

SENATE MEETING PUBLIC SESSION AGENDA

September 23, 2015
3:30 – 5:30 PM

Senate Chambers (Room 1079 Administration Building)

1.0 S-201509.01

Approval of the Agenda †

Page 1 That the agenda for the September 23, 2015 Public Session of Senate be approved as presented.

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

2.0 S-201509.02.1

Approval of Senate Minutes

Page 5 That the minutes of the September 16, 2015 Extraordinary Session of Senate be approved as presented.

S-201509.02.2

Approval of Senate Minutes

Page 9 That the minutes of the August 26, 2015 Public Session of Senate be approved as presented.

3.0 Business Arising from Previous Minutes of Senate

- | | | |
|------------|---|---------------------|
| 3.1 | Policy on Minute Taking (<i>page 17</i>) | Mr. Hanschen |
| 4.0 | President's Report | Dr. Weeks |
| 5.0 | Report of the Provost | Dr. Ryan |
| 6.0 | Report of the Registrar | Mr. Hanschen |
| 7.0 | Question Period | Dr. Weeks |
| 8.0 | Removal of Motions from the Consent Agenda | Dr. Weeks |
| 9.0 | Committee Reports | |
| 9.1 | Senate Committee on Academic Affairs | Dr. Ryan |

“For Approval” Items:

- Regular **S-201509.03**
Change in Calendar Entry – Graduate Calendar
Page 19 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to specific regulations of graduate calendar, be approved as proposed.
Effective date: As soon as approved by Senate
- Consent **S-201509.04**
Revised Language for Approved 1+1 Master of Science Degree with Wenzhou University and UNBC
Page 27 That, on the recommendation of the Senate Committee on Academic Affairs, the revised language for the approved 1+1 Master of Science Degree with Wenzhou University and UNBC be approved as proposed.
Effective Date: Upon approval of the Senate
- Regular **S-201509.05**
Approval for the Memorandum of Understanding between the University of Northern British Columbia and the University of Teacher Education Lucerne, Switzerland
Page 33 That, on the recommendation of the Senate Committee on Academic Affairs, the motion to approve the Memorandum of Understanding between the University of Northern British Columbia and the University of Teacher Education Lucerne, Switzerland be approved as proposed.
Effective Date: Upon approval of the Senate

9.2 Steering Committee of Senate

Dr. Weeks

“For Approval” Items:

- Regular **S-201508.06**
Revisions to Senate Handbook — Committee Membership
Page 39 That, on the recommendation of the Steering Committee of Senate, the revisions to the Senate Handbook be approved as proposed.
Effective Date: September 23, 2015

9.3 Senate Committee on Scholarships and Bursaries

Dr. Owen

“For Information” Items:

- Consent **SCSB20150519.07**
Miriam Matejova Award
Page 42 That the revised Terms and Conditions for the Miriam Matejova Award be approved.
Effective Date: 2015-2016 Academic Year
- Consent **SCSB20150826.03**
Governor General’s Gold Medal Adjudication Process & Criteria
Page 44 That the definition of the adjudication process and criteria (including eligibility, selection criteria, and tiebreaker information) for the Governor General’s Gold Medal for graduate students be approved.
Effective Date: 2015-2016 Academic Year
- Consent **SCSB20150826.04**
Master of Engineering in Integrated Wood Design Program Scholarships
Page 49 That the Terms and Conditions for the new Master of Engineering in Integrated Wood Design Program Scholarships be approved.
Effective Date: 2015-2016 Academic Year
- Consent **SCSB20150826.05**
Prince George Women’s Soccer Association Award
Page 51 That the new Terms and Conditions for the Prince George Women’s Soccer Association Award be approved.
Effective Date: 2015-2016 Academic Year

Consent **SCSB20150826.06**
Earl Johnson Memorial Scholarship
Page 53 That the new Terms and Conditions for the Earl Johnson Memorial Scholarship be approved.
Effective Date: 2016-2017 Academic Year

Consent **SCSB20150826.07**
Tom Dennett Memorial Scholarship
Page 55 That the new Terms and Conditions for the Tom Dennett Memorial Scholarship be approved.
Effective Date: 2016-2017 Academic Year

Consent **SCSB 20150826.08**
Dissolution of the Northern Capital Sports Society Award
Page 57 That the dissolution of the Terms and Conditions for the Northern Capital Sports Society Award be approved.
Effective Date: 2015-2016 Academic Year

Consent **SCSB20150826.10**
Academic Distinction Adjudication Process
Page 61 That the definition of the adjudication process for Academic Distinction for graduate students be approved.
Effective Date: 2015-2016 Academic Year

Consent **SCSB20150826.11**
Doctoral Dissertation Completion Award Payment Installments Revision
Page 63 That the payment installments for the Doctoral Dissertation Completion Award be amended such that the total award is \$6,000, with \$4,000 paid during the award tenure and the remaining \$2,000 after successful dissertation completion and defense.
Effective Date: August 26, 2015

9.4 Senate Committee on the University Budget *(no material)* **Dr. Whitcombe**

9.5 Senate Committee on Nominations (SCN) **Dr. Koehn**

“For Approval” Items:

Regular **S-201509.07**
Membership Changes to Senate Committees *(no material)*
That, on the recommendation of the Senate Committee on Nominations, and barring further nominations from the floor of Senate, the following candidates, who have met all eligibility requirements to serve on Senate committees as indicated, be appointed as proposed.
Effective date: Immediately upon approval by Senate

SENATE COMMITTEE POSITION TO BE FILLED
(except as otherwise noted, all terms begin immediately)

CANDIDATE

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES (SCFNAP)

Faculty Senator (03/31/2018)

Dr. Daniel Erasmus

“For Information” Items:

Appointment of Faculty Members by acclamation to the Search Committee for the Associate Vice-President Academic and Vice-Provost

Faculty Member – CASHS

Dr. Titi Kunkel

Faculty Member – CSAM

Dr. David Casperson

9.5.1 Election of Vice Chair of Senate

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

Dr. Weeks

11.0 **Other Business**

12.0 **Information** (*no material*)

13.0 **S-201509.08**

Move to In Camera Session

That the meeting move In Camera.

14.0 **S-201509.13**

Adjournment

That the Senate meeting be adjourned.

SUBJECT: MINUTE TAKING FOR DECISION-MAKING BODIES**1. Purpose**

The purpose of the policy is to set a standard for minute taking so that necessary records are kept of decisions concerning University business and to avoid problems created by inappropriate minutes.

2. Scope

This policy applies to all University committees and decision-making bodies. This policy does not apply to the activity of taking personal notes.¹

3. Authority/Responsibility

The Committee Chairs are responsible for the policy and for ensuring that procedures are in place before meetings begin.

4. Policy

The purpose of minutes is to provide a record of the actions and decisions taken by a committee, council or board and to make evident that those actions were taken according to proper procedures. Because of the legal nature of minutes, only a record of actions and decisions of decision-making bodies should be kept. (If necessary to preserve context, Committee Chairs may occasionally record discussion points.)

5. Structure of Minutes

The minutes of a University decision-making body *must* contain the following items:

- Name of decision-making body
- Date, time and place of meeting
- Names of presiding officer and recorder of minutes
- Members present
- Record of action taken on the minutes of the previous meeting

In addition, minutes *may* contain:

- If necessary to preserve context, Committee Chairs may occasionally record discussion points.
- Absent members
- Establishment of a quorum

¹ University employees are reminded that while note taking is not the subject of this policy, it does remain subject to other policies and legislation, including the *Freedom of Information and Protection of Privacy Act*.

-
- Exact wording of each main motion as it was voted on with name of the maker of the motion and whether the motion passed or failed
 - If the vote on the motion was counted, the count can be included.
 - Points of order and appeals
 - Reports reviewed, received or written by the decision-making body may include the name of the committee/council and the reporting member in the minutes.
 - If written reports are provided, they may be attached to the minutes and the minutes should note their attachment.

The following are *not* be included in minutes:

- Motions that are withdrawn
- Name of the person who seconded a motion
- Transcripts of the meeting (minutes shall not be verbatim records)
- Opinions or interpretations of the recording secretary
- Judgmental phrases like “heated debate” or “valuable comment”
- Flowery language
- Detailed reports
- ❖ Dissenting votes should be included only if a member requests that they go on record with their dissenting vote.



Motion Number (assigned by
Steering Committee of Senate): S-201509.03

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to specific regulations of graduate calendar, be approved as proposed.

1. **Effective date:** As soon as approved by Senate

2. **Rationale for the proposed revisions:**

The revisions aim to provide a more detailed explanation of the parts of the regulations that have been most commonly queried or where clarification has been frequently requested. Specifically it is intended to bring clarity and transparency to the process of decision-making as well as indicating where the accountability for the decision lies.

3. **Implications of the changes for other programs, etc., if applicable:**

The proposed changes will affect all graduate students and graduate programs.

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

1.3 Admission to Master's Degrees

1.3.3 A faculty member who wishes to supervise an applicant to a Graduate Program who has a four-year (120 credit hours) Baccalaureate degree (or equivalent) which does not meet the grade point average requirements stated above and who obtains the recommendation of the appropriate program may seek approval from the Dean of Graduate Programs to admit the applicant. The applicant must have significant formal training and relevant professional experience to offset such grade point average deficiencies.

2.5 Leave of Absence or Withdrawal from the University

2.5.1 Students who wish to request a leave of absence must apply using the Leave of Absence Form to the Dean of Graduate Programs, with supporting documentation from their supervisor, and with detailed documentation (e.g., a doctor's note) explaining the need for such a leave. A student may normally have a leave of absence for no more than one year in a graduate degree program. Under exceptional circumstances and only as recommended by the supervisor and approved by the Dean of Graduate Programs, a further leave of absence may be granted. Students cannot undertake academic or research work nor use any of the University's facilities during the period of leave. After the leave of absence is completed, students must register for the next semester. The transcript will record the notation: "Leave of Absence".

2.7 Western Deans' Agreement

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 the University of Northern British Columbia may be eligible for exchange status under the provision of the Western Deans' Agreement. Information and forms for this purpose are available from the Graduate Programs web site, www.unbc.ca/graduateprograms, or at the Office of Graduate Programs. Students must include an outline of the course work that they propose to take when submitting their Western Deans' Agreement Form to their supervisor. If the application is approved by the Dean of Graduate Programs, the university concerned will be notified by the Office of Graduate Programs. All applicable tuition fees will be 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 the University of Northern British Columbia in their thesis or project, and pay the semester fee.

4.1 Course and Program Requirements

4.1.1 Graduate Programs Within the first semester of attendance in a graduate degree program, a completed Graduate Program Approval Form will be forwarded to the Office of Graduate Programs by the Supervisor on behalf of each student.

4.1.2 Graduate supervision Unless otherwise specified, the supervisory committee will be nominated by the graduate supervisor and names forwarded to the Office of Graduate Programs by the Program, normally within one semester of the first registration in the thesis, project, practicum, comprehensive examination or dissertation.

4.1.4 Integrated courses Normally, Master's students enrolled in thesis programs should complete at least six credit hours of graduate course work in addition to any integrated delivery courses that may be taken.

4.2 Time Limit

4.2.2 Variances to the time limits specified in **4.2.1** are as follows:

▶ Master of Education (Part time) seven years (84 consecutive months).

4.2.3 If a degree is not awarded within the specified period following the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean of Graduate Programs. Such requests for time extension must be made in writing to the Dean of Graduate Programs prior to the end of the semester in which the student's time limit expires.

4.2.4 Variances to the time limits specified in **4.2.3** are as follows:

▶ Master of Education (Part time) seven years (84 consecutive months),

The request must include a timeline for the completion of the degree accompanied by supporting documentation from the student's supervisor.

4.3 Academic Performance

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily, may be required to withdraw by the Dean of Graduate Programs

on the advice of the supervisor and supervisory committee.

4.3.1 Students must attain a semester grade point average of at least 3.00 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a semester grade point average below 3.00 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee and continuation in their Graduate Program is recommended by the supervisory committee and approved by the Dean of Graduate Programs.

Students who were registered in one course in a semester that resulted in a semester grade point average less than 3.00 based on a B- grade may be allowed to continue in their graduate program. However, if the student's cumulative grade point average is lower than a 3.00, a continuance review is needed.

4.3.2 A grade of F in a course taken for credit in a Graduate Program must be reviewed by the supervisory committee and a recommendation must be made to the Dean of Graduate Programs concerning continuance of the student in the program. Such students will not be allowed to register in the next semester until approved to do so by the Dean of Graduate Programs.

4.3.3 Graduate students may not repeat graduate courses except under exceptional circumstances if recommended by the supervisory committee and approved by the Dean of Graduate Programs.

4.3.4 Students registered in a thesis, project, practicum or comprehensive examination will have their progress evaluated through progress reports completed by their supervisor in consultation with the supervisory committee (if applicable) and the student, and submitted to the Dean of Graduate Programs. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the student's continuation is reviewed by their supervisory committee with the Graduate Program Chair. Recommendations are submitted to the Dean of Graduate Programs for final decision.

7.1 Admission

7.1.3 Admission to a Doctoral program without a Master's degree normally requires a Baccalaureate degree from a recognized institution with a cumulative grade point average of at least 3.67 ("A-") and the completion of at least two semesters of a Master's degree program at the University of Northern British Columbia with a cumulative grade point average of at least 3.67 ("A-").

7.7 Time Limit

7.7.2 If a degree is not awarded within seven years of the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean of Graduate Programs. Such requests for time extension must be made in writing to the Dean 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, accompanied by supporting documentation from the student's supervisor.

7.7.3 Residency Requirement A student with a Master's degree registering in a Doctoral program must pursue studies under the direction of a faculty member as a full-time student for at least two full semesters within 24 consecutive months of initial registration.

7.10 Final Oral Examinations (Doctorate)

7.10.7 Format of the Examination The first part of the oral examination shall consist of 25 to 30 minute oral presentation by the candidate to include a summary of the salient points of the research. This 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, thereafter by the members of the supervisory committee. There will be two round 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.

The Chair of the oral examination may exercise discretion in allowing questions from the audience following completion of the formal examination.

5. Proposed revision with changes underlined and deletions indicated clearly:

1.3 Admission to Master's Degrees

1.3.3 A faculty member who wishes to supervise an applicant ~~to a Graduate Program~~ who has a four-year (120 credit hours) Baccalaureate degree (or equivalent) ~~which~~ that does not meet the ~~grade point average~~ **GPA** requirements stated above and who obtains the recommendation of the appropriate program ~~may seek~~ **must have** approval from the Dean of Graduate Programs who ~~to~~ admits the applicant. The applicant must have significant formal training and relevant professional experience to offset ~~such grade point average~~ **GPA** deficiencies.

2.5 Leave of Absence or Withdrawal from the University

2.5.1 Students who wish to request a leave of absence must apply using the Leave of Absence Form to the Dean of Graduate Programs, with supporting documentation from their supervisor, and with detailed documentation (e.g. **E.g.**, a doctor's note) explaining the need for such a leave. A student **should apply prior to the beginning of the leave of absence or in the same academic year if the request is retroactive.** ~~may normally have a~~ **A** leave of absence **is normally** for no more than one year in a graduate degree program. Under exceptional circumstances and only as recommended by the supervisor and approved by the Dean of Graduate Programs, a further leave of absence may be granted. Students cannot undertake academic or research work nor use any of the University's facilities during the period of leave. After the leave of absence is completed, students must register for the next semester. The transcript will record the notation: "Leave of Absence".

2.7 2.6.1 Western Deans' Agreement

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 the University of Northern British Columbia may be eligible for exchange status under the provision of the Western Deans' Agreement. Information and **relevant** forms ~~for this purpose~~ are available from the Graduate Programs ~~web site~~ **website**, **www.unbc.ca/graduateprograms**, or at the Office of Graduate Programs. Students must include an outline of the course work that they propose to ~~take~~ **undertake including a demonstration of the appropriateness**

of the selected course to as a replacement of existing courses in the program of study. The application must be submitted to, and supported, by the supervisor. when submitting their Western Deans' Agreement Form to their supervisor. If the application is approved by the Dean of Graduate Programs, the university concerned ~~will be~~ **is** notified by the Office of Graduate Programs. All applicable tuition fees ~~will be~~ **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 the University of Northern British Columbia in their thesis or project, and pay the ~~semester~~ **appropriate fees.**

4.1 Course and Program Requirements

4.1.1 Graduate Programs Within the first semester of ~~attendance~~ **registration** in a graduate degree program, **the supervisor will forward to the Office of Graduate Programs** forward a completed Graduate Program Approval Form ~~will be forwarded to the Office of Graduate Programs by the Supervisor~~ on behalf of each student.

4.1.2 Graduate supervision **Supervision** Unless otherwise specified, **the graduate supervisor nominates** the supervisory committee ~~will be nominated by the graduate supervisor and~~ **the Program forwards the names forwarded by the Program** to the Office **Dean** of Graduate Programs ~~by the Program~~ **for approval,** normally within one semester of the first registration in the thesis, project, practicum, comprehensive examination or dissertation.

4.1.4 Integrated courses **Courses** Normally, Master's students ~~enrolled~~ **enrolled** in thesis programs should complete at least ~~six~~ **6** credit hours of graduate course work in addition to any integrated delivery courses that may be taken. **The Chair of Program or, if applicable, the Chair of the Graduate Committee decides whether or not a graduate course qualifies as part of the 6 credit hours requirement of a student's degree.**

4.2 Time Limit

The maximum time for completion given below is not intended to be the normal time for completion. It is intended to take into account a wide variety of extraordinary circumstances and events that may delay completion.

4.2.1 Normally, a student proceeding toward a Master's degree will be required to complete all degree requirements within five years (60 consecutive months) from the date of the first registration in the Master's degree. In no case will a degree be awarded in less than 12 consecutive months from the time of the first registration. However, it is expected that a full-time student will complete a Master's degree within 36 consecutive months from the date of first registration.

4.2.2 ~~Variances to the time limits specified in 4.2.1 are as follows:~~

~~Master of Education (Part time) seven years (84 consecutive months).~~

~~4.2.3~~ **4.2.2** If a degree is not ~~awarded~~ **completed** within the specified period following the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean of Graduate Programs. Such requests for time extension must be made in writing to the Dean 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 normally be approved for one semester 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 further time extensions be granted. Students who fail to complete at the end of a time extension will be required to withdraw from their graduate program.

4.2.4 Variances to the time limits specified in 4.2.1 and 4.2.3 are as follows:

▶ Master of Education (Part time) seven years (84 consecutive months)₇ ±

~~The request must include a timeline for the completion of the degree accompanied by supporting documentation from the student's supervisor.~~

4.3 Academic Performance

4.3.1 Students must attain a ~~semester grade point average~~ **Semester GPA** of at least 3.00 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a ~~semester grade point average~~ **Semester GPA** below 3.00 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee. ~~and e~~Continuation in their Graduate Program is recommended by the supervisory committee ~~and approved~~ **subject to approval** by the Dean of Graduate Programs.

Students who were registered in one course in a semester that resulted in a ~~semester grade point average~~ **Semester GPA** less than 3.00 based on a B- grade may be allowed to continue in their graduate program. However, if the student's ~~cumulative grade point average~~ **Cumulative GPA** is lower than a 3.00, a continuance review is ~~needed~~ **required**.

4.3.3 Graduate students may not repeat graduate courses except under exceptional circumstances if recommended by the supervisory committee ~~and approved~~ **subject to approval** by the Dean of Graduate Programs.

4.3.4 ~~Students registered in a thesis, project, practicum or comprehensive examination will have their progress evaluated through progress reports completed by their~~ **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 submitted **submits** to the Dean of Graduate Programs **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 is reviewed by their supervisory committee with the Graduate Program Chair **in a formal continuance review meeting and- submits** Recommendations are submitted to the Dean of Graduate Programs for final decision.

4.3.5 Conditions may be imposed by the Dean of Graduate Programs for continuation in the program. The

conditions normally must be met within the next semester or the student will be required to withdraw.

4.5 Final Oral Examinations and Examining Committees

4.5.6 Students who are awarded a pass decision with minor or major revisions will be required to submit a corrected thesis, which has been approved by the supervisory committee and /or external examiner, if applicable, to the Office of Graduate Programs by the date stated on the outcome of defence form. Students who do not submit a corrected thesis or fail to provide revisions which are acceptable to their examining committee will be deemed to have failed the defence and will not be recommended for the award of their graduate degree.

7.1 Admission

7.1.3 The Dean of Graduate Programs may approve the Admission **of an applicant** to a Doctoral program without a Master's degree if the applicant has **received** normally requires a Baccalaureate degree from a recognized institution with a cumulative grade point average **Cumulative GPA** of at least 3.67 ("A-") **(A-)** and the completion of **has completed** at least two semesters of a Master's degree program at the University of Northern British Columbia with a cumulative grade point average **Cumulative GPA** of at least 3.67 ("A-") **(A-)**.

7.7 Time Limit

7.7.3 A time extension is approved for one semester 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 are further time extensions granted. Students who fail to complete at the end of a time extension are required to withdraw from their graduate program.

~~7.7.3~~ **7.7.4 Residency Requirement** A student with a Master's degree registering in a Doctoral program must pursue studies under the direction of a faculty member as a full-time student for at least two full semesters within 24 consecutive months of initial registration.

7.10 Final Oral Examinations (Doctorate)

7.10.7 Format of the Examination The first part of the oral examination shall consist of 25- to 30-minute oral presentation by the candidate to include a summary of the salient points of the research. ~~This~~ **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, thereafter 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.

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

6. Authorization:

Program / Academic / Administrative Unit: Dean of Graduate Programs

Other Committee Motion Number: N/A

Other Committee Approval Date: N/A

College:

College Council Motion Number: N/A

College Council Approval Date: N/A

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201509.03

Moved by: K. Smith

Seconded by: I. Hartley

Committee Decision: CARRIED.

Approved by SCAAF: September 2, 2015
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201509.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the revised language for the approved 1+1 Master of Science Degree with Wenzhou University and UNBC be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The 1+1 Master of Science Program under the MSc NRES (Environmental Science) Degree is a formal agreement that was approved by Senate Motion No.2-201206.04 in June 2012. During an inventory of the International Exchange Agreements early in 2015, language was discovered that in the Agreement of Cooperation with Wenzhou University on a 1+1 Master of Science Program that puts UNBC at risk due to a change in Citizenship and Immigration Canada (CIC) laws. The motion for the revised language was approved by Senate (S-201506.31) on June, 24, 2015. After the agreement was approved and signed, the International Education department was asked to submit a further revision of the document according to the Graduate Programs webpage. Please refer to the highlighted sections in the attached agreement for the revised language.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? None

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 7 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201509.04

Moved by: B. Owen

Seconded by: M. Dale

Committee Decision: CARRIED.

Approved by SCAAF: September 2, 2015
Date


Chair's Signature

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

Agreement of Cooperation on
1+1 Master of Science Program
Between
University of Northern British Columbia, Canada
And
Wenzhou University, China

This agreement is between Wenzhou University (hereinafter referred to as WZU) and University of Northern British Columbia (hereinafter referred to as UNBC) on the basis of the mutual benefit principle, the recognition of equality for each other and the mutual trust in the mutual recognition of academic credits.

I. Objectives

The objective of this cooperative agreement is to establish an international partnership to provide graduate study opportunities in Canada for the undergraduate students legally registered in WZU through joint efforts of both parties so as to make a greater contribution to the future development of China and to the development of economic understanding, business relations and cultural exchange between China and Canada.

II. Name of Cooperative Program

1+1 Master of Science Program in Natural Resources and Environmental Studies (NRES) (Environmental Science): A two-year program in which students study at UNBC for one school year (i.e., three semesters) and then transfer to WZU to study for one year for a master's degree.

III. Description of the Program

In this program, students may be required to take advanced English training that will not be counted in the typical 4-year undergraduate and 2-year graduate systems. Students are eligible to apply for admission to Graduate Studies at UNBC while completing their last year of study in a bachelor's degree at WZU. Students need to satisfy all graduation requirements as specified by UNBC before obtaining the intended master's degree and shall abide by University policies and regulations, as well as Canadian laws and regulations, when studying in Canada. Major details of the program are presented as follows:

- Students selected for this program shall finish the first year of graduate study at UNBC and the second year of study at WZU.
- Degree completion may take longer than two (2) years, depending on the ability of students to complete their studies and the nature of a selected thesis topic.
- UNBC will confer to successful students a Master's Degree upon their successful completion of the graduate program of study, including meeting the grade point average requirement for the degree as specified by UNBC.

IV. Majors or Academic Fields Involved

This agreement covers the M.Sc. program in Natural Resources and Environmental Studies (NRES) (Environmental Science) as agreed between the two universities.

V. Requirements of UNBC Admissions and Regulations

Policy 1:

WZU students may apply for admission to UNBC in their last year of undergraduate study at WZU. Applicants must provide evidence of their knowledge and ability for the studies that they plan to pursue at UNBC. A grade point average of at least 3.00 (or equivalent to 80%) in the work of the last 60 credit hours leading to the bachelor's degree is required for entry. Admission to the program will be based on a student's academic ability and the availability of an appropriate supervisor at UNBC.

Policy 2:

The application package to UNBC for each student must contain:

- an application for admission form to the MSc NRES at UNBC¹,
 - students will need to indicate in their application documents that they are applying for the 1+1 Master of Science program.
- one recommendation letter issued by WZU to replace the three required reference/assessment reports,
- one official transcript issued by WZU,
- a personal statement of academic interests (1-2 pages),
- the UNBC Graduate Student Funding Information Sheet²,
- the graduate studies application fee.

Policy 3:

Each applicant must meet the UNBC English Language Requirement.

Policy 4:

Each successful applicant entering the program will have a co-supervisor at UNBC and a co-supervisor at WZU. The supervisory committee consists of the two co-supervisors and one additional UNBC faculty member, and is chaired by the co-supervisor at UNBC. The committee is formed by the end of the first semester of study at UNBC.

Policy 5:

Students must meet the minimum residency requirement of the program at UNBC as per the current calendar. Each student entering the program will complete the first year of study at UNBC, and the second year of study at WZU. Due to the nature of the thesis topic a student selects, the program of study may last more than two years. Students may elect to come back to UNBC to finish their theses in the third year if required.

¹ (http://www.unbc.ca/graduateprograms/programs/nres_msc.html)

² (http://www.unbc.ca/assets/csam/forms/funding_form.pdf)

Policy 6:

The Master of Science program requires students to complete five courses (15 credits, including two core courses and three elective courses) and a MSc thesis (12 credits). It is recommended that students take the two required core courses and two elective courses during the first year at UNBC. Students are also expected to work out a thesis proposal in their first year at UNBC. Students will transfer to WZU to complete their second year of study. It is recommended that students takes one elective course at WZU (see section VI.1.C) and conduct active research leading to a MSc thesis.

Policy 7:

The Master of Science program requires a final oral examination in English. Students may proceed to an oral examination when the supervisory committee is satisfied that the thesis represents an examinable document for the degree requirements.³ The Dean of Graduate Programs (or designate) from UNBC will act as Chair at the final oral examination. The location of the final oral examination can be at UNBC or WZU, but will be determined based on a student's preference and the availability of the examination committee members to travel to the examination campus, in accordance with the UNBC regulations and procedures regarding the organization of a defense.

Policy 8:

Credits for courses taken at WZU may be acceptable for transfer to UNBC, depending on the extent to which the WZU curriculum matches the curriculum at UNBC for a particular course.

Policy 9:

Students who violate any university regulations or standards of conduct may be subject to penalty as stipulated in the UNBC General Graduate Regulations and Policies.

VI. Responsibilities for WZU and UNBC

1. Responsibilities of WZU

A. Recruitment of students

WZU is responsible for recruiting qualified students to be considered for the 1+1 Master of Science Program, and will provide a recommendation letter for qualified applicants for admission to UNBC. WZU will also help students identify a co-supervisor at WZU.

B. English language teaching

WZU will design and provide an effective English curriculum that helps potential partnership students learn English and meet language requirements set forth by UNBC. The English curriculum will develop skills in reading, writing, listening and speaking university-level English.

C. Elective course teaching

WZU will develop at least one elective course that will be available for students when they return to WZU in the second year of the degree program. The contents of the elective course should be agreed upon by UNBC so that the credits can be transferred to the degree requirements.

³ Please refer to the UNBC Graduate Programs webpage. <http://www.unbc.ca/calendar/graduate>.

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D. Collection of tuition and fees

WZU will collect tuition and fees from students in the partnership program while they are studying in China for their second year of study in accordance with the standards set up by Chinese educational or political authorities. The tuition and fees collected in China are WZU's property.

E. Provision of student services

WZU will provide students with services that assist with their studies and daily life on the campus of WZU. During the transition period, when students begin to transfer from China to Canada, WZU will offer assistance in preparing application for admission to UNBC, transcripts, course descriptions, health forms, evaluations of students' academics, and visa applications.

2. Responsibilities of UNBC

A. Assistance in admission to the program

UNBC will offer students from WZU assistance in their applications for admission to the UNBC graduate program, including issuing admission letters to qualified students in a timely manner. UNBC will also help students identify a co-supervisor at UNBC.

B. Assistance in credit transfer

UNBC will recognize and accept credits for those courses from WZU that are equivalent to the UNBC curricula. In the process of credit transfer, UNBC will provide academic advice and guidance throughout the process.

C. Issuance of academic certification

UNBC will grant WZU students with the degree "Master of Science in Natural Resources and Environmental Studies" upon their successful fulfillment of academic requirements. Degree credentials issued to qualified WZU students will be the same as those issued to regular UNBC students within the same program.

D. English language training

Additional advanced English language training, if required, may be available to students at UNBC for additional fees.

E. Collection of tuition and fees

Students are responsible for paying all applicable tuition and fees while they are studying in Canada in accordance with the standards that apply to Canadian students on the UNBC campus. Students in the partnership program must pay UNBC a continuing student registration fee in order to maintain their graduate student status at UNBC for their second year of study at WZU and any time period beyond two years. The tuition and fees collected in Canada are the property of UNBC.

F. Student services

WZU students studying at UNBC are eligible for services available to other students at UNBC. WZU students may apply to reside in on-campus housing, and may access other campus facilities.

VII. Resolution of Conflicts

Both WZU and UNBC agree that disputes or conflicts that arise in the process of implementation are to be resolved through friendly talks and patient negotiations.

VIII. Additional Documents and Agreements

This agreement may be supplemented by additional documents providing specific details regarding this agreement.

IX. Term of Agreement

This agreement takes effect the day when it is signed by representatives of both sides and expires in five years thereafter.

X. Termination of Agreement

If one party intends to terminate this agreement, the party should inform the other party, in a written form of this decision six months in advance. Meanwhile, both parties should fulfill the responsibilities to current students within the program.

XI. Others

This agreement is in quadruplicate, and both parties will hold two original copies with one in English and one in Chinese.

Dr. Wei Xue
Vice President, International
Wenzhou University

Dr. Daniel Weeks
President & Vice Chancellor
University of Northern British Columbia

Date:_____

Date:_____

Motion Number (assigned by
Steering Committee of Senate): S-201509.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to approve the Memorandum of Understanding between the University of Northern British Columbia and the University of Teacher Education Lucerne, Switzerland be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The University of Teacher Education Lucerne, Switzerland would like to develop an academic Exchange Program with UNBC primarily for exchanging Education undergraduate students and faculty within the Education department. The school is bilingual in English and German and it has a number of courses offered in English for our students. This Memorandum of Understanding is the first step towards developing this agreement.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 5 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201509.11

Moved by: T. Whitcombe

Seconded by: M. Dale

Committee Decision: CARRIED.

Approved by SCAAF: September 2, 2015
Date


Chair's Signature

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

**MEMORANDUM OF UNDERSTANDING (“Agreement”)
BY AND BETWEEN
UNIVERSITY OF NORTHERN BRITISH COLUMBIA (“UNBC”)
AND
UNIVERSITY OF TEACHER EDUCATION LUCERNE (“UTE LUCERNE”)**

This Memorandum of Understanding is entered into and effective when fully signed by both parties. The University of Northern British Columbia in Prince George, BC, Canada (“UNBC”) and University of Teacher Education Lucerne (“UTE Lucerne”), Switzerland, agree to enter to this Agreement concerning the mutual cooperation to explore development of an academic exchange program between UNBC and UTE LUCERNE. This Agreement shall confirm that UNBC and UTE LUCERNE agree to the following:

UNBC and UTE LUCERNE agree that they will encourage contact and cooperation between their own faculty members, departments and to enter into working relationships with one another, subject to the following provisions.

I. OBJECTIVES

- a. To explore cooperative arrangements (both students and faculty) from each institution;
- b. All agreed upon cooperative arrangements and joint activities will require a separate written agreement signed by both parties. Such activities may include but are not limited to activities as provided in this Agreement.
- c. The conduct of joint activities, the conditions for utilizing the results achieved, and arrangements for specific visits and exchanges as well as other forms of co-operation will be agreed upon for each specific case.

II. INSTITUTIONAL PROFILE

- a. Both institutions affirm that they are vested by their respective governing boards and accreditation agencies and authorities with different missions or at different levels to educate its citizens but with a common interest in education.
- b. Both institutions grant respective authority to promote each other’s institutional profile, name, brand, etc. within their primary educational market. They must undertake the promotion of the education and training services of each other in a professional manner, and maintain the integrity and reputation of the partner institution and the respective national educational system. In particular, all materials used by the partner university to promote the other partner must:
 - i. be provided by the owning institution to the partner university for promotional purposes; or

- ii. be approved in advance in writing by the owning institution prior to distribution.

III. STUDENT EXCHANGES

- a. Both institutions agree to explore cooperative arrangements and joint activities which promote a mutual understanding through respective educational programs for undergraduate and graduate students.
- b. Both parties agree to explore individualized and targeted student exchange programs on the basis of their existing study programs.

IV. FACULTY EXCHANGES

- a. Both parties agree to explore cooperative and joint activities which include, but are not limited to the promotion of an exchange of faculty members and scholars for research, study, lectures, talks, conferences, symposia and sharing experiences.
- b. Each party agrees to encourage its faculty members to participate in faculty exchange programs in teaching and research with the other institution.

V. CAPACITY AND RESPONSIBILITIES

- a. It is agreed that UTE LUCERNE, its agents and/or employees are solely responsible for their own actions and have no relationship to UNBC as partners, joint ventures, employers, employees or agents. It is agreed that UNBC, its agents and/or employees are solely responsible for their own actions and have no relationship to UTE LUCERNE as partners, joint ventures, employers, employees or agents.
- b. Neither party shall have the authority to enter into any contract or agreement to bind the other party and shall not represent to anyone that they have such authority.
- c. UNBC and UTE LUCERNE agree that they will not be in breach of any agreement with a third party by entering into this Agreement.
- d. UNBC and UTE LUCERNE agree that all financial arrangements will have to be negotiated and will depend on the availability of funds. All cooperative arrangements and joint activities involving any financial arrangements shall require a separate written agreement signed by both parties.

VI. ASSIGNMENT

Neither party shall assign, or transfer any rights or obligations under this agreement without the prior written consent of the other party.

VII. TERM

This Agreement will be effective from the date of signature for an initial period of five years. The parties may agree to review it for the purpose of extending it. This Agreement may be terminated by either party upon written notification to the other party of not less than 30 days. Any termination must take into account existing faculty or student endeavors. Changes will not become effective with respect to student or faculty then participating in existing endeavors.

VIII. DATA PRIVACY

The UTE LUCERNE and UNBC must comply with the Freedom of Information and Protection of Privacy Act, as well as laws of Swiss Confederation, as it applies to all access and protection of personal data. In the event that either party receives a request to release the data referred to in this clause, the party must immediately notify the other party, who, will give the party instructions concerning the release of the data to the requesting party before the data is released.

IX. FORCE MAJEURE

- a. In the event that either party is delayed in performing its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from such delay of performance.
- b. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, or governmental agency or authority.

X. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties and no other oral or written agreement shall be binding or obligating upon the parties. This Agreement supersedes all prior agreements, contracts and understandings whether written or otherwise between the parties relating to the subject matter of this Agreement. All changes to this Agreement must be in writing, signed by both parties.

XI. GOVERNING LAW/JURISDICTION

- a. This Agreement and all matters arising hereunder will be governed by and construed in accordance with the laws of the Canton of Lucerne in Switzerland and of British Columbia, Canada
- b. In case that there is any conflict regarding or related to this Agreement, the two Parties should handle it by consultation first.
- c. Any unlawful provisions in this Agreement shall be deemed to be of no effect, and shall, be stricken from this Agreement upon the application of either Party.

XII. PUBLICITY

Any promotion or publicity given the program or services provided under the Contract, including, but not limited to, use of the name or logo of UNBC and UTE LUCERNE, shall be approved in advance by UNBC and UTE LUCERNE's authorized representatives.

XIII. AUTHORIZED REPRESENTATIVES

All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

UNBC's authorized representative for the purpose of administration of this agreement is:

Name: Sylvester Chen, Director of International Education
Address: 3333 University Way, Prince George, BC, V2N 4Z9
Telephone: 1-250-960-5361
E-Mail: sylvester.chen@unbc.ca
Fax: 1-250-960-5120

UTE LUCERNE's authorized representative for the purpose of administration of this contract is:

Name: Hans-Rudolf Schärer, Rector
Address: Box 7660, Pfistergasse 20, CH-6000 Luzern 7
Telephone: +41 41 228 52 10
E-Mail: hans-rudolf.schaerer@phz.ch
Fax: +41 41 228 79 18

XIV. NON DISCRIMINATION

It is understood that UTE LUCERNE and UNBC subscribe to the principle of equal opportunity and each party recognizes that it is the policy of the UNBC to prohibit

discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The UTE LUCERNE agrees to adhere to this policy in implementing this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**UNIVERSITY OF NORTHERN
BRITISH COLUMBIA**

**UNIVERSITY of TEACHER
EDUCATION LUCERNE**

Dr. Daniel Weeks, President & Vice-Chancellor

Hans-Rudolf Schärer, Rector

By: _____

By: _____

Date: _____, 2015

Date: _____, 2015



Motion Number (assigned by Steering Committee of Senate): S-201508.06

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the recommendation of the Steering Committee of Senate, the revisions to the Senate Handbook be approved as proposed.

Effective Date: September 23, 2015

Made by: Troy Hanschen, Registrar and Secretary of Senate

College / Academic Department: N/A

Program: Not Applicable

Implications for Other Programs / Faculties? None.

Rationale: At a recent meeting of the Steering Committee of Senate the membership for a couple of the Senate committees/sub-committees were reviewed and subsequently revised.

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Other Committee Motion Number / Approval Date: not applicable

Attachment Pages (if applicable): 2 pages

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201509.03

Moved by: K. Keen

Seconded by: D. Lightfoot

Committee Decision: CARRIED.

Attachments: 2 page

Approved by SCS: September 16, 2015



Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

SCAAF SUBCOMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

Terms of Reference

- To consider and make recommendations to SCAAF on amendments to the Academic Regulations of the University.
- To consider and make recommendations to SCAAF on the detailed Calendar entries relating to new or substantially revised Academic programs.
- To consider and make recommendations to SCAAF on all proposed changes to established academic programs, including course deletions and additions, course re-titling and renumbering, and revisions to Calendar Course Descriptions.
- To consider and make recommendations to SCAAF, annually, on the sessional dates for inclusion in the Calendar.
- To consider and make recommendations to SCAAF on all Calendar changes other than academic.

Membership

President (*ex officio*)

Provost (*ex officio*)

~~Faculty Senator, designate of the Dean of CASHS~~

~~Faculty Senator, designate of the Dean of CSAM~~

~~Faculty Senator, designate of the Dean of Graduate Programs~~

Three Faculty Members*, including:

a) Designate of the Dean of CASHS

b) Designate of the Dean of CSAM

c) Designate of the Dean of Graduate Programs

*two faculty members must be Faculty Senators

University Librarian or designate

Secretary of Senate (non-voting)

Note: The Secretary of Senate, each year at the September meeting of Senate, reports the membership.

Chair: A Faculty representative, elected annually by and from the membership.

Committee Secretary: Secretary of Senate

Recording Secretary: Administrative Assistant – Senate

Quorum: Majority

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

Terms of Reference:

- To review, approve and report to Senate all new calendar descriptions for university administered award programs and all changes to such programs.
- To recommend to Senate policies for governing the adjudication of awards and to make budgetary recommendations.
- To ensure the integration of award and bursary programs with recruiting through the agency of the Assistant Provost.
- To ratify the nominations for all student awards, including scholarships, bursaries, and academic prizes.

Membership:

President (*ex officio*)

~~Provost~~

Vice Provost Student Engagement

Dean, Graduate Programs

College Deans

Dean, Regional Programs

Four Faculty Senators, two from each College

Three Students, including:

- a) a graduate student
- b) an undergraduate student
- c) a student Senator

One Lay Senator

Vice President, External Relations or designate

Associate Registrar – Enrolment Services (non-voting)

Coordinator, Awards and Financial Aid (non-voting)

Development Awards Officer (non-voting)

Secretary of Senate (non-voting)

Chair:	Vice Provost Student Engagement
Committee Secretary:	Coordinator, Awards and Financial Aid
Recording Secretary:	Awards and Financial Aid Assistant
Quorum:	Majority
Reporting Month:	March



Motion Number (assigned by SCS): SCSB20150519.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Miriam Matejova Award be approved.

Effective Date: 2015 – 2016 Academic year

Rationale: To revise the Miriam Matejova Award commencing the 2015-2016 Academic Year with alterations to the Eligibility section as follows:

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: June 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The motion was forwarded to the August 26, 2015 SCSB Meeting as further clarification was required from the donor. The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150519.07

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Miriam Matejova Award

Awards Guide Description/Intent: Miriam Matejova is a UNBC alumnus with an Honours degree in International Studies (2009). As a permanent resident of Canada with no prior Canadian schooling, she had difficulties receiving funding in the first year of her studies – despite her high academic achievements outside of Canada. Since then, she has received many academic and leadership awards from UNBC and wishes to help someone who may be in a similar situation achieve his/her dreams.

Donor: Miriam Matejova and Don Munton

Value: approx. \$1700

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a permanent resident or naturalized Canadian citizen who has completed high school or other secondary school outside of Canada and the United States. Recipient must not have commenced any schooling in Canada or the United States prior to UNBC, including elementary or secondary, and who is starting his/her first Canadian degree at UNBC. First preference will be given to a student enrolled in the Global and International Studies Program. Second preference will be given to a female student. ~~or a student enrolled in the International Studies Program, or a student who is a new post-secondary student.~~

Criteria: Academic excellence and demonstrated financial need.

Conditions: Upon acceptance of the award, the recipient must write a creative letter/story (minimum 1 page) describing why he/she came to Canada (and where from) and why he/she selected UNBC and the particular program he/she is enrolled in. The letter should also include the recipient's future plans, hopes and dreams.

Effective Date: Established 2012

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



Motion Number (assigned by SCS): SCSB20150826.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the definition of the adjudication process and criteria (including eligibility, selection criteria, and tiebreaker information) for the Governor General’s Gold Medal for graduate students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: The attached documents are intended to outline in more detail the adjudication process for the above. There have been multiple questions relating to the adjudication process and what information is considered by the review committee. The attached documents clarify the process, will be included in GGGM calls for applications to all UNBC graduate programs, and will be given to all GGGM review committee members each spring.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: July 14, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.03

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 4 Pages

Approved by SCSB: September 4, 2015
Date


Chair’s Signature

For information of Senate.

Governor General Gold Medal

Eligibility

1. Every graduate program will normally make one nomination for the Gold Medal
2. The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS.
3. Graduation GPA should normally be above 4.10.

Note: The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).

Committee

The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.

Selection Criteria

The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'
2. The quality of the project, thesis, or dissertation and the significance of the results.
3. The quantity and quality of publications and/or awards and/or conference presentations accrued during the nominee's time as a registered graduate student at UNBC in the degree program for which s/he is being nominated.

The GGGM Review Committee will also consider/request the following information:

1. The decision of the oral examination and a list of the revisions required by the examining committee.
2. An evaluation by the external examiner, if available.
3. An independent review of the significance of the research.
4. The time taken to complete the graduate program.

Note: The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

Tiebreaker:

In the event of a tie, the deciding vote will be that of:

1. The appropriate Dean of the College if the tied students are from the same College;
2. The Dean of Graduate Programs as Chair of the review committee.

Detailed Award Information

Award Detail Information

Name:	Governor General's Gold Medal
Description:	
Type:	Graduate Awards
Selection Process:	Selection is made by the Graduate Programs Office
Application Method:	No application required
Apply To:	
Award Criteria:	<p>Donor: The Governor General of Canada Value: Gold medal Number: One Eligibility: Awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program. Selection Criteria: 1. Student's academic record during the degree program. 2. Evaluation of the student's thesis by faculty.</p> <p>In the event of a tie, the committee will consider any additional research that the students may have conducted beyond the thesis and the integrity of the student's program (e.g. number of course withdrawals, incompletes, etc.). Note: Selection of the recipient will be made by a committee chaired by the Dean of Graduate Programs. Established 1996</p>
Accept Applications?:	No
Application Requires Additional Documentation?:	

Detailed Award Information (with changes)

Award Detail Information

Name:	Governor General's Gold Medal
Description:	The Governor General of Canada Gold Medal is awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program.
Type:	Graduate Awards
Selection Process:	Selection is made by the Graduate Programs Office
Application Method:	No application required
Apply To:	
Award Criteria:	<p>Donor: The Governor General of Canada Value: Gold medal Number: One Eligibility: Awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program.</p> <ol style="list-style-type: none">1. Every graduate program will normally make one nomination for the Gold Medal2. The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS3. Graduation GPA should normally be above 4.10. Note: The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree). <p>Selection Committee: The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.</p> <p>Selection Criteria: 1. Student's academic record during the degree program. 2. Evaluation of the student's thesis by faculty. The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:</p> <ol style="list-style-type: none">1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'2. The quality of the project, thesis, or dissertation and the significance of the results.

3. The quantity and quality of publications and/or awards and/or conference presentations accrued during the nominee's time as a registered graduate student at UNBC in the degree program for which s/he is being nominated.

The GGM Review Committee will also consider/request the following information:

1. The decision of the oral examination and a list of the revisions required by the examining committee.
2. An evaluation by the external examiner, if available.
3. An independent review of the significance of the research.
4. The time taken to complete the graduate program.

Note: The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

~~In the event of a tie, the committee will consider any additional research that the students may have conducted beyond the thesis and the integrity of the student's program (e.g. number of course withdrawals, incompletes, etc.).~~

Tiebreaker:

In the event of a tie, the deciding vote will be that of:

1. The appropriate Dean of the College if the tied students are from the same College.
2. The Dean of Graduate Programs as Chair of the selection committee.

~~Note: Selection of the recipient will be made by a committee chaired by the Dean of Graduate Programs. Established 1996.~~

Accept Applications?: No
Application Requires Additional Documentation?:



Motion Number (assigned by SCS): SCSB20150826.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the terms and conditions for the new Master of Engineering in Integrated Wood Design Program Scholarships be approved.

Effective Date: 2015-2016 Academic Year

Rationale: The first cohort of students for the MEng in Integrated Wood Design will be enrolled in January 2016 and approval is sought to implement scholarships which will contribute towards the costs of their tuition. Valued at either \$5,000.00, \$10,000.00 or 15,000.00 each, all students who enroll in each of the first three cohorts of the program (which equates to the first three years) are eligible to apply once at the time of application.

Year	Number of \$15,000 Scholarships	Number of \$10,000 Scholarships	Number of \$5,000 Scholarships	Total Cost
1	5	5	0	\$125,000.00
2	5	5	0	\$125,000.00
3	2	5	5	\$105,000.00

Consideration will be based on academic proficiency or a minimum acceptable level of industrial/business/professional experience. Students must remain in satisfactory academic standing to maintain the scholarship for all three semesters of the program. Funding for these scholarships will come from the Dean of Graduate Programs General Scholarships budget.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: August 17, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.04

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date


Chair's Signature

For information of Senate.

Award Detail Information

Award Name: Master of Engineering in Integrated Wood Design Program Scholarship

Donor: Dean of Graduate Programs

Value: \$5,000.00, \$10,000.00 or \$15,000.00 towards the total cost of tuition for the MEng in Integrated Wood Design Program.

Eligibility: Available to full-time students entering the MEng in Integrated Wood Design Master's program. Students must remain in satisfactory academic standing to maintain the scholarship.

Criteria: Academic proficiency or a minimum acceptable level of industrial /business /professional experience

Application Instructions: Applicants to the program must indicate at the time of application that they wish to be considered for a scholarship.

Note: The scholarships will be administered by the Office of Graduate Programs.

Recipient Selection: The recipients of the scholarships will be determined by a committee chaired by the Dean of Graduate Programs and comprising the Dean of CSAM, the Chair of the MEng Integrated Wood Design Program, and two additional members appointed by the Dean of Graduate Programs with expertise in Integrated Wood Design.

Effective: January 2016, January 2017, January 2018 Program Entries.



Motion Number (assigned by SCSB): SCSB20150826.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Prince George Women's Soccer Association Award be approved.

Effective Date: 2015 – 2016 Academic Year

Rationale: To activate the Prince George Women's Soccer Association Award commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: June 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.05

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Prince George Women's Soccer Association Award

Awards Guide Description/Intent: The donor wishes to support athletes on the UNBC women's varsity soccer team.

Donor: Prince George Women's Soccer Association

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full time student who is a member in good standing of the women's varsity soccer team; attends regular training; and represents the team and school in a professional manner, as determined by the varsity coach.

Criteria: Satisfactory academic standing.

Conditions: Student is unable to receive this award more than once.

Effective Date: Established 2015

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC women's soccer coach.



Motion Number (assigned by SCS): SCSB20150826.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Earl Johnson Memorial Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Earl Johnson Memorial Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: June 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.06

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Earl Johnson Memorial Scholarship

Awards Guide Description/Intent: Miriam Wolfe has established this award in memory of her brother, Earl Johnson. Their relationship with UNBC began in the late 80s as a result of a chance meeting during their summer drive from Oregon to Alaska. She and Earl were having lunch in Prince George and were “accosted” by a group of young people screaming “only five dollars, please, only five dollars”. After receiving an explanation of the request, Earl and Miriam were pleased to discover they were playing a part in the birth of UNBC. Twenty-five years later Miriam and Earl, long-time donors, are included as two of the founding ‘16,000’ who signed the petition that made UNBC a reality.

Donor: Miriam L. Wolfe

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student.

Criteria: Academic excellence.

Effective Date: Endowed 2016

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



Motion Number (assigned by SCS): SCSB20150826.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Tom Dennett Memorial Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Tom Dennett Memorial Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: August 26, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.07

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Tom Dennett Memorial Scholarship

Awards Guide Description/Intent: This scholarship was established in memory of a teacher, mentor, and friend who inspired many students to go on to study science.

Donor: Todd Whitcombe

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time undergraduate student who has transferred to UNBC from Langara College and is enrolled in any science program. First preference will be given to students enrolled in Chemistry, Biochemistry and Environmental Science.

Criteria: Academic excellence

Effective Date: Endowed 2015

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



Motion Number (assigned by SCS): SCSB20150826.08

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the dissolution of the Terms and Conditions for the Northern Capital Sports Society Award be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To dissolve the Northern Capital Sports Society Award commencing the 2015-2016 Academic Year. The donor organization no longer exists.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: August 26, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.08

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 3 Pages

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

Northern Capital Sports Society Award
For UNBC Students
Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



University Advancement
October 2009



**Terms and Conditions for the
Northern Capital Sports Society Award
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to establish the Northern Capital Sports Society Award with the Northern Capital Sports Society. This document outlines the terms and conditions for establishing the Northern Capital Sports Society Award at the University of Northern British Columbia.

CALENDAR INFORMATION:

Award Category: Open

Award Name: Northern Capital Sports Society Award

Calendar Description/Intent:

Donor: Northern Capital Sports Society

Value: minimum of \$1,000

Number: minimum of Four

Placement in which Calendar: Undergraduate

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a member of the UNBC Women's Varsity Soccer Team.

Criteria: Satisfactory academic standing.

Conditions: Recipients must be a current member of the UNBC Women's Varsity Soccer Team.

Application Instructions: Fill out all sections of the Awards Application form.

Effective Date: Established 2009

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

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

The Northern Capital Sports Society will:

- Provide the award funds in the amount of \$7,000 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award(s). This provides UNBC time to withdraw advertising of the award(s) in the Academic Calendar for the upcoming new year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the Donor(s) in the year the University receives the donations.
- Promote and advertise the Northern Capital Sports Society Award in all appropriate external and internal publications.

- Encourage students receiving the award to contact the donor(s) and thank them for their support.
- Provide an annual update on the student recipient(s) by the University President or designate.
- Provide recognition to Northern Capital Sports Society as outlined in the Donor Recognition Brochure (http://www.unbc.ca/giving/recognition_programs.html).
- Make arrangements to re-distribute the funds in the event that the original recipient(s) become ineligible after the first instalment.

Representatives of the Northern Capital Sports Society and the University may meet from time to time to review the terms of this agreement to ensure both parties continue to be satisfied with the partnership. It is understood that the funds of the donation were obtained in a rightful manner and are otherwise unencumbered.

The agreement will commence upon signing of the document. Signed in agreement on behalf of:

Gale E. Russell
Northern Capital Sports Society

George Iwama, President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of _____:

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office
Manager of Treasury Services
Office of University Advancement (2)

First award available in the September semester of 2009



Motion Number (assigned by SCSB): SCSB20150826.10

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the definition of the adjudication process for Academic Distinction for graduate students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To outline in more detail the adjudication process for the above.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: July 14, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.10

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

Academic Distinction

Introduction (UNBC Graduate Calendar Regulation 17)

Each year a very small number of students will be graduated with Distinction. Selection criteria take into account the student's overall academic record and, as appropriate, the quality of the thesis; and are applied by a Dean's Committee on Graduate Honours chaired by the Dean of Graduate Programs. Students do not apply for graduation with distinction.

Eligibility

1. In any one year, all graduate students who have degrees conferred at convocation.
2. Graduation GPA should normally be above 4.10.

Note The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).

Committee

The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.

Selection Criteria

The nomination from the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'
2. The decision of the oral examination and a list of the revisions required by the examining committee.
3. The time taken to complete the graduate program.

Number of Awards

There are normally around 15 awards of academic distinction each year.



Motion Number (assigned by SCSB): SCSB20150826.11

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the payment installments for the Doctoral Dissertation Completion Award be amended such that the total award is \$6,000, with \$4,000 paid during the award tenure and the remaining \$2,000 after successful dissertation completion and defense (as underlined in the attached documents).

Effective Date: August 26, 2015.

Rationale: To better encourage completion within two semesters of the start date of the award. Tying the new payment structure to completion also automatically removes the need for an exceptional application procedure as students may complete in the semester immediately after that for which the award is granted and still receive the remaining \$2,000 allotment.

Proposed by: Kevin D. Smith, Dean of Graduate Programs

Development contact: Kevin D. Smith, Dean of Graduate Programs

Faculty / Academic Department: Office of Graduate Programs

Date: July 24, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.11

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.



UNBC Graduate Programs

Office of Graduate Programs

University of Northern British Columbia

3333 University Way, Prince George, BC V2N 4Z9

Phone: (250) 960-5244 Facsimile: (250) 960-5362

Web: www.unbc.ca/graduateprogrmas FORM: GR 403.1

Doctoral Dissertation Completion Award

Name: Doctoral Dissertation Completion Award

Description: To support UNBC doctoral students in completion of their dissertation.

Area(s) of Study: Unrestricted

Award Amount: \$6000.00 per completion. Successful applicants will receive \$4,000.00 divided over four consecutive monthly installments. The remaining \$2,000.00 will be paid in one lump sum upon successful dissertation completion and defense IF that defense takes place during the semester for which the award is granted or the semester immediately following the semester for which the award is granted. The remaining \$2,000.00 will not be paid if the dissertation is not successfully completed and defended during the semester for which the award is granted or the semester immediately following the semester for which the award is granted.

Note: UNBC Doctoral Dissertation Completion Award holders may exceptionally apply for a second and final award of \$5000 to be run consecutively from the end of the first award. The structure and format of a second application is up to the applicant but it must include an indication of progress and why a second award is deemed necessary.

Eligibility: Doctoral student in good standing with the University. Expect to meet degree requirements within 2 semesters. All course work has been completed. Comprehensive exam completed. Dissertation proposal has been approved. **Research work must be totally complete.** In year 4 or 5 of the doctoral program. No award will be allowed to be carried into year 6.

Student Status: Full-time

Applications: More information can be found on Form GR 403.1. Complete and submit Form GR 403 to the Office of the Dean of Graduate Programs.

Deadlines: March 1, July 1 (first business day following Canada Day) and October 1 annually