that the required revisions are completed, is submitted to the Office of Graduate Programs, providing all other degree requirements have been satisfied.

**7.10.9 Report of the Committee** The final judgment of the examiners on the dissertation and the oral examination shall be reported to the Dean in the term "pass" or "fail". The criteria for the nature of the pass or fail are as previously detailed in section 4.5.4. The dissertation must be passed by the external examiner and a majority of members of the examining committee. In the case of a failure for the dissertation at the PhD level a detailed written report will be prepared by the Chair and made available to the candidate and submitted to the Office of Graduate Programs. A student who receives a failure on either the dissertation or the oral examination twice shall be

Required to Withdraw from their doctoral program.

**S-202203.19**

**Memorandum of Understanding – Northern Health Authority**

Camp

That, on the recommendation of the Senate Committee on Academic Affairs, the memorandum of understanding between the University of Northern British Columbia and the Northern Health Authority be approved as proposed.

Effective Date: Upon the completion of signing by both parties

CARRIED

**11.3 Steering Committee of Senate**

**Payne**

The Chair provided a verbal report. The Steering Committee discussed the time limits indicated on the agenda. They are guides that Steering Committee will continue to monitor. The Steering Committee has also initiated the review of the policy for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators to look at the committee membership. As with all revisions to policies, feedback will be asked for from the university before moving through the approval process.

**11.4 Senate Committee on Nominations**

**Zogas**

**For Approval Items:**

**S-202202.20**

**Recommendation of Senate Committee Members to Senate**

Camp

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

Effective date: March 23, 2022

**SENATE COMMITTEE POSITION TO BE FILLED**

**CANDIDATE**

(except as otherwise noted, all terms begin immediately)

Senate Committee on Academic Affairs  
Faculty Member *Term Expiry:03/31/2024*

Fei Tong

Senate Committee on Scholarships and Bursaries  
Undergraduate Student *Term Expiry:08/31/2022*

Caden Walsh

Senate Committee on University Budget  
Undergraduate Student *Term Expiry:08/31/2022*  
CARRIED

Alisha Thapar

Senator Whitcombe asked for the list of committee vacancies to be provided on the meeting package.

**11.5 Senate Committee on Curriculum and Calendar**

**Annear**

No report.

**11.6 Senate Committee on Admissions and Degrees**

**Annear**

The Registrar thanked the committee for their work on all calendar revisions.

**11.7 Senate Committee on Indigenous Initiatives**

**Harder**

The Chair reminded Senate the celebration of Spring Equinox on March 30.

**11.8 Senate Committee on Honorary Degrees and Special Forms of Recognition** **Payne**

The committee will be meeting shortly to review Chancellor nominations.

**11.9 Senate Committee on Scholarships and Bursaries** **Lewis**

**For Information Item:**

**SCSB20220223.03** *(approved)*

**New Carolyn Ward Hastey Bursary**

That the new Terms and Conditions for the Carolyn Ward Hastey Bursary be approved.  
Effective: 2022-2023 Academic Year

**SCSB20220223.04** *(approved)*

**New Finning Canada Award**

That the new Terms and Conditions for the Finning Canada Award be approved.  
Effective: 2022-2023 Academic Year

**SCSB20220223.05** *(approved)*

**New Centerra Gold and Royal Gold Community Award**

That the new Terms and Conditions for the Centerra Gold and Royal Gold Community Award be approved.  
Effective: 2022-2023 Academic Year

**11.10 Senate Committee on University Budget** **Gehloff**

The President reminded Senate that the Budget town hall will be on March 24.

**12.0 Information**

12.1 Information on the UNBC Hybrid Course Delivery Pilot was included in the meeting package for information. Questions on this report can be directed to the Centre for Teaching, Learning and Technology.

**13.0 Other Business**

**14.0 S-202203.21**

**Move to the Closed Session**

Troc

That the meeting move to Close Session.

CARRIED

**15.0 S-202203.27**

**Adjournment**

Nyce

That the Senate meeting be adjourned.

CARRIED

The meeting adjourned at 4:56 p.m.