

**SENATE MEETING
PUBLIC SESSION
MINUTES**

August 28, 2019
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

Present: B. Annear (Secretary of Senate), S. Barton, R. Budde, D. Casperson, B. Daigle (non-voting), B. Deo, D. Desai, Z. Fleck, P. Harding (non-voting), I. Hartley, L. Haslett, C. Hofsink, H. Holler-Busch, S. Horianopoulos, C. Ho Youngusband, P. Jackson, E. Jensen, G. Keeler, T. Klassen-Ross, E. Korkmaz, A. Kranz, B. McGill, H. McVea (non-voting), C. Meroniuk, A. Muñoz Gómez, M. Murphy, A. Palmer, A. Parent (Recording Secretary), L. Parent, G. Payne, S. Rader (non-voting), C. Ramsay, L. Roldan-Flores (non-voting), D. Ryan, S. Sakshi, H. Sanford (University Secretary), T. Tannert, T. Tribe (non-voting), N. Turner, S. Wagner, D. Weeks (*Chair*), C. Whalen, J. Wimmers-Klick, R. Wheate,

Regrets: A. Constantin, M. Dale, E. Fredeen, K. Hirsh-Pearson (*Vice-Chair*), C. Lawrence, M. Mandy, D. Nyce, M. Peterson, L. Roodenburg, A. Sommerfeld (non-voting), P. Winwood (non-voting),

The meeting commenced at 3:35 p.m.

1.0 Acknowledgement of Territory

Senator Parent acknowledged with thanks that the Senate meeting was taking place on the traditional territory of the Lheidli T'enneh Nation.

**2.0 S-201908.01
Approval of the Agenda**

Kranz

That the agenda for the August 28, 2019 Public Session of Senate be approved as presented.
CARRIED

**3.0 S-201908.02
Approval of Senate Minutes**

Murphy

That the minutes of the June 26, 2019 Public Session of Senate be approved as presented.
CARRIED

4.0 Business Arising

4.1 Senate Standing Advisory Committee on the Integrity and Awarding of Degrees Ryan

**S-201906.03
Terms of Reference for Senate Standing Advisory Committee on the Integrity and Awarding of Degrees**

Murphy

That, on the recommendation of the Steering Committee of Senate, the terms of reference for the Senate Standing Advisory Committee on the Integrity and Awarding of Degrees be approved as proposed.

Effective Date: Upon the approval of Senate
CARRIED

Discussion continued from the previous meeting of Senate on the scope of work for this committee. Clarification was asked for by Senator Murphy on section 3.4 in which it states that the committee “has no authority or scope to investigate, adjudicate or substitute academic judgement”. The Provost indicated that when an issue or a concern comes forward it would be the committee’s responsibility to look at what has happened and determine if the current academic regulations and processes have been followed. If a process has been missed or an academic regulation not followed, it would be the recommendation of this committee to ensure that the concern is brought back through the regular processes. For example, if plagiarism were determined after the fact, the academic work would then go back through the current process to be assessed with the new information made available.

This committee does not have the authority to replace academic judgement but its scope is to ensure that the appropriate processes have been followed and with the proper authority. If concerns arose regarding a particular regulation, then this committee could recommend to Senate that a regulation be changed. General concerns and changes to regulations and processes should continue to come directly to Senate, allowing the appropriate department to report back.

A question was brought forward on section 3.3 and concerns expressed regarding the impacts of rescinding a degree due to a significant administrative error. The University Secretary indicated that this clause is there as a navigation tool should any error occur. The committee could then provide advice to the President and Provost in an extreme case where something has been missed to help establish the next steps and to ensure that students have the qualifications they require.

5.0 President’s Report

Weeks

The President welcomed everyone to the start of a new academic year and encouraged Senators to join him on Move-In Day on September 3, 2019.

The President will be hosting a “Welcome Back” event for faculty and staff on September 4, 2019 at the Thirsty Moose.

There is a new president at the College of New Caledonia (CNC) following the retirement of Henry Reiser. We are looking to continue our productive and strong relationship with CNC and the new President.

The President of Coast Mountain College (CMC), Terrace, has also announced his retirement. We will continue to work CMC to stream pathways and build opportunities for further education in the North.

Work continues on our commitment to co-hosting the Reconciliation Forum, October 8-10 in Sault Ste. Marie. Senator Nyce will be presenting at the forum on the relationship between UNBC and the WWNI. Also presenting will be Bev Best, Manager, Aboriginal Student Engagement on our Campus Cousins Program here at UNBC.

Annette Trimbee will be the next guest in the President’s Speaker Series on November 12, 2019. She is the President and Vice-chancellor of the University of Winnipeg, a Métis scholar and a former deputy minister of advanced education for the Government of Alberta.

6.0 Report of the Provost

Ryan

The Provost gave a high-level enrollment report. Over the last three years, we have seen increases but numbers to date remain flat. FTEs are down 5% and headcount is down 2.5%, also down are the BC transfers. International numbers are up by approximately 30%.

The eligible pool of high school graduates in the North has decreased but we will be looking at other reasons why numbers are remain flat.

A newly renovated interactive classroom located in the Teaching and Learning Building has opened. These renovations are part of phase 1 that were made possible through the funding from the Ministry for the new Civil and Environmental Engineering Programs. The bookable space uses new technology to promote interactive learning styles and a design lounge for students to work in small groups. Training on this equipment can be accessed through the CTLT. Phase 2 will be to establish dirty labs in the basement of the Teaching and Learning Building.

The Provost reported on program announcements.

Funding for operating and capital spending for Nursing in the Northeast has been approved and UNBC is working with Northern Lights College to update some space there for the Nursing Program that is scheduled to be running by September 2020.

UNBC continues talks with UBC regarding the expansion of the Physical and Occupational Therapy program in the north. This joint initiative is expected to have intake for September 2024.

6.1 Academic Re-Structuring - Senate Update

The searches for the Vice-Provost and five faculty deans have begun, with first meetings underway the committees have met with the consultants and are looking are finalizing the Executive briefs for the positions. The postings are expected to go public in mid to late September.

A Senator asked about the broader trend for domestic enrollments trending flat across the province/country and what might be our next steps going forward.

The Provost indicated that the Domestic enrolment is relative to the demographic in the North but there are a number of elements to consider:

- Recruitment has done excellent work at getting applications and we need to look at how to get the most out of these applications and turn them into registrations.
- Director, UNBC International, Leonel Roldan-Flores is working on strategies to increase International enrollment to make up 20% of the student body.
- We will also continue to work with the Colleges in the North to provide more access with less competition.
- Looking at increasing enrollment from other regions and provinces. We do have a satellite recruiter for the lower mainland.

A Senator asked for specifics on the International numbers, and what is our current percentage of International students?

Action item: The Provost will bring a more detailed breakdown of the International enrollment numbers to the next Senate.

Director, UNBC International, Leonel Roldan-Flores indicated that International enrollment currently makes up 9-11% of the total student population.

A senator asked could further information be provided on the demographics of high school graduates for Prince George. When will be our low point?

Action item: The Provost will bring more details on Prince George high school enrollment numbers for the next Senate.

A senator asked about what percentage of the eligible Prince George students choose UNBC.

The Provost indicated that this number is approximately 85%. According to the admit survey, two factors that play a role in why students attended UNBC and why they do not are location and program.

Senator Casperson mentioned that the British Columbia Council on Admissions & Transfers (BCCAT) publishes a report that has enrolment numbers from across the Province.

The Registrar indicated that the Office for the Registrar is working at bringing in a customer relationship management tool, to help us engage with students faster and sooner to improve connections and convert admitted students to registered students.

A senator asked what the reasons for the increase in International enrollments are.

Director of International Education indicated the International office has been working closely with marketing and improving their focus. There is also increased demands for certain programs in increased government initiatives with Pakistan and Vietnam.

A Senator asked for numbers of the self-identified aboriginal.

The Provost indicated that Indigenous student enrollment has increased.

Action item: The Provost will bring more details on self-identified Aboriginal student enrollment numbers for the next Senate.

A Senator asked for graduate student numbers.

The VPR indicated that graduate numbers remain flat. This may be in part due to several programs that are completed in cohorts and do not have intakes every year. Graduate registrations are also typically submitted later than undergraduate registrations. Graduate student applications are up but there are sometimes challenges in the thesis research stream for students to find supervisors, limiting enrollment. There should be a better appreciation of the enrollment numbers after the add/drop date.

Action item: The Provost will bring more details on graduate student enrollment numbers for the next Senate.

The Provost thanked everyone involved in the recruitment and enrollment activities.

Senator Barton shared that Dr. Sara de Leeuw and Dr. Margo Greenwood are currently researching how to harness indigenous students in the healthcare professions. In addition, the Family Nursing Practitioner Program has increased seats in its program.

7.0 Report of the Registrar (5 minutes)

Annear

The Registrar described ongoing improvements and initiatives by the Office of the Registrar including:

- Payments now required for online graduate application
- Online applications for graduate students
- Completed the application for the professional programs.
- Considerable work on the academic schedule, updating room capacities with Facilities
- Work continues on Graduate Student Enrollment

A Senator asked about the loss of a break day between the end of classes and exams.

The Registrar indicate that this was a result of a change made at Senate to accommodate additional classroom time. The time in required to complete exams and process grades before the Christmas break. The next set of academic calendars will be coming forward to approval.

8.0 Question Period (10 minutes)

8.1 Written questions submitted in advance

- Question from Senator Budde - Can administration give Senate an update on the EDI Plan and, specifically, measures taken to embed EDI principles into the hiring processes that are beginning.

Work has been done on Equity, Diversity and Inclusion training this the summer. The President discussed some initiatives that include a revised Strategic Road Map with a pillar on inclusive excellence, the development of specific training opportunities for faculty and staff driven by our Human Resources Office, and a specific EDI plan in response to the call from Tri-Council.

Specific measures to the hiring processes that are currently underway are training videos, resources from HR and from the Consultants. The initial goal is to ensure the language of the Executive briefs is

inclusive. The Consultant will also ensure that if there is a noticeable gap in diversity in candidates that they will reach out to potential candidates.

8.2 Questions from the floor

- Has there been a discussion on a diversity audit?

Yes, this is something that is critical to establishing the inclusive excellence pillar of the Strategic Road Map. Senator Budde urged that this be an external audit.

- Why are international exchange students required to join the cafeteria meal plan, as they are mostly upper year students? Why is it based on their not having achieved 60 credits at UNBC?

Lisa Haslett, Director-Business Services says that there has been much planning and research on this for the next Food Service contract. Some changes will be implemented this year and some are long term. We are currently looking at allowing students to use their Flex dollars in the community. Lisa Haslett, Director-Business Services responded they would look into this issue specially regarding international students

9.0 **S-201908.04**

Approval of Motions on the Consent Agenda

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

Weeks

No consent items.

10.0 **Committee Reports**

10.1 Senate Committee on Academic Affairs (*reporting month September*)

Ryan

10.2 Steering Committee of Senate

Weeks

10.2.1 External Reviews: Degree Program Reviews

Ryan

The Provost's Report on External Program Reviews was included in the meeting package. The Provost acknowledged that Degree Program Reviews conducted prior to the approval of the new Degree Program Reviews Policy by Senate on June 26, 2019 were covered by the Senate Approved (April 26, 2012) document: External Reviews of Academic Units: A Reference Guide.

All other material regarding the completed degree program reviews have been posted to the closed and confidential sub-section of the Senate SharePoint site. All Senators will have access to review this material that will remain on the site until October meeting of Senate.

10.3 Senate

Committee on Nominations (*5 minutes*)

Casperson

"For Approval" Items:

S-201908.05

Recommendation of Senate Committee Members to Senate

Casperson

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

Effective date: Upon Approval of Senate

SENATE COMMITTEE ON ACADEMIC AFFAIRS

Faculty Member (03/31/2021)

Alex Aravind

CARRIED

“For Information” Items:

SCAAF SUBCOMMITTEE ON ACADEMIC SCHEDULING

Professional Program Faculty Rep (appointed by the Provost) (03/31/2020) Vacant
CASHS Faculty Rep (appointed by Dean of CASHS) (03/31/2020) Vacant

SENATE COMMITTEE ON ACADEMIC APPEALS

Lay Senator (03/31/2021) Vacant

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

Faculty Member — CASHS (03/31/2021) Vacant
Faculty Member (03/31/2022) Vacant

SENATE COMMITTEE ON ACADEMIC AFFAIRS

Faculty Member – Professional Programs (03/31/2021) Vacant
Regional Senator (03/31/2021) Vacant

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

Aboriginal Regional Senator or Aboriginal Lay Senator (03/31/2020) Vacant

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES

Faculty Senator — CASHS (03/31/2021) Vacant
Faculty Senator — CSAM (03/31/2020) Vacant

SENATE COMMITTEE ON STUDENT DISCIPLINE APPEALS

First Nations Student (08/31/2020) Vacant
Administrative Staff Member (03/31/2022) Vacant

SENATE COMMITTEE ON UNIVERSITY BUDGET

Exempt Staff Representative, appointed by the Exempt Group Vacant

10.5 Senate Committee on Curriculum and Calendar

10.6 Senate Committee on Admissions and Degrees (*reporting month September*) **Annear**

“For Approval” Items:

S-201908.06

Change(s) to Calendar – Undergraduate

Jensen

That on the recommendation of the Senate Committee on Admissions and Degrees, links to information on the new BC high school curriculum courses be included on the Admissions Section (page 21) of the Undergraduate Academic Calendar as well as Admission from Secondary Schools and CEGEP in Other Canadian Provinces (Page 24-25), be approved as proposed.

Effective date: September 2019

CARRIED

10.7 Senate Committee on First Nations and Aboriginal Peoples (*reporting month April*) **Ryan**

10.8 Senate Committee on Honourary Degrees and Special Forms of Recognition
(*reporting month April*) **Weeks**

10.9 Senate Committee on Scholarships and Bursaries (*5 minutes*) (*reporting month April*) **Annear**

For Information” Items:

SCSB20190626.03 *(approved)*

New Julie Torbela Ziebart Scholarship

That the new Terms and Conditions for the Julie Torbela Ziebart Scholarship be approved.
Effective Date: 2019-2020 Academic Year

SCSB20190626.04 *(approved)*

New MNP Fort St John Scholarship

That the new Terms and Conditions for the MNP Fort St John Scholarship be approved.
Effective Date: 2019-2020 Academic Year

SCSB20190626.05 *(approved)*

2018/2019 Award Recipients

That the list of 2018/2019 Award Recipients be approved as presented.
Effective Date: 2018-2019 Academic Year

10.10 Senate Committee on University Budget *(reporting month April)*

11.0 Information

12.0 Other Business

12.1 Senate Committees – Principles, Purpose and Composition

Additional materials provided for review:

Senate Handbook

Summary of Senate Committee Membership

Discussion on this matter will added to the agenda for September.

13.0 S-201908.07

Move to In Camera Session

Casperson

That the meeting move In Camera

CARRIED

14.0 S-201908.11

Adjournment

General Consent

That the Senate meeting be adjourned.

CARRIED