

**SENATE MEETING  
PUBLIC SESSION  
MINUTES**

March 22, 2017  
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

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**Present:** A. Aravind, S. Beeler, M. Bouchard, A. Blanding, D. Casperson, M. Dale, B. Deo, G. Deo, D. Erasmus, E. Ezedebego, W. Fellers, A. Fordjour, L. Handfield, L. Haslett, K. Howitt (Recording Secretary), E. Jensen, K. Keen, H. Lowe, J. MacDonald, S. McKenzie (Acting Secretary of Senate), B. Menounos, M. Murphy, G. Nixon, I. Olasanmi, B. Owen, A. Palmer, G. Payne, M. Peterson, K. Reimer, M. Romanets, D. Ryan, P. Sanborn, G. Schmidt, E. Searle, T. Summerville, N. Thompson, D. Weeks (Chair), C. Whalen, T. Whitcombe

**Regrets:** J. Moore, M. Prevost, R. Robinson, B. Schorcht

**Absent:** S. Bach, S. Brown, A. Clay, D. Nyce, A. Stroet

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The meeting commenced at 3:33 p.m. The Vice Chair was in the Chair. He welcomed the new Registrar and newly elected student and faculty Senators seated in the Gallery, and thanked outgoing Senators for their service.

**1.0 S-201703.01**

**Approval of the Agenda**

Ryan

That the agenda for the March 22, 2017 Public Session of Senate be approved as presented.  
CARRIED

**2.0 S-201703.02**

**Approval of Senate Minutes**

Blanding

That the minutes of the February 22, 2017 Public Session of Senate be approved as presented.

**Amendment**

Murphy

That “Ms. Searle” be changed to “Mr. Searle” on page 27 paragraph 4 of the meeting package.

CARRIED as amended.

### 3.0 Business Arising from Previous Minutes of Senate

#### 3.1 Changes to the Official Policies and Procedures for Senior Administrator Appointment Selection Committees

##### S-201703.03

##### **Changes to the Official Policies and Procedures for Senior Administrator Appointment Selection Committees**

Murphy

That Senate directs the University Secretary to bring to the Board of Governors for its consideration changes to the official Policies and Procedures for Senior Administrator Appointment Selection Committees consistent with the following compositions:

- a) Search Committee Membership for the President (11 members)
  - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the Faculty as a whole
  - Two students (one undergraduate and one graduate) elected by NUGSS and NCBGSS, respectively
  - One staff member elected by CUPE
  - Four members selected by the Board of Governors (two Board members, one of whom will Chair the committee, and two Senior Administrators)
  
- b) Search Committee Membership Senior Administrators who report to the President (e.g. Provost, VP-Research, VP-Advancement, VP-Finance) (11 members)
  - President (Chair)
  - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the respective Colleges
  - Two students (one undergraduate and one graduate) elected by NUGSS and NCBGSS, respectively
  - One staff member elected by CUPE
  - Three Senior Administrators (or designates) selected by the President
  
- c) Search Committee Membership Senior Administrators who report to the Provost (e.g. Deans) (11 members)
  - Provost (Chair)
  - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the respective Colleges
  - Two students (one undergraduate and one graduate) elected by NUGSS and NCBGSS
  - One staff member elected by CUPE
  - Three Senior Administrators chosen by the Provost in consultation with the President, one of whom holds a Decanal position or its equivalent.

Effective Date: April 2017

##### Amendment 1

Casperson

That in parts (a), (b), and (c) "One staff member elected by CUPE" be replaced with "One staff member appointed by CUPE."

CARRIED

##### Amendment 2

Casperson

That a part (d) be added that reads, "In the case of the appointment of the University Librarian the search committee member be as in (c), except that there be one faculty member from each College, and two librarians elected by the librarians."

CARRIED

Ms. Sanford noted that under the *University Act* the Board will establish selection procedures with the approval of Senate for senior academic administrators. Under proposal b) there is no scope or jurisdiction for Senate to approve selection procedures for the VP-Advancement or the VP-Finance.

**Friendly Amendment**

Keen

The first line of the motion be changed from “That Senate directs the University Secretary to bring to the Board of Governors ...” to “That Senate directs the Secretary of Senate to bring to the Board of Governors...”

CARRIED as amended.

**4.0 President’s Report**

The President attended Senate via teleconferencing from Hong Kong. He reported on communications with Universities Canada regarding the Federal budget released earlier in the day.

As it was the last Senate meeting for Dr. Owen as the Vice Provost Student Recruitment, Dr. Weeks thanked Dr. Owen for his service to UNBC.

Outgoing Senators were presented with certificates of appreciation signed by Dr. Weeks in recognition to their service on Senate. Dr. Weeks hopes this will be a lasting tradition, and he thanked the Senators for the dedication and service to UNBC.

**5.0 Report of the Provost**

**Dr. Ryan**

Dr. Ryan reported that the Academic Planning Groups were continuing to meet and have now presented their recommendations to each other, Work is being done to bring all of the committees’ recommendations together into one document, and then there will be further opportunities for engagement with the University Community. The Planning Groups are on track to make their presentations to Senate in May. Dr. Ryan thanked Ms. Patenaude for her work and dedication to the academic planning process.

Dr. Ryan also thanked Dr. Owen for all his work as Vice-Provost.

Dr. Ryan reported that the residences are on track to be full this coming academic year, and there could be a wait list.

**6.0 Report of the Registrar**

**Ms. McKenzie**

Ms. McKenzie reported that after the recent elections, all faculty and student positions on Senate were filled. New Faculty members were elected to their positions by acclamation. Student elections were conducted electronically for the first time which resulted in a significant improvement in student engagement. No issues were reported with this first effort with electronic voting.

Senators whose terms on Senate committees end March 31<sup>st</sup> were asked to remain to in their positions until a successor is appointed. Most Senate committee appointments will come to Senate for approval in April.

**7.0 Question Period**

**Dr. Keen**

A Senator asked what the student voter turnout rate was for the Student Senate Elections.

Ms. McKenzie replied 12% of eligible graduate students voted and 16% of eligible undergraduate students voted.

A Senator asked if there was a plan to fill the Vice Provost Student Recruitment position.

Dr. Ryan replied that in the interim, the duties will be divided among people already working at the University to ensure initiatives continue to move forward. The intent at this point is to wait for the

Academic Planning to be complete so that those recommendations can be considered in any restructuring of that position.

A Senator asked if the Director of International Education position will be filled.

Dr. Ryan indicated that the position remains open. As with the Vice-Provost position, the intent is to wait for the recommendations from Academic Planning. In the interim, a manager has been put in place.

A Senator asked how someone who is reading the Graduate Calendar could find out who the designate for the Vice Provost Student Recruitment will be.

Dr. Ryan stated Dr. Owen will be in the position until the end of March, and they will work out the transition plan by that time.

A Senator stated that at the Town Hall Dr. Ryan stated there was a safety audit and there were some non-compliance issues. The Senator wanted to know if there are any risks for the University community.

Dr. Ryan reported that some of the risks identified related to employee onboarding and training in some areas, and overall processes and structures, rather than specific risks or incidents.

Ms. Daigle noted that the audit was done from a WorkSafe BC perspective. One of the biggest findings was safety cannot be just the responsibility of the Assistant Director of Safety and Security. Anyone in supervisory position, or anyone who assigns work, should be aware of safety. The report will be available for review.

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

There were no motions on the Consent Agenda.

**9.0 Presentation - 2017/2018 Proposed Budget Dr. Ryan**

Dr. Weeks reported that he asked the senior administration to create a series of financial plans based on different scenarios. On March 20<sup>th</sup>, there was a Budget Town Hall and a UNBC Budget and Finances 101 session. He thanked SCUB for their work this year.

Dr. Ryan presented the budget. The PowerPoint Presentation, including the correction to slide 35 regarding faculty positions, is attached to the minutes as Appendix I.

**Motion for Recess**

Menounos

That Senate break for three minutes.

CARRIED

Senate was back in session at 5:02 p.m.

There was a discussion on the budget.

**Motion**

Casperson

In accordance with Senate regulation 3(w) iii, that the Senate session extend beyond 5:30 p.m.

CARRIED

**10.0 Committee Reports**

## 10.1 Senate Committee on the University Budget

Dr. Whitcombe

Presentation - 2017 Annual Report from the Senate Committee on the University Budget

### **S-201703.04**

#### **2017 Annual Report from the Senate Committee on the University Budget**

Searle

That the 2017 Annual Report from the Senate Committee on the University Budget be received.

Dr. Whitcombe presented the SCUB report, which was followed by a discussion and opportunity for questions

CARRIED

## 10.2 Senate Committee on Academic Affairs

Dr. Ryan

### **“For Approval” Items:**

#### **S-201703.05**

##### **New Course Approval - FSTY 403 – 3**

Searle

That, on the recommendation of the Senate Committee on Academic Affairs, the new course FSTY 403 – 3 (Timber Harvest Planning and Operations) be approved as proposed.

Proposed semester of first offering: September 2017

CARRIED

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

**Calendar Course Description:** This course provides students with an understanding of operational practices in timber harvest planning and implementation. Topics focus on supply chain flow: planning (operational and strategic); field operations and permitting; operations including logging, hauling and road building; and finally manufacturing and marketing. This course has mandatory field trips.

**Prerequisites (taken prior):** 60 credit hours

**Prerequisites with concurrency (taken prior or simultaneously):** none

**Co-requisites (must be taken simultaneously):** none

**Preclusions:** FSTY 498 (Forest Planning and Operations)

#### **S-201703.06**

##### **Changes to Program Requirements - Minor in Natural Resources Planning and Operations**

Blanding

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Minor in Natural Resources Planning and Operations on pages 163 and 164, of the 2016/2017 undergraduate calendar, be approved as proposed.

Effective date: September 2017

CARRIED

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

## Minor in Natural Resources Planning and Operations

The Natural Resources Planning and Operations minor is designed for students primarily interested in planning and operations (and their governing policies) related to the management of

forested and non-forested lands. Students will learn about natural resource policy, forest-management planning and operations, environmental impacts of management practices, forest productivity and timber supply, and resource sustainability along with current computer-based management tools. It is strongly recommended that students taking this minor have a background in forest ecology and management. The minor in Natural Resources Planning and Operations requires the completion of 19 credit hours, of which 12 credit hours must be at the upper-division (i.e., 300 or 400) level. Courses used to fulfill major requirements may not be applied toward the minor in Forest Planning and Operations. It is the student's responsibility to ensure that they have the required prerequisites.

### Required Courses

NREM 210-4 Integrated Resource Management

~~ENVS 326-3 Natural Resources, Environmental Issues, and Public Engagement~~

FSTY 403-3 Timber Harvest Planning and Operations

Four from of the following courses (with no more than two courses in from any single program [e.g., ENPL]):

~~BIOL 325-3 Ecological Analysis~~ Analyses

BIOL 413-3 Wildlife Management

ECON 305-3 Environmental Economics and Environmental Policy

ECON 411-3 Cost-Benefit Analysis

ENPL 204-3 Principles and Practices of Planning

ENPL 303-3 Spatial Planning with ~~GIS~~ Geographical Information Systems (GIS)

ENPL 304-3 Mediation, Negotiation and Public Participation

ENPL 305-3 Environmental Impact Assessment

ENPL 410-3 Land Use Planning

ENPL 411-3 Planning Theory, Process and Implementation

ENSC 453-3 Environmental Resource Management ~~and~~ Decision Making

ENVS 326-3 Natural Resources, Environmental Issues and Public Engagement

FSTY 310-3 Forest Economics

FSTY 405-3 Forest Growth and Yield

FSTY 407-3 Forest Products

FSTY 415-3 Forest Soils

GEOG 413-3 Advanced GIS

NREM 306-3 Society, Policy and Administration

NREM 410-3 Watershed Management

NREM 413-3 Agroforestry

### **"For Information" Item:**

#### **Instructional Method Language for Course Scheduling**

**Dr. Smith**

A document outlining the revisions to instructional method language for course scheduling was included for information.

#### **10.3 Senate Committee on Admissions and Degrees**

**Dr. Owen**

None

#### **10.4 Senate Committee on First Nations and Aboriginal Peoples**

**Dr. Ryan**

None

**“For Approval” Item:**

**S-201703.07**

**The UNBC Senate Student Leadership Award**

Blanding

That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition, Senate approves the UNBC Senate Student Leadership Award proposal.

Effective Date: Upon the approval of Senate

**Amendment**

Blanding

That on Page 55 of the Senate meeting package under 2.0 Award Categories. The second line should be changed from “...categories: Academic, Students...” to “...categories: Academic, Campus and Community. Students...”

CARRIED as amended.

**“For Approval” Item:**

**S-201703.08**

**Memorandum of Understanding Between Langara College and the University Of Northern British Columbia**

Casperson

That, on the recommendation of the Senate Committee on Regional Policy and Inter-Institutional Relations, the memorandum of understanding between Langara College and the University Of Northern British Columbia on guaranteed admissions pathways, be approved as proposed.

Effective Date: Upon the approval of Senate

CARRIED

**“For Information” Item:**

**SCSB20170222.03** (approved)

**New Chartwells Award**

That the new Terms and Conditions for the Chartwells Award be approved as amended.

Effective Date: 2017-2018 Academic Year

**SCSB20170222.04** (approved)

**New Donaldson Heaney Bursary**

That the new Terms and Conditions for the Donaldson Heaney Bursary be approved.

Effective Date: 2017-2018 Academic Year

**SCSB20170222.05** (approved)

**New NMP Trust UNBC MScN FNP Program Rural Practice Graduate Award**

That the new Terms and Conditions for the Northern Medical Program Trust UNBC MScN Family Nurse Practitioner (FNP) Program Rural Practice Graduate Award be approved as amended.

Effective Date: 2016-2017 Academic Year

**SCSB20170222.06** (approved)

**New Rod and Wendy Lecher Athletics Award**

That the new Terms and Conditions for the Rod and Wendy Lecher Athletics Award be approved.

Effective Date: 2017-2018 Academic Year

**SCSB20170222.08** (approved)

**Revisions of the Industrial Forestry Service Ltd. Scholarship and Bursary**

That the revised Terms and Conditions for the Industrial Forestry Service Ltd. Scholarship and Bursary be approved.

Effective Date: 2017-2018 Academic Year

**SCSB20170222.09** (approved)

**Revisions of the Jim and Noreen Rustad and Family Award**

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

Effective Date: 2017-2018 Academic Year

**SCSB20170222.10** (approved)

**Revisions of the Prince George Retired Teachers' Association Bursary**

That the revised Terms and Conditions for the Prince George Retired Teachers' Association Bursary be approved.

Effective Date: 2017-2018 Academic Year

Dr. Owen reported that next month Senate will receive the annual report from the SCSB. UNBC has increased the value of the awards given by over 1%. If the University continues on the same trajectory as it has over the past number of years, next year UNBC will exceed the \$3 million scholarship mark. A majority of that money is given out to students. Around 1% of the available funds are not distributed in any given year. 5 years ago, that number was at about 5%.

A question was raised with respect to the Chartwells Award and the need for there to be separation between donations and awarding of contracts to companies. Ms. Sanford and Ms. Smith noted that there are very strict rules and regulations for procurement in the public sector that the University must follow.

**10.8 Senate Committee on Nominations**

**Dr. Casperson**

Dr. Casperson urged Senators to contact either Ms. Howitt or members of the SCN regarding upcoming Senate committee vacancies.

**10.9 Students as Partners (Ad Hoc Committee)**

**Ms. Blanding**

**"For Approval" Item:**

**S-201703.09**

**Environmental Scan of Students as Partners Work Being Done at UNBC**

Erasmus

That, on the recommendation of the Senate ad hoc committee on Students as Partners, Senate tasks the CTLT with conducting an environmental scan of students as partners work being done at UNBC in a manner similar to the CTLT exemplar's project (informal survey and self-identification) and present the work back to Senate for information during the October meeting of Senate.

Effective Date: Upon the approval of Senate

**Amendment I**

Keen

That "Senate tasks CTLT" be changed to "Senate tasks the Provost".

**Amendment II**

Ryan

That "Senate tasks the Provost" be changed to "Senate tasks the President to direct the Provost"

CARRIED as amended.

**11.0 Information**

**11.1 Sexual Violence and Misconduct Draft Policy**

**Dr. Wilson**

The draft of the Sexual Violence and Misconduct Policy, and the Sexual Violence and Misconduct – Response Procedures were included in the meeting package for information.



Dr. Wilson presented the draft Policy and Response Procedures which are also available on the UNBC Sexual Violence and Misconduct website. There was a discussion and opportunity for feedback. Senators were encouraged to send any further feedback through the portal on the website.

The Policy and Response Procedures will be presented to the Board of Governors at their March 31, 2017 meeting for discussion. After final consultations the Policy will go to the Board for approval before the May 18, 2017 provincial government deadline.

**12.0 Approval of Motions on the Consent Agenda**

**Dr. Keen**

There were no motions on the Consent Agenda.

**13.0 Other Business**

**13.1 The Health of Senate**

**Motion to Postpone**

Menounos

That the discussion on the Health of Senate be postponed until the April 26, 2017 Senate meeting.

CARRIED

**13.2 Election of the Vice Chair of Senate**

An open nomination and election process was conducted and Dr. Menounos was elected as Vice Chair of Senate effective immediately.

As Dr. Keen's term as the Vice Chair ended, he left the Senate Chambers.

Dr. Menounos assumed the Chair.

Quorum was lost at 6:49 p.m. and the Vice Chair declared the meeting adjourned.