

**SENATE MEETING
PUBLIC SESSION
AGENDA**

April 27, 2016
3:30 – 5:30 PM

Senate Chambers (Room 1079 Administration Building)

1.0 S-201604.01

Approval of the Agenda †

Page 1 That the agenda for the April 27, 2016 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-201604.02

Approval of Senate Minutes

Page 8 That the minutes of the March 23, 2016 Public Session of Senate be approved as presented.

3.0 Business Arising from Previous Minutes of Senate

3.1 Removal of Motions from the Business Arising Consent Agenda

“For Approval” Item:

3.2 Senate Committee on Academic Affairs

Dr. Ryan

“For Approval” Item:

Consent **S-201603.11**

Approval of Renewal of the Exchange Agreement between University of Northern British Columbia and University of Bonn, Germany

Page 20 That, on the recommendation of the Senate Committee on Academic Affairs, the motion to renew the Exchange Agreement between University of Northern British Columbia and University of Bonn, Germany be approved as proposed.
Effective Date: Upon approval of the Senate

“For Approval” Item:

Consent **S-201603.12**

Approval of Grade 12 Course Used for Admission - Business/Hospitality Management 12

Page 24

That, on the recommendation of the Senate Committee on Admissions and Degrees, the course Business/Hospitality Management 12 that is being offered at College Heights Secondary School in Prince George be added to the list of recognized Approved Grade 12 courses used for admission to UNBC.

Effective date: September 2016

3.4 **S-201603.14**

Approval of Motions from the March 23, 2016 Consent Agenda

Dr. Keen

That the motions from the March 23, 2016 consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

3.5 **Other Business**

Regular **S-201603.15**

Mr. Clarkson

BE IT RESOLVED THAT Senate requests that the Registrar to investigate and recommend various options for the inclusion of a full-week reading break in the Fall semester prior to the consideration of the 2017/18 academic year.

Regular **S-201603.16**

Mr. Clarkson

BE IT RESOLVED THAT Undergraduate Regulations #50 (Appeals Process) and #5 (Senate Committee on Academic Appeals) be referred to the appropriate committee of Senate for study and provision of recommendations on:

Page 31

- a. Providing for non-adversarial adjudication as an intermediate step in the appeals processes;
- b. Establishing standards of evidence;
- c. Clarifying the reasons for which a grade can be appealed;
- d. Specifying the kinds of remedies which can be sought and awarded by the Senate Committee on Academic Appeals; and
- e. Setting out the procedural rules for hearings of the Senate Committee on Academic Appeals;

AND FURTHERMORE,

BE IT RESOLVED THAT the Undergraduate Regulations and Policies be amended as follows (the amendments can be found on page 85 of the Senate public session meeting package).

4.0 **President’s Report**

5.0 **Report of the Provost**

Dr. Ryan

6.0 **Report of the Registrar**

Ms. Flagel

7.0 **Question Period**

Dr. Keen

8.0 **Presentation — 2016-2017 Proposed Budget**

Dr. Ryan and Mr. Knight

Page 35

The 2016/17 Financial Planning Overview has been included.

9.0 **Removal of Motions from the Consent Agenda**

Dr. Keen

10.0 **Committee Reports**

“For Approval” Items:

- Regular **S-201604.03**
Changes to the Program Requirements - MA Disability Management
 Page 75 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the MA Disability Management on pages 52-54 of the 2015/16 graduate calendar be approved as proposed.
 Effective date: September 2016
- Regular **S-201604.04**
Changes to Post-Diploma Baccalaureate Nursing Program – Electives
 Page 83 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the elective section under the Post-Diploma Baccalaureate Nursing Program on page 173 of the 2015/2016 undergraduate calendar, be approved as proposed.
 Effective date: September 2016
- Regular **S-201604.05**
Changes to Post-Diploma Baccalaureate Nursing Program - Transfer Credit
 Page 85 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Transfer Credit section under the Post-Diploma Baccalaureate Nursing Program on page 173 of the 2015/2016 undergraduate calendar, be approved as proposed.
 Effective date: September 2016
- Regular **S-201604.06**
Changes to Rural Nursing Certificate Program - Transfer Credit
 Page 87 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Transfer Credit section under the Rural Nursing Certificate Program on page 174 of the 2015/2016 undergraduate calendar, be approved as proposed.
 Effective date: September 2016
- Consent **S-201604.07**
Change to Course Description - NURS 458-6
 Page 90 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course description for NURS 458-6 Remote Nursing Certified Practice on page 276 of the 2015/2016 undergraduate calendar, be approved as proposed.
 Effective date: September 2016
- Consent **S-201604.08**
Change to Preclusion - NURS 422-(6, 8)
 Page 92 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the preclusion for NURS 422-(6, 8) First Nations Health and Nursing on page 274 of the 2015/2016 undergraduate calendar, be approved as proposed.
 Effective date: September 2016
- Consent **S-201604.09**
Change to Preclusion - NURS 453-3
 Page 94 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the preclusion for NURS 453-3 Nursing Practice with Older Persons on page 275 of the 2015/2016 undergraduate calendar, be approved as proposed.
 Effective date: September 2016
- Consent **S-201604.10**
Change to Preclusion - NURS 456-3
 Page 96 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the preclusion for NURS 456-3 Mental Health and Addictions on page 275 of the 2015/2016 undergraduate calendar, be approved as proposed.
 Effective date: September 2016

Consent **S-201604.11**
Changes to Preclusion - NURS 457-3
Page 98 That, on the recommendation of the Senate Committee on Academic Affairs, the preclusion for NURS 457-3 Living and Working in a Rural Community on page 276 of the 2015/2016 undergraduate calendar, be approved as proposed.
Effective date: September 2016

Regular **S-201604.12**
New Academic Program Proposal for Civil Engineering Degree and Modification of the Environmental Engineering Degree
Page 100 That, on the recommendation of the Senate Committee on Academic Affairs, the new degree program in Civil and the modification of the Environmental Engineering Degree be approved as proposed.
Proposed Start Date: September, 2017

Consent **S-201604.13**
Renewal of the Agreement of Cooperation between the University of Northern British Columbia and the University of Applied Sciences and Arts, Switzerland
Page 130 That, on the recommendation of the Senate Committee on Academic Affairs, the motion to approve the renewal of the Agreement of Cooperation between the University of Northern British Columbia and the University of Applied Sciences and Arts, Switzerland be approved as proposed.
Effective Date: Upon approval of the Senate

Regular **S-201604.14**
Approval of Pathway Agreements
Page 134 That, on the recommendation of the Senate Committee on Academic Affairs, the following Pathway Agreements be approved as proposed:
Effective Date: Upon the approval of Senate

“For Information” Item:

Report to Senate - External Reviews of Academic Units

Page 194 The following report on the financial cost and process for External Reviews of Academic units is in response to Senate’s request on February 15, 2016.

10.2 Senate Committee on First Nations and Aboriginal Peoples

Dr. Ryan

“For Approval” Items:

Regular **S-201604.15**
The UNBC Aboriginal Service Plan Steering Committee Terms of Reference
Page 198 That, on the recommendation of the Senate Committee on First Nations and Aboriginal Peoples, the UNBC Aboriginal Service Plan Steering Committee Terms of Reference be approved as proposed.
Effective Date: May 2016

Regular **S-201604.16**
The UNBC Elders Protocol
Page 203 That, on the recommendation of the Senate Committee on First Nations and Aboriginal Peoples, the UNBC Elders Protocol be approved as proposed.
Effective Date: May 2016

Regular **S-201604.17**
Approval of the Lheidli T’enneh/UNBC Memorandum of Understanding
Page 207 That, on the recommendation of the Senate Committee on First Nations and Aboriginal Peoples, the Lheidli T’enneh/UNBC MOU be approved as proposed.
Effective Date: April 20

“For Information” Items:

SCSB20160323.04

Approval of SCSB Annual Report

Page 212 That the SCSB Annual Report be approved.
Effective Date: March 2016

10.4 Senate Committee on Nominations

Dr. David Casperson

“For Approval” Items:

Regular

S-201604.18

Recommendation of Regional Representative to Senate

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, be elected to Senate in accordance with Section 3(q)(i) of the Senate Handbook.
Effective date: Immediately upon approval by Senate

SENATE POSITION TO BE FILLED

CANDIDATE

Regional Representative - Peace River-Liard
(March 31, 2019)

Mr. Alan Clay

Regular

S-201603.19

Recommendation of Senate Committee Members to Senate

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: Immediately upon approval by Senate

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

CANDIDATE

Steering Committee of Senate

Faculty Senator (until 03/31/2017)
Student Senator (until 03/31/2017)

Dr. Paul Sanborn
Mr. Echioma Ezedebego

Senate Committee on Nominations

Student Senator (until 03/31/2017)

Mr. Hunter Lowe

Senate Committee on Academic Appeals

Faculty Member — Professional Program (until 03/31/2019)
Graduate Student Senator (until 03/31/2017)
Undergraduate Student Senator (until 03/31/2017)
Student Senator (Aboriginal if possible) (until 03/31/2017)

Ms. Catharine Schiller
Mr. Neil Thompson
Mr. Gurbind Deo
Mr. Simon Bach

Senate Committee on Admissions and Degrees

Faculty Member — Professional Program (until 03/31/2018)
Undergraduate Student (until 03/31/2017)

Dr. Glen Schmidt
Mr. Simon Bach

Senate Committee on Academic Affairs

Faculty Senator (until 03/31/2019)	Dr. Paul Sanborn
Faculty Member — CASHS (until 03/31/2019)	Dr. Catherine Whalen
Faculty Member — Regional (until 03/31/2019)	Dr. Titi Kunkel
Faculty Member — Professional Program (until 03/31/2019)	Dr. Ian Hartley
Graduate Student — CSAM (until 03/31/2017)	Ms. Amy Blanding
Undergraduate Student — CASHS (until 03/31/2017)	Ms. Leah March
Undergraduate Student — CSAM (until 03/31/2017)	Mr. Erik Searle
Regional Senator – (until 03/31/2019)	Mr. Alan Clay

Senate Committee on First Nations and Aboriginal Peoples

Aboriginal Regional Senator (until 03/31/2017)	Mr. Andrew Robinson
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Senate Committee on Honorary Degrees and Other Forms of Special Recognition

Student Senator (until 03/31/2017)	Mr. Erik Searle
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Senate Committee on Regional Policy and Inter-Institutional Relations

Faculty Member (CASHS) (until 03/31/2019)	Dr. Glen Schmidt
Regional Senator (until 03/31/2019)	Mr. Michael Prevost
Regional Senator (until 03/31/2019)	Mr. Alan Clay

Senate Committee on Scholarships and Bursaries

Faculty Senator — CASHS (until 03/31/2017)	Dr. Stan Beeler
Graduate Student (until 03/31/2017)	Ms. Ibukun Olasanmi
Undergraduate Student (until 03/31/2017)	Mr. Echioma Ezedebego
Student Senator (until 03/31/2017)	Mr. Gurbind Deo

Senate Committee on the University Budget

Student Senator (until 03/31/2017)	Ms. Leah March
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Senate Committee on Student Discipline Appeals

Faculty Senator — CSAM	Dr. Brian Menounos
Graduate Student (until 03/31/2017)	Ms. Ibukun Olasanmi
Undergraduate Student (until 03/31/2017)	Mr. Hunter Lowe

“For Information” Items:

Faculty Senator Elected to Senate for position beginning immediately:

Faculty Senator – CSAM (until March 31, 2017)	Dr. Paul Sanborn
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Student Senators elected to Senate for positions beginning April 1, 2016:

Student Senator – Undergraduate (until March 31, 2017)	Mr. Simon Bach
Student Senator – Undergraduate (until March 31, 2017)	Mr. Echioma Ezedebego
Student Senator – Undergraduate (until March 31, 2017)	Mr. Gurbind Deo
Student Senator – Undergraduate (until March 31, 2017)	Mr. Hunter Lowe
Student Senator – Undergraduate (until March 31, 2017)	Ms. Leah March
Student Senator – Undergraduate (until March 31, 2017)	Mr. Erik Searle
Student Senator – Graduate (until March 31, 2017)	Ms. Amy Blanding
Student Senator – Graduate (until March 31, 2017)	Ms. Ibukun Olasanmi
Student Senator – Graduate (until March 31, 2017)	Mr. Neil Thompson

10.5 Senate Committee on the University Budget (no material)

Dr. Whitcombe

“For Approval” Items:Regular **S-201604.20****Revision to SCAAF Membership**

Page 216 That, on the on the recommendation of the Steering Committee of Senate, the Director of the Centre for Teaching and Learning be added as a voting member of SCAAF as proposed.
Effective Date: May 2016

Regular **S-201604.21****Revision to the Senate Handbook – Senate Committee on Scholarships and Bursaries Terms of Reference**

Page 219 That, on the recommendation of the Steering Committee of Senate, the revision to the Senate Handbook for the Senate Committee on Scholarships and Bursaries terms of reference be approved as proposed.
Effective date: April 27, 2016

Regular **S-201604.22****Schedule of UNBC Senate Meetings**

Page 221 That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended as proposed.
Effective Date: April 27, 2016

“For Information” Items:Page 225 **Senate Handbook – Electronic Meetings and Yes/No/Hold Votes**

Page 12 from the Senate Handbook has been included for information.

11.0 **S-201604.23****Approval of Motions on the Business Arising Consent Agenda**

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

Dr. Keen

12.0 **Other Business** (*no material*)13.0 **Information** (*no material*)14.0 **S-201604.24****Move to In Camera Session**

That the meeting move In Camera.

15.0 **S-201604.28****Adjournment**

That the Senate meeting be adjourned.

Motion Number (assigned by
Steering Committee of Senate): S-201603.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to renew the Exchange Agreement between University of Northern British Columbia and University of Bonn, Germany be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The Exchange agreement between our two institutions has been in effect since 2004 and is an active exchange agreement. Renewal of the University of Bonn exchange agreement was recommended by Dr. William Owen as a part of the Memorandum on renewing and Ending International Agreements from March 7, 2013.

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): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201603.11

Moved by: T. Whitcombe

Seconded by: M. Dale

Committee Decision: CARRIED.

Approved by SCAAF: March 4, 2016
Date


Chair's Signature

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

An Agreement of Cooperation Between University of Bonn, Germany and the University of Northern British Columbia, Canada

I. Preamble

University of Bonn and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of undergraduate and graduate students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to academic studies.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate up to three (3) students annually, at the undergraduate or graduate level, to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One student studying for one academic year will be considered equivalent to two students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes for which fees may apply. These are administered by:

- The Director of International Education at UNBC and
- The Resident Director of the International Office at University of Bonn

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Admission requirements and nomination procedures shall be determined by the host institutions.

The host institution has sole discretion to reject any candidates not considered suitable. In such a case, the home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the University of Bonn or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with, and approved by, his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. It is the responsibility of the student to communicate with his/her home university to ensure that courses or credits taken at the host university will be approved or transferred.

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, social fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement come into effect with signing by both universities' designated signatories and will remain in effect for five (5) years unless either of the parties gives notice in writing of desire to terminate it. This Agreement may be varied or modified by mutual written agreement. Either party will be entitled at any time at its absolute discretion to terminate the Programme by giving written notice twelve (12) months beforehand to the other. Such termination will not adversely affect any exchange in effect prior to the effective date of the termination. Each party will ensure that adequate arrangements are made to complete all commitments before the Programme is terminated.

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

For the University of Northern BC

Dr. Michael Hoch
Rector

Date: _____

For the University of Bonn

Motion Number (assigned by
Steering Committee of Senate): S-201603.12

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the course Business/Hospitality Management 12 that is being offered at College Heights Secondary School in Prince George be added to the list of recognized Approved Grade 12 courses used for admission to UNBC.

1. **Effective date:** September 2016

2. **Rationale for the proposed revisions:** The email request to have Business/Hospitality Management 12 considered as an academic requirement for admission is attached. The course details have been reviewed by the Chair of the School of Business, who supports the inclusion of the Business/Hospitality Management 12 as an Academic grade 12 course that can be used toward admission at UNBC. The course outline for BIM 12 is attached.

3. **Implications of the changes for other programs, etc., if applicable:** None

4. **Reproduction of current Calendar entry for the item to be revised:** Approved Grade 12 Courses: Applications of Mathematics, BC First Nations Studies, Biology, Calculus, Chemistry, Comparative Civilizations, Economics, English Literature, Français, Français Langue Seconde-Immersion, French, German, Geography, Geology, History, Japanese, Latin, Law, Mandarin, Math Foundations, Middle Earth 12, Physics, Pre-Calculus, Principles of Mathematics, Punjabi, Social Justice, Spanish, Sustainable Resources, Technical and Professional Communications, Writing.

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":** Approved Grade 12 Courses: Applications of Mathematics, BC First Nations Studies, Biology, Business/Hospitality Management 12, Calculus, Chemistry, Comparative Civilizations, Economics, English Literature, Français, Français Langue Seconde-Immersion, French, German, Geography, Geology, History, Japanese, Latin, Law, Mandarin, Math Foundations, Middle Earth 12, Physics, Pre-Calculus, Principles of Mathematics, Punjabi, Social Justice, Spanish, Sustainable Resources, Technical and Professional Communications, Writing.

6. **Authorization:**

Program / Academic / Administrative Unit: Not Applicable

College: Not Applicable

College Council Motion Number: Not Applicable

College Council Approval Date: Not Applicable

Senate Committee on First Nations and Aboriginal Peoples Motion Number: Not Applicable

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: Not Applicable

7. Other Information

Attachment Pages: 5 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ADMISSIONS AND DEGREES MEETING

Brief Summary of Committee Debate:

Motion No.: SCAD201602.03

Moved by: A. Aravind

Seconded by: J. Sui

Committee Decision: CARRIED.

Approved by SCAD: February 25, 2016
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.



Business/Hospitality Management 12 (BIM 12)

Mr. Rickards, CHSS 964-4431, voice mail box #151- Email: arickards@sd57.bc.ca

Textbook: Big Ideas For Growing Your Small Business. McGuckin. 2nd Ed. /
Canadian Marketing in Action. 7th Edition.

Course Overview

This course gives students 8 credits (4 credits for Entrepreneurship 12 and 4 credits for Business 12). It incorporates the elements of Marketing 11, Entrepreneurship 12 and Business 12 into one single year long course (two semesters). Business/Hospitality Management 12 (BIM 12) studies the development and successful deployment of businesses. This is a practical hands-on course with a large group work component. Students will develop an array of skills surrounding business development; including but not limited to: marketing one's business, finances and borrowing, accounting, marketing practices, money management, human resources and concept development. There is a mandatory applied skills component which includes: certification in Food Safe, Serving it Right and a minimum of 6 practicum hours in our school lunch facility. This course is well suited for students that: are dependable (good attendance is a must), work well with others, like to have the independence to develop and move with their own ideas, are natural leaders and are interested in business, finance or would like to move into some aspect of the hospitality industry.

All businesses begin with the ideas of entrepreneurs. Entrepreneurs identify and explore opportunities, research the resulting ideas, locate and organize resources, and begin to turn their ideas into reality. Business 12 helps students to gain an understanding of the entrepreneurial activities, develop a business knowledge base, strengthen employability skills and develop positive attitudes toward lifelong learning. The objective of this course is to help you capture the entrepreneurial spirit while giving you the knowledge and skills you need to get your idea off the ground. Starting a business is the easy part; the hard part is to avoid floundering in the ins and outs of real day-to-day business. The study of entrepreneurship allows students to understand the fundamental parts of a modern business.

Course Outline and Expectations- Marketing will be incorporated throughout the course year.

1. Group Dynamics/Goal Setting and overcoming Adversity
2. Designing a Business Plan.
3. Food Safe Certification- September 26th, 2015 (8:00 am-3:00 pm)
4. Menu Design-The Marketing Mix. Price and Product Strategies.
Completed by October 5th, 2015
Tillicum Practicum -Week 1 October 13th-16th, 2015
5. Two things are certain. Death and TAXES!!! :(Accounting- "Don't leave home without it" developing an income statement.
Completed October 25th, 2015

6. Costing, pricing, inventory control, evaluation and analysis
7. Research skills- Surveying techniques and data collection
Completed by October 29th, 2015
Tillicum Practicum- Week 2 November 3rd-6th, 2015
8. Psychographics, Demographics, Consumer Buying behaviour, target marketing
9. Advertising and Promotion
10. Market Share analysis
Completed by November 30th, 2015
Tillicum Practicum- Week 3 December 8th-11th, 2015

- Trade Deadline January 12th, 2016- No more than two people can trade teams. Both teams must be in agreement and Mr.Rickards has final say.**
11. Your community profile as a "Nice Person" and low cost marketing to capitalize on. Business Ethics and ethical practices. Introduction to Ethical and Socially responsible marketing.
Tillicum Practicum- Week 4 January 5th-8th, 2016
Completed by January 30th, 2015- Event Marketing Schedule established.

12. Essential skills of an Entrepreneur and do you have what it takes to be successful?
Tillicum Practicum- Week 5 February 16th-19th, 2016
13. Designing an Executive Summary
Completed by March 3rd, 2015
Tillicum Practicum- Week 6 March 8th-11th, 2016
14. Income Statements making and analyzing.
15. Business Plans: The lies we tell our bankers?
Completed by March 31st, 2016
Tillicum Practicum- Week 7 April 5th-8th, 2016

16. Presentation Skill and developing a Professional Pitch.
Tillicum Practicum- Week 8 May 3rd-8th, 2016.
17. Preparing for final project write-up and presentation- Evaluation and analysis.
18. Developing an Employment Portfolio- Criteria. Due June 15th, 2016
Presentations held May 23rd-25th, 2016
May 26th-June 17th, 2016 flex days to complete outstanding reports, employment portfolio's and goal setting reflections.

Business/Hospitality Management 12

MR.RICKARDS

Evaluation

Assignments 30%

Group Work 40%

Tests 30%

Course Work 50%

Practicum 50% (Includes minimum 6 lunches and team ranking 20%/ write-up and presentation 20%/ and 10% for individual team participation)

Essential learning outcomes for class accreditation include:

- 1. Completion of 6 hours in Tillicum for the practicum 70% of practicum-**
- 2. Completion of Food Safe and Serving it Right- No later than by June 1st, 2016**
- 3. Completion of your Employment Portfolio- No later than by June 15th, 2016**

These essential skills listed above do not carry a direct grade but are necessary requirements for class credit. Missing of any of the above will lead to failure of the course.

- Students will be expected to attend all classes. Continued absenteeism will result in a loss of Group Work assessment privileges. Students who miss school continually will be assessed primarily on tests to avoid conflict with other course students.
- All assigned work will be expected on specific dates requested. Late assignments will not be accepted for marks once the assignment has been handed back as marked.
- All students that miss class are responsible for getting missed work from friends in the class; I recommend a buddy system or by coming to Mr. Rickards before or after school. Lunch -time is not an option!
- If a student misses school due to approved circumstances they have 48hours to hand in or make up missed work: all work handed in/completed under these conditions must be accompanied by a note from a parent or guardian with a contact ph#. No exceptions will be made in regards to this policy. No note and ph# = no marks.

Students that are late more than three times will get a phone call home. Continued tardiness after this point will lead to library work or detention.

Bathroom breaks will occur as follows. No breaks given during the first and last twenty minutes of class. During any other time a student may go to the bathroom provided they have the hall pass, however the teacher has final say and may veto this request if he so chooses. No more than one student will be allowed out of the classroom at a time.

It should also be noted that student work habit marks are directly affected by continued tardiness.

4 Lates- work habit mark drops one spot

12 Lates- work habit mark will drop to a "U"

10 or more absences per semester regardless if they are excused - Missing more than 10 classes in BIM 12 can result in withdrawal from the program. Please see Mr.Rickards for more information.

TEACHER COPY!!!

Business/Hospitality Management 12

MR.RICKARDS

Evaluation

Assignments 30%

Group Work 40%

Tests 30%

Course Work 50%

Practicum 50% (Includes minimum 6 lunches and team ranking 20%/ write-up and presentation 20%/ and 10% for individual team participation)

Essential learning outcomes for class accreditation include:

- 1. Completion of 6 hours in Tillicum for the practicum 70% of Practicum-**
- 2. Completion of Food Safe and Serving it Right- No later than by June 1st, 2016**
- 3. Completion of your Employment Portfolio- No later than by June 15th, 2016**

These essential skills listed above do not carry a direct grade but are necessary requirements for class credit. Missing of any of the above will lead to failure of the course.

- Students will be expected to attend all classes. Continued absenteeism will result in a loss of Group Work assessment privileges. Students who miss school continually will be assessed primarily on tests to avoid conflict with other course students.
- All assigned work will be expected on specific dates requested. Late assignments will not be accepted for marks once the assignment has been handed back as marked.
- All students that miss class are responsible for getting missed work from friends in the class; I recommend a buddy system or by coming to Mr. Rickards before or after school. Lunch -time is not an option!
- If a student misses school due to approved circumstances they have 48hours to hand in or make up missed work: all work handed in/completed under these conditions must be accompanied by a note from a parent or guardian with a contact ph#. No exceptions will be made in regards to this policy. No note and ph# = no marks.

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It should also be noted that student work habit marks are directly affected by continued tardiness.

4 Lates- work habit mark drops one spot

12 Lates- work habit mark will drop to a "U"

10 or more absences per semester regardless if they are excused or otherwise in BIM 12 can result in withdrawal from the program. Please see Mr.Rickards for more information.

Parent/Guardian is signing below to acknowledge that they have seen, read and agree to the course listed above and the classroom policies that are listed.

Student Name: _____

Parent/Guardian Name: _____

Signature: _____

Students are required to bring this outline back to Mr. Rickards signed by a parent or guardian by Friday September 18th, 2016.

Motion #2

BE IT RESOLVED THAT Undergraduate Regulations #50 (Appeals Process) and #51 (Senate Committee on Academic Appeals) be referred to the appropriate committee of Senate for study and provision of recommendations on:

- a. Providing for non-adversarial adjudication as an intermediate step in the appeals processes;
- b. Establishing standards of evidence;
- c. Clarifying the reasons for which a grade can be appealed;
- d. Specifying the kinds of remedies which can be sought and awarded by the Senate Committee on Academic Appeals; and
- e. Setting out the procedural rules for hearings of the Senate Committee on Academic Appeals;

AND FURTHERMORE,

BE IT RESOLVED THAT the Undergraduate Regulations and Policies be amended as follows:

50. Appeals Process

All students have the natural and reasonable right to appeal grades given during the term, the final grade of a course, and other academic policies and decisions of the University. The Senate Committee on Academic Appeals is the final adjudicator in such matters. All formal appeals must be made through the Registrar, in writing and with necessary documentation, within ~~15~~**thirty (30)** working days of the receipt of the decision in question. The student's written appeal must state clearly the decision being appealed, the reason(s) why the decision is considered to be unfair, what decision would be considered fair, and why it would be fair. It is incumbent upon the student to advise the University, via the Office of the Registrar, of their current contact information. All written appeals to the Senate Committee on Academic Appeals should indicate whether an in-person hearing is being requested. Otherwise, cases are adjudicated on the basis of the written submissions.

51. Senate Committee on Academic Appeals: Procedures

The Senate Committee on Academic Appeals follows the principles of natural justice. That is, its procedures are fair and open, appropriate to the matter under consideration, and provide the opportunity for those affected to put forward their views fully for consideration by the Committee. Following these principles, the Committee develops its own procedures and practices to conduct appeals and is not constrained by strict rules of procedure and evidence.

Notwithstanding anything in this policy, it is incumbent upon the respondent faculty member to provide a reasonable and appropriate justification for the assignment of all grades, and the Senate Committee on Academic Appeals must rule in favour of the appellant student unless a majority those members in attendance are satisfied, in the presence of clear and convincing evidence, that this standard of proof has been met.

A quorum consists of a majority of voting members, including at least one student member and two faculty members. No faculty or student committee member with previous direct involvement in the case may hear the appeal. The appellant has the right to challenge the neutrality of any member of the Committee scheduled to hear his/her appeal. The Chair, with the advice of the Committee, will rule on the validity of the challenge.

If the appellant requests an in-person hearing, the interested parties (e.g., the course Instructor(s), Chair and/or Dean) will be notified and may also appear at the appeal, when available. Appeals shall be based on the appellant's written submission (all relevant evidence and documentation related to the matter which is under appeal, and all relevant information contained in the student record). New evidence cannot be presented at the hearing **unless it was not reasonably available to the student at time the appeal was first filed.**

If the appellant asks to be present at the hearing yet fails to appear before the Committee on the appointed day and time, the Committee may, without further notice, proceed to hear the appeal based on the written submission. If there are compassionate or medical grounds for nonappearance, the Chair or the Secretary to the Committee must be notified immediately. ~~The Chair will determine the acceptability of these grounds and whether~~ **and** the appeal hearing should **will** be postponed.

All hearings are held in the strictest confidence and normally are attended only by members of the Committee and the parties to the particular appeal. **Members of the Senate Committee on Academic Appeals shall agree to be bound by a confidentiality agreement with respect to their participation in adjudicating appeals.** Upon written notification to the Senate Committee on Academic Appeals, appellants may be accompanied by an additional party ~~for the purpose of personal support~~ **who may support them during the proceedings and assist in their representation.**

Neither the appellant nor the University shall have the right to representation by legal counsel during appeal hearings ~~except by permission of the committee Chair. The Chair, at the Chair's sole discretion, may allow legal representation where he or she judges the circumstances of the case to be exceptional.~~

The Secretary to Senate, in consultation with the Committee Chair as appropriate, reviews each request to hear an appeal before any hearing or adjudication. This review is intended to ensure that the nature of the appeal is consistent with the mandate of the Committee and to ensure that the appeal is ~~both valid~~ **process has been followed properly** and could not be resolved by other

means. In some instances the review may lead to a reversal of the decision before review, while in other instances it may indicate ~~there are insufficient grounds for an appeal or~~ that further documentation is required. In all cases, however, any decision to ~~hear or not to hear~~ **pursue** an appeal rests with the ~~Committee~~ **student**.

The Senate Committee on Academic Appeals reviews decisions made at lower levels when requested to do so by the appellant. Normally it rules in two areas. It considers whether appropriate and fair adjudication was exercised in respect of a case and, where it concludes that there was unfairness, it may direct a readjudication using a procedure that it prescribes as being appropriate and fair. It considers whether the penalty assessed was consistent with University Regulations and practice and was not pernicious and, where it concludes that there was a lack of consistency or an unreasonable response, it may state its concerns clearly and direct a reconsideration. The Committee may act, whether a reconsideration has been directed or not, to overturn or to support a decision, **or make additional rulings on the appeal at its discretion.**

Only members of the Senate Committee on Academic Appeals may cross examine witnesses, including the student and respondent with respect to their oral and written submissions, for the purposes of establishing the veracity of claims or making further enquiries with a view to understanding the truth of the matter under their consideration.

Whatever the matter under consideration, the Committee and all parties to the appeal are provided by the Registrar with the same information, sufficient to permit a meaningful hearing. The Committee maintains a record of its deliberations and provides the reason(s) for its decisions **in writing to both parties.**

52. Appeal of Term Grades While Course is in Progress

Students who have reason to believe their term grade, while a course is in progress, is inaccurate **or unfair** should meet with their course instructor immediately. If both the instructor and the student agree, on the basis of an informal review, the matter is thereby concluded and a change of grade is submitted if necessary.

Students who wish to appeal grades other than final grades, formally, should initiate the following process:

- a) The student obtains an Academic Appeals Form from the Office of the Registrar and submits it to the Program Chair.
- b) The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.
- c) If no resolution favourable to the student is reached within seven working days, the Chair, without delay, submits the form to the Dean.
- d) If no resolution acceptable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.

- e) At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.

An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals.

53. Appeal of Final Grade

Students who have reason to believe their final grade in a course, once released by the Office of the Registrar, is inaccurate **or unfair** should meet with their course instructor immediately, if possible (see Academic Regulation 41). If instructor and student agree, on the basis of an informal review, the Office of the Registrar is advised of a grade change and the matter is thereby concluded.

Students who wish to appeal their final grade, formally, should initiate the following process:

- a) The student obtains an Academic Appeals Form from the Office of the Registrar and forward submits it to the Program Chair.
- b) The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.
- c) If no resolution favourable to the student is reached within seven working days, the Chair, without delay, submits the form to the Dean.
- d) If no resolution acceptable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.
- e) At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.

An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals. Evaluation of a student's academic performance for continued enrolment will not be done prior to the completion of a grade appeal process, if the grade in question is pertinent to the said evaluation.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

2016/17 Financial Planning Overview

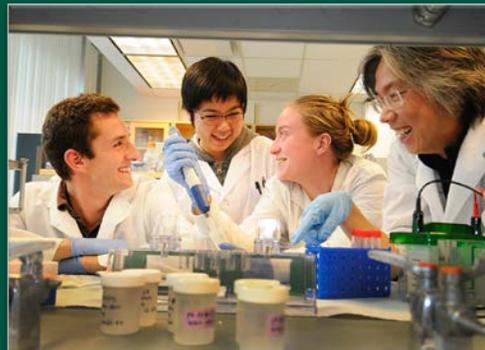


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Part 1: 2016/17 Planning Context and Financial Overview

1.1. Towards a Sustainable Future

The University of Northern British Columbia (UNBC) celebrated its 25th anniversary in June 2015, and is now positioning itself for a robust and sustainable future. Last year's planning context refers to a period of transition and the need for a "new" beginning to a great start. It has been a tremendous new beginning and accomplishment for UNBC to be #1 in Canada in the Maclean's Magazine rankings in our category. This recognition reinforces that we have every reason to believe in ourselves. Our determination, our talent, and our engagement with each other and the community, will allow us to continue to achieve our vision.

It is time for action, leadership, and building capacity within the institution. It begins with the onboarding of the Vice-President Finance and Business Operations and the Vice-President Advancement and Communications; creating a clear vision, understanding of the goals and objectives of the university's operations, and bringing fundraising to the forefront of all portfolios within the university.

In 2016/17, work will begin to integrate five priority components of the planning process: Academic Plan, Research Plan, Administrative Plan, People Plan and Strategic Enrolment Plan. Each component will integrate and align within the university's long-term strategic plan and includes continued commitment to openness and dialogue.

A part of leadership and building capacity at the university is to create a new Senior Leadership Forum, led by the Provost and Vice-President Finance and Business Operations. It will focus on emerging priorities and advancing cross-portfolio initiatives that align with the mission of the university. This forum will replace the current President's Council and will provide oversight and prioritization of strategic business opportunities, projects and initiatives that will inform the context in which the college, academic, and administrative support units will develop their individual plans. Together, the priorities and unit plans will inform the development of the budget-planning framework.

As we forge ahead with this critical work, our emphasis will be on building an integrated plan that focuses on a new academic plan, new relationships, new structures, and a budget that aligns resources to priorities.

This report has several purposes:

- Present the 2016/17 Financial Overview and Budget Framework to the Board of Governors for approval.
- Highlight the 2016/17 interim planning themes that will transition UNBC towards an integrated university Plan.
- Develop a status quo budget to continue Academic planning; budget allocations will allow units to maintain existing service levels.
- Explain the use of non-recurring adjustments as an interim solution to resolve the financial deficit until the planning process is complete.
- Explain the process for the Strategic Priorities Fund (one-time) to deal with short-term priorities, issues and projects at the department and institutional levels.

1.2. Environmental Scan

The planning environment for the university remains largely unchanged from 2015/16. The following are some key elements of UNBC's internal and external environment:

- Northern British Columbia continues to experience a consistent decline in the number of high school students.
- FTE enrolment and related tuition fee revenue continues to decline.
- Domestic tuition fee increases continue to be restricted to 2%.
- The Government of B.C. continues to reinforce the direction through the Skills for Jobs Blueprint, requiring a proportion of the university's operating grant to be directed towards programs that support the 2024 Labour Market Outlook priority set occupations.
- The Provincial operating grant will increase only for salary adjustments that fall within the Economic Stability Mandate.
- Research funding has declined for many universities, including UNBC.
- A poorly performing Canadian dollar.

Part 2: 2016/17 Integrated Planning Overview

During this transition year, the university is placing particular emphasis over the next three years on the following themes to advance the vision of the institution and integrated planning to create a foundation for success:

1. Academic: Quality through Planning
2. Research: Attracting the very best across the country and around the world
3. Destination University: Enrolment strategies for attracting, retaining and supporting student success
4. Indigenization: Engaging Aboriginal communities
5. Internationalization: Enhancing the university's global presence and prominence
6. Culture Shift: Building relationships through openness and dialogue
7. Budget: Preparing for Transition
8. Strategic Priority Funding: One-Time Allocations

2.1. Academic: Quality through Planning

The recent endorsement of *“Developing a New Academic Plan – Phase I Planning Framework”* by Senate in February 2016, will help to set the context of the Phase II academic planning process. Phase II was officially launched by the Senate Committee on Academic Affairs (SCAAF), which developed the principles and activities of each of the five Action Planning Groups (Faculty Renewal, Student Experience and Pedagogy, Enrolment Initiatives, Academic Structure, and Academic Administrative Organization). Senate approved the principles and membership of the Action Planning Groups in March 2016, and work is beginning on the selection and appointment of the members.



DEVELOPING A NEW ACADEMIC
PLAN – PHASE I
“PLANNING FRAMEWORK”

FEBRUARY 19, 2016

Available documents:

- Developing a New Academic Plan – Phase I “Planning Framework”
<https://our.unbc.ca/sites/IntegratedPlanning/academicplanning/Shared%20Documents/February%202024%202016%20Academic%20Planning%20Phase%20I%20version%201.13%20Approved%20by%20Senate.docx?Web=1>
- Action Planning Groups
<https://our.unbc.ca/sites/IntegratedPlanning/academicplanning/Shared%20Documents/2016%20April%202012%20Academic%20Plan%20-%20Action%20Planning%20Groups%20V%201.4%20Revised%20and%20Approved%20by%20Senate.pdf?Web=1>

The outcome of this process is to deliver a revitalized, effective and meaningful academic plan that will help transform us into the UNBC of tomorrow. This disciplined planning will help us anticipate the impact of several factors (student demographics, labour market projections, and recruitment and retention strategies) on programming and delivery. The implementation of this component of the integrated university plan will begin in 2016/17, with full implementation expected in 2018/19.

2.2. Research: Attracting the Very Best Across the Country and Around the World

Last Fall, President Weeks reiterated the importance of the research portfolio:

- It helps the university attract and retain the very best faculty and students.
- It has an indisputable impact on students.
- It highlights UNBC’s value as a research-intensive university in B.C.
- It engages and encourages faculty at UNBC to become leaders in their field.

One of the best messages we have at this university is the ability of our undergraduate and graduate students to become meaningfully involved with significant research projects. This experience provides them not only with a truly experiential method of learning, but it helps them develop the leadership capacity required to succeed in an ever-changing world.

The following are some examples of engagement in research at the university:

- The internal Rapid Access Research funding opportunity from the Office of Research saw more than 25 applications from faculty members of both colleges apply in the areas focused on NSERC and SSHRC research activities. Following a review by the committee, 20 applications were awarded funding totaling \$115,105. The objective of this funding opportunity is to facilitate faculty members acquiring data to support a larger external grant application.
- The Tri-institute (CDI, HRI and NRESi) Cumulative Impacts Research Consortium (CIRC) recently awarded a grant from the SSHRC as part of the Knowledge Synthesis Competition entitled, “*A scoping review on the community impacts of unconventional natural gas development in northern British Columbia*”.
- The Research Data Centre, located in the Geoffrey Weller Library, is in its final planning and implementation phase. This collaborative partnership with Northern B.C. Researchers, UNBC and other

funding partners is planning to open their doors in September 2016. The following is a summary of the benefits to Northern B.C. researchers:

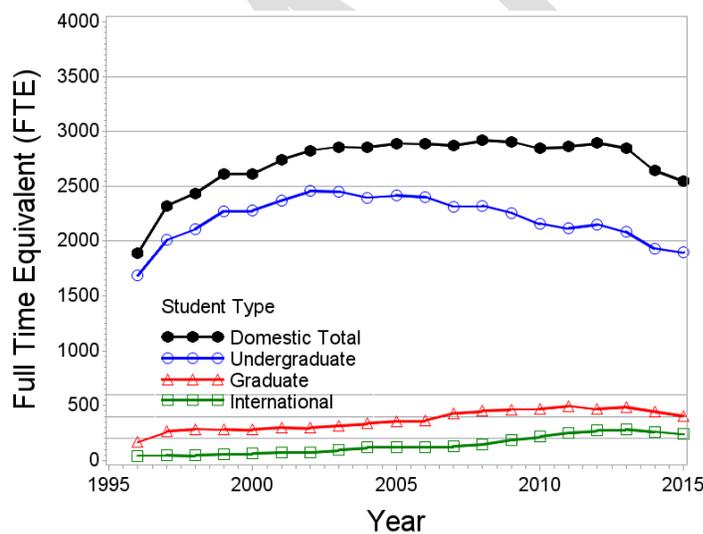
- It enhances UNBC’s research credentials and grant opportunities.
- It supports solid evidence-based decision-making in Northern British Columbia.
- It improves data access by giving researchers across the country access, free-of-charge, to detailed micro-data from an increasing range of survey, census and administrative data.

The last update to the UNBC Strategic Research Plan was in 2010; this plan will continue until 2017. The university will begin updating the plan immediately to reflect the ongoing direction of existing areas of research, add new areas of focus, and align with the development and implementation of the Academic Plan.

2.3. Destination University: Strategic Enrolment Planning

With increasing competition from post-secondary institutions across the province, an aging demographic in the region, and declining enrolments, it is vital to the future success of UNBC to develop a strategic enrolment plan. The following graphs illustrate the current FTE and Headcount at the university:

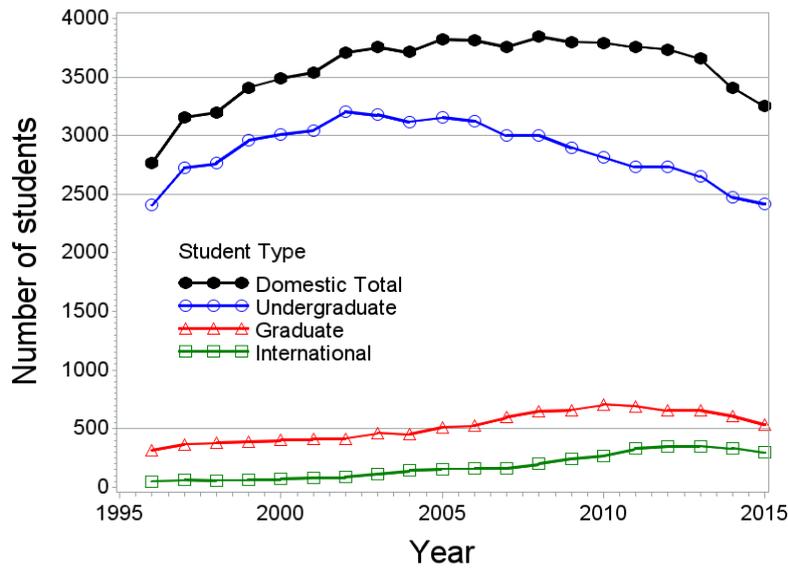
Figure 1 - Student FTE



Notes:

- Includes student headcount for all courses and programs leading to degrees.
- Excludes interest only, certificate programs, continuing studies, etc.
- Domestic Total = Undergraduate + Graduate (Domestic only)
- International = Undergraduate + Graduate (International only)

Figure 2 - Student Headcount



Notes:

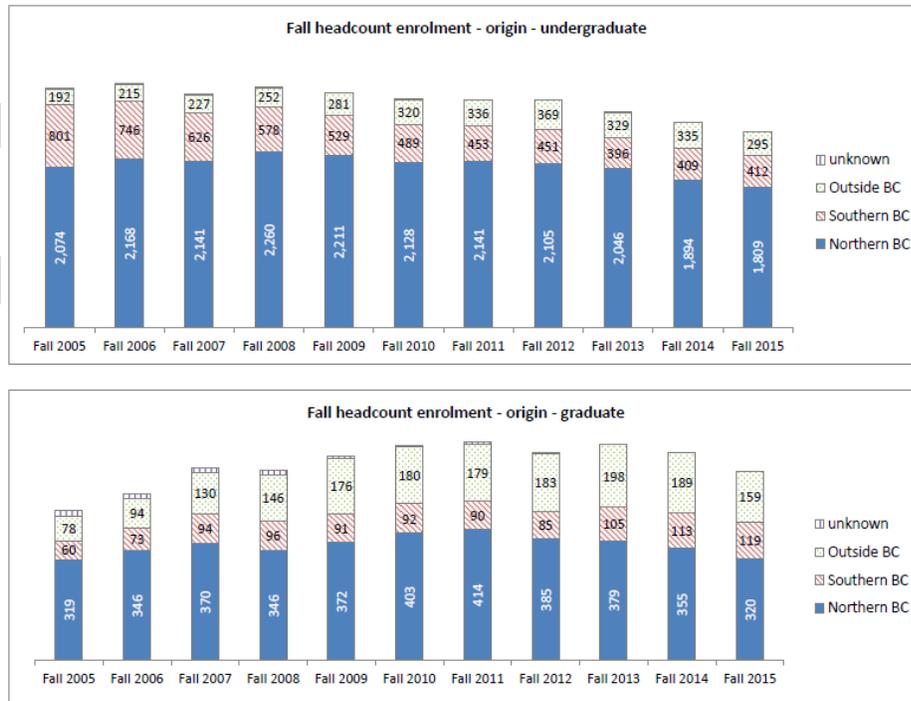
Includes student headcount for all courses and programs leading to degrees.

Excludes interest only, certificate programs, continuing studies, etc.

Domestic Total = Undergraduate + Graduate (Domestic only)

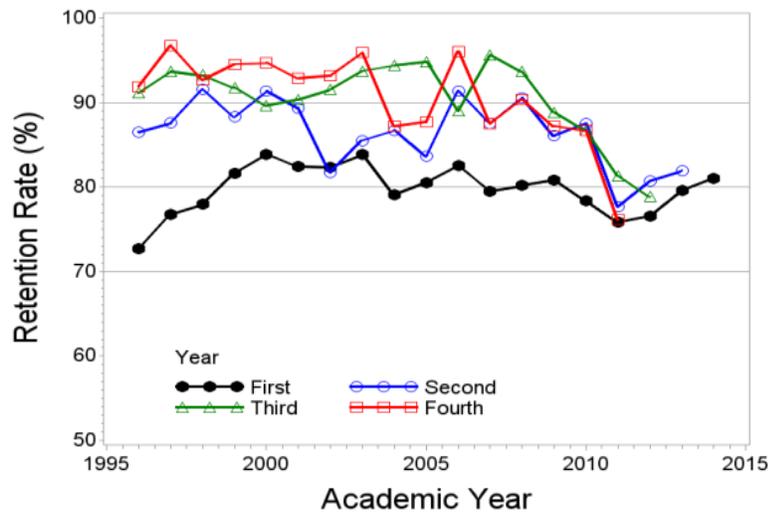
International = Undergraduate + Graduate (International only)

Figure 3 - Student Headcount by Origin



We must continue expanding the university’s efforts in the recruitment of transfer students, Aboriginal learners, and international students, while expanding its reach into other domestic and international markets. These recruitment efforts must be coupled with continual retention efforts (efficiencies, messaging and student experience) to support the academic, personal, and social growth of our current students.

Figure 4 – Student Retention



Notes:

Includes student headcount for all courses and programs leading to degrees.
Excludes interest only, certificate programs, continuing studies, etc.

Under the sponsorship of the Provost, the university will focus on the development of a strategic enrolment plan that addresses recruitment, retention, marketing tactics, and multi-channel outreach with current and prospective students and alumni. This strategy will be enhanced by input from the Enrolment Initiatives Action Planning Working Group.

2.4. Indigenization: Engaging Aboriginal Communities

As previously referenced by President Weeks, the release of the Truth and Reconciliation Commission’s recommendations have informed us as a nation as to the state of affairs regarding Aboriginal people. This process has reinforced that true engagement on issues regarding Aboriginal affairs is critical. To help advance this priority, we are actively engaging community partners in developing strategic Aboriginal programs and services as part of an Aboriginal governance and community relations strategic plan:

- Facilitate a strategic renewal of the First Nations Centre to ensure Aboriginal learners’ academic, personal, community, and cultural needs are being addressed.
- Work with Ministry of Advanced Education to support the Aboriginal Service Plan objectives related to enhancing Aboriginal learners and community participation in university-level education.
- Respond to the recommendations put forward from the Truth and Reconciliation Commission (TRC) and create a university partnership with the National Centre for Truth and Reconciliation (NCTR).

- Renew the Aboriginal transitions program to enable success for Aboriginal learners transitioning to the university.
- Lead the Lheidli T'enneh Translation Initiative to have UNBC campus signage translated into the Lheidli dialect of the Dekelh (Carrier) language.

This work contributes to an important area of Aboriginal engagement at UNBC and provides cohesive support for UNBC as the institution moves forward with building relationships, sustaining programming, and providing unique and innovative opportunities for students, staff, faculty and communities in the UNBC region.

2.5. Internationalization: Enhancing the University's Global Presence and Prominence

Internationalization is imperative to UNBC as it enhances all campus life and advances the institution's external frames of reference, partnerships and relations. "There's no questioning the value international students bring to our campuses, both from a student enrolment perspective as well as the impact they have on our domestic students. The cultural diversity and exposure to differing perspectives and traditions make UNBC a richer environment while exposing us all to the realities of operating educational and business ventures on a global scale" - UNBC President Daniel Weeks, December 11, 2014.

This commitment to internationalization enhances UNBC's global presence and prominence, which is confirmed through the following actions to infuse international and comparative perspectives throughout the teaching, research and service missions of UNBC:

- Enhance the university's value proposition globally through teaching, research and service missions.
- Respond to international student demand for Canadian learning opportunities.
- Provide exchange opportunities for students, staff, and faculty.
- Ensure international engagement and raise cultural awareness.
- Work with the Ministry of Advanced Education to support British Columbia's International Education Strategy, which aims to position the province and its residents to benefit from the socio-cultural and economic opportunities that flow from international education.
- Enhance current international programming and services to increase enrolment and retention.
- Achieve brand recognition and international prominence.

The aforementioned will inform the development of a progressive International Strategic Plan that focuses on international research engagement, student enrolment, mobility and sustainability. This plan will be developed through extensive engagement with all members of the UNBC community.

2.6. Culture Shift: Building relationships through openness and dialogue

Building trust, encouraging forward thinking and creating energy are possible through meaningful conversations. Forming this new relationship began last fall with the introduction of integrated planning at UNBC and extensive community engagement. *Phase I – Towards Developing a New Academic Plan* represents the foundational work, the collective ideas, and thoughts of our community. The Town Hall sessions allow us to respond to emerging issues, provide clarity and understanding around financial information, and develop an environment of

openness and cooperation. In keeping with this theme, the Board of Governors and Senate are collaborating on better ways to move the mission of the university forward through effective governance.

The university will launch an Employee Opinion Survey to establish baseline data with respect to how faculty and staff view their work environments. The university will use this data to provide feedback to unit leaders and to develop a people plan that will inform the university's integrated plan. To support positive and productive work environments a performance framework will be developed to identify job-specific accountabilities and competencies and promote feedback and development. This work will begin with the leaders of the organization in 2016, and will build over a multi-year timeline.

Together, we can shift our culture towards a more positive and productive dialogue.

2.7. Budget: Preparing for Transition

While we cannot ignore our financial challenges, we cannot let them define us. Therefore, the university will implement a status quo budget for 2016/17, allowing us time to continue the development of the Academic Plan. In the absence of this critical Plan, our ability to set the direction and move UNBC decisively forward to a sustainable financial model is limited.

For this fiscal year, the budget planning team used feedback from the Town Hall sessions and budget holder meetings to gain an understanding of the current pressures and priorities. This information helped inform the final development of the proposed 2016/17 Consolidated Operating Budget presented in Part 3.

The university remains committed to developing a new budget model that will lead to less centralization and greater accountability. The ultimate goal is to present a fully consolidated university budget that incorporates all areas of the university's financial operations by 2018/19.

In addition to the development of a consolidated budget, the university will present supplemental reporting that will provide in-depth detail. For example, the university will provide information regarding actual performance relative to budgets over a five-year period. To ensure consistency and comparability of data over time, the university will publish supplemental reports by September 30 of each year, based on final March 31 fiscal year end information. Financial reports will continue to be available through various links found at www.unbc.ca/finance and www.unbc.ca/reports.

2.8. Strategic Priority Funding: One Time Allocations

As outlined in the 2015/16 framework, the university continues to generate surpluses primarily through vacancy management within the current budget framework. The university will continue to use this source of funding to deal with the short-term priorities, issues and projects at the department and institutional levels. Contingent on the university's year-end financial position, Strategic Priority Funding allocations will be distributed to allow for more decentralized decision-making. The overarching principles, in support of the university's strategic priorities, will help guide the approval of expenditures. The distribution of funding will occur annually in June.

This will coincide with the university's report on the use of the previous year's Strategic Priority Funding in June, when new allocations are distributed.

The following are types of strategic and operational one-time expenditures in 2015/16:

- Creating a one-stop shop for student communication, access, information and service through the new student portal.
- Continuing the IASK pilot program through the College of Arts, Social and Health Sciences.
- Advancing the Phase I Academic Planning process and providing support to the Academic Planning Committees.
- Expanding and advancing Aboriginal partnerships and activities through the Senior Advisor to the President on Aboriginal Affairs.
- Continuing First Nations counselling services through Student Engagement.
- Providing interim support to advance the development of the integrated budget and planning framework.
- Creating the University Secretary and Governance structure.
- Supporting the creation of a Data Research Centre at the Geoffrey Weller Library.

Part 3: 2016/17 Budget Planning (Three-Year Plan)

Part 3 outlines the budget framework for those areas of the university that require a Board-approved budget. It also sets out a financial plan for other areas of UNBC’s comprehensive financial operation.

As outlined in Part 1, the Academic Planning process is still underway. Therefore, the 2016/17 budget framework is not yet informed by this, or other associated consultative and integrated planning processes.

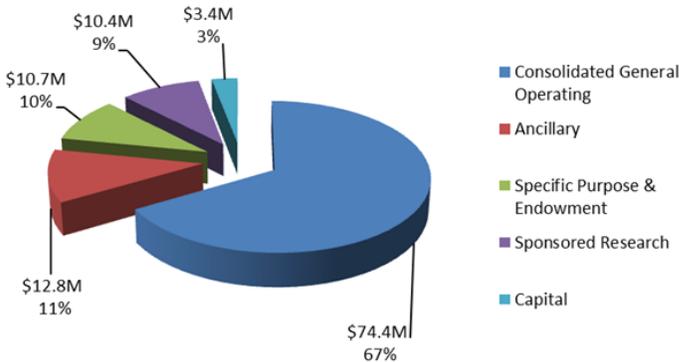
3.1. Comprehensive Financial Operations

UNBC is responsible for the financial stewardship of more than \$100 million in total annual revenue. To enhance accountability, budgetary control, and stewardship of resources, UNBC maintains separate funds for its many diverse activities:

- Consolidated General Operating Fund – includes the general operations of the university and the Northern Medical Program.
- Ancillary Services Fund – includes the operation of service areas that are considered self-funding, such as Retail Services, Continuing Studies, Conference and Events, Residence, Parking and Security, and English Language Studies.
- Specific Purpose and Endowment Funds – includes conferences, special projects, Aboriginal Service Plan allocations, endowed chairs, student awards, and the Northern Medical Programs Trust.
- Sponsored Research Fund – includes external grants provided specifically for research.
- Capital Fund – all minor and major capital projects funded by both internal and external sources, and the cost of depreciation of capital assets.

For 2014/15, the total actual revenue for UNBC covering this comprehensive picture was \$111.7 million and was distributed across the above funds as follows:

Figure 5 – Total Revenue by Fund (2014/15 - \$111.7M)

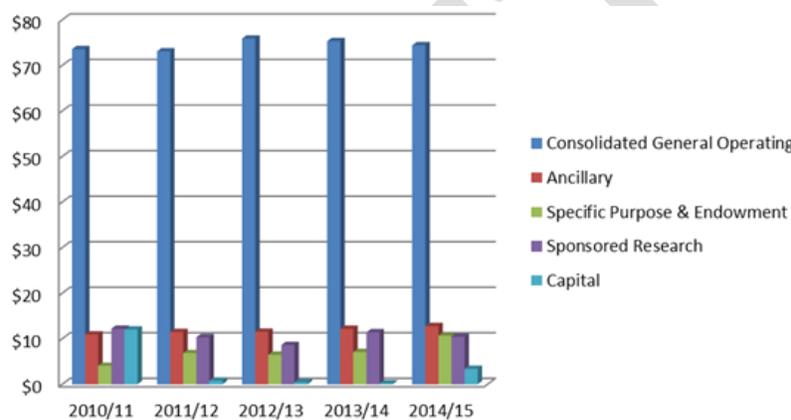


Note: For the purpose of financial statement reporting, revenue that is restricted for specific purposes other than those for the acquisition or development of depreciable tangible capital assets are recorded as deferred contributions and recognized as revenue in the year in which the stipulation or restriction on the contributions have been met. Due to application of this accounting principle, the revenue reported for the fiscal 2015 financial statements was \$105.4 million.

Total revenue across all funds increased by \$5.5 million or 5.2% from the prior year. This growth was the net result of increases in specific purpose & endowment and capital funding of \$3.6 and \$3.2 million respectively, plus net revenue decreases in other funds. The Consolidated General Operating Fund experienced a moderate net decrease primarily due to the operating grant reduction and the changes in enrolment levels. Ancillary, Specific Purpose and Endowment, and Capital Funds enjoyed increases mainly because of additional revenues from conferences and continuing education activity, a large donation to set up a new Endowed Chair, investment income and strong financial markets, and new funding for capital projects respectively. The sponsored research revenue decrease was due to a net decrease in research grants across a number of research projects.

The following chart summarizes revenue by fund over the past five years:

Figure 6 – Total Revenue by Year (2010/11 – 2014/15)



3.2. Resource Allocation Recommendation and Fund Information

This document outlines the high-level financial plans for a three year planning cycle; however, the focus is on resource allocations for the 2016/17 year, and specifically requests Board of Governors’ approval of:

- 2016/17 Consolidated General Operating Budget Framework
- 2016/17 Ancillary budgets

Note: The tuition and fee revenues included in the above are based on the fees approved at the March 18, 2016 Board of Governors meeting.

Budgets for Sponsored Research Funds are individually approved by external organizations, such as federal and provincial granting agencies. Budgets for Specific Purpose Funds are either approved by external agencies (when funded externally) and/or by individual programs and internal committees (when funded internally). Budgets for Endowment funds are based on projected investment income. The Board of Governors, prior to project commitment, approves each major capital project. Budgets that are approved externally are included in this plan to provide a more complete financial picture of the institution.

Activities related to Sponsored Research, Capital and Specific Purpose Funds, and their impact on the general operating budget are estimated and reflected in the operating budget where appropriate.

3.3. Consolidated General Operating Budget

3.3.1. Planning assumptions

The 2016/17 Budget has been developed based on the following assumptions:

- UNBC must present a balanced budget.
- Budget allocations will allow units to maintain existing service levels and will provide time to enable the development and implementation of new planning processes that will establish future priorities.
- There will be no government funded undergraduate FTE growth.
- Undergraduate and graduate tuition rates will increase by 2% as per the Ministry of Advanced Education’s Letter of Expectation and as previously approved by the Board of Governors.
- There will be no change to the provincial operating grant (excluding the amounts targeted for compensation increases). It is assumed that the province will fund 100% of salary increases that fall within the recent provincial bargaining mandate.
- The Federal Research Support Fund (formerly indirect costs of research program) will remain at the previous year’s budgeted level.
- The Routine Capital Fund will remain at the 2013/14 levels of \$242,000.
- Salary savings at least equal to last year’s amount will be used to balance the budget.
- FTE enrolment levels will remain at the same level as in 2015/16 for the three-year period (see Figures 1 and 7.) This projected enrolment level with 2% tuition rate increases applied annually will result in closing the gap between actual and budgeted tuition revenues over the three-year planning cycle. Any future changes to this forecast will be based on the integrated planning outcomes.

Figure 7 – Annualized FTE by Fiscal Year

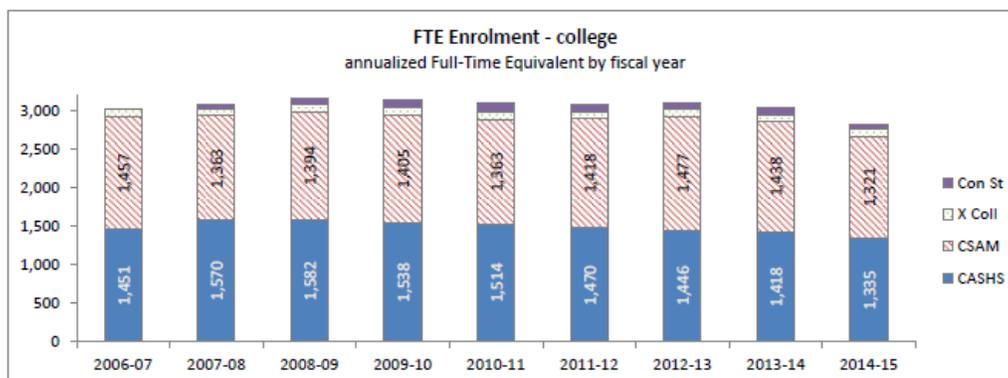


Figure 8 – Annualized FTE by College, Level

FTE Enrolment - college, level

annualized Full-Time Equivalent by fiscal year

college, level	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
College of Arts, Social & Health Sciences															
undergraduate	758.07	846.42	1,018.68	1,111.60	1,175.30	1,091.32	1,225.22	1,295.40	1,296.72	1,233.48	1,177.67	1,106.23	1,102.78	1069.72	1024.28
graduate	211.78	220.07	206.00	208.44	216.22	206.89	225.56	274.78	284.89	304.22	336.22	364.11	343.44	348.56	310.89
CASHS total	969.85	1,066.49	1,224.68	1,320.05	1,391.52	1,298.21	1,450.77	1,570.18	1,581.61	1,537.71	1,513.89	1,470.34	1,446.23	1418.27	1335.16
College of Science & Management															
undergraduate	1,420.32	1,430.17	1,365.49	1,315.87	1,286.17	1,248.28	1,298.93	1,180.53	1,185.93	1,202.43	1,171.35	1,225.12	1,284.68	1224.13	1093.37
graduate	69.78	79.33	84.22	97.89	138.06	147.00	157.67	182.89	208.56	203.00	191.44	193.11	192.56	213.89	228.11
CSAM total	1,490.09	1,509.51	1,449.71	1,413.75	1,424.22	1,395.28	1,456.60	1,363.42	1,394.49	1,405.43	1,362.79	1,418.23	1,477.23	1438.02	1321.48
Cross College															
undergraduate	167.33	247.34	189.27	177.97	151.90	266.13	109.17	76.93	96.77	89.50	88.63	83.87	83.80	79.20	86.43
graduate	4.00	5.89	6.11	3.89	5.89	4.89	4.67	4.11	2.78	3.78	5.67	4.89	3.33	5.67	3.89
X Coll total	171.33	253.23	195.38	181.86	157.79	271.02	113.83	81.04	99.54	93.28	94.30	88.76	87.13	84.87	90.32
Continuing Studies															
Con St undergraduate credit								52.10	77.53	101.47	116.80	89.67	80.47	86.20	76.33
UNBC															
undergraduate	2,345.72	2,523.93	2,573.44	2,605.43	2,613.37	2,605.73	2,633.32	2,604.96	2,656.95	2,626.88	2,554.45	2,504.88	2,551.72	2459.25	2280.41
graduate	285.56	305.29	296.33	310.22	360.17	358.78	387.89	461.78	496.22	511.00	533.33	562.11	539.33	568.11	542.89
UNBC total	2,631.27	2,829.22	2,869.77	2,915.66	2,973.53	2,964.51	3,021.21	3,066.74	3,153.17	3,137.88	3,087.78	3,066.99	3,091.06	3027.36	2823.30
change from previous year			1.4%	1.6%	2.0%	-0.3%	1.9%	1.5%	2.8%	-0.5%	-1.6%	-0.7%	0.8%	-1.3%	-8.7%
undergraduate international tuition FTE (included above)															
	48.44	60.37	60.10	80.74	102.77	96.50	91.80	90.47	99.30	133.10	153.50	183.13	202.77	194.17	169.93

Notes:

- 1) annualized Full-Time Equivalent converts enrolment to the number of students carrying a normal full credit load for the year
- 2) student = person who was enrolled in at least one UNBC credit course during the year
- 3) fiscal year - FTE was calculated from course enrolments in Summer semester (at September 1) + Fall semester (at November 1) + Winter semester (at March 1)
- 4) undergraduate international tuition FTE were included; Northern Medical Program was excluded

Note 1: FTE definition

Annualized FTE short definition:

UG + Continuing studies = total semester FTE / 2

GR = total semester FTE / 3

Semester FTE: Semester FTE is calculated by taking a student's semester credit total and dividing by the standard full course load credit total. Generally speaking for undergraduate students this would be semester total/15. For graduate students if they are taking 6 or more credits they are 1FTE and if they are taking less than 6 credits they are 0.333FTE. PhD students get 1 FTE per semester regardless of credit totals. There are some finer points involved with calculating FTE but for the purpose of a general description they need not be discussed.

Cross College: Joint majors where the majors fall in both colleges (e.g., Joint Anthropology & Geography) AND undeclared students.

3.3.2. Unadjusted Three-Year Budget Projections

Table 1 provides a financial summary of the projected operating revenues and expenses for 2016/17 and the following two years based on the above assumptions and before making adjustments required to balance the budget.

The projections indicate that unless significant ongoing budget adjustments are made, the combination of flat tuition revenue and provincial grants and increasing costs produce the following results:

- 2016/17: deficit of \$2.62 million.

- 2017/18: deficit of \$3.41 million, assuming no adjustments are made to permanently reduce the 2016/17 deficit.
- 2018/19: deficit of \$4.28 million, assuming no adjustments are made to permanently reduce the 2017/18 deficit.

In percentage terms, in the third year, this amounts to \$4.28 million over \$81.75 million or 5.2%.

Note: If the projected labour costs did not include estimated salary savings of \$833,000, the deficit would be correspondingly higher each year and the percentage would rise to 6.3% in 2018/19.

Table 1 – Unadjusted Budget Projections (Revenue and Expenditures for 2015/16 to 2018/19)

Consolidated General Operating Fund*	2015/16 Approved Operating Budget (000's)	2016/17 Preliminary Operating Budget (000's)	2017/18 Projected Operating Budget (000's)	2018/19 Projected Operating Budget (000's)
Revenues				
Provincial Base Operating Grant	47,692	48,211	48,873	49,652
Provincial Grants - Capital, One-time & Other	500	502	502	502
Federal Grant - Research Support Fund	1,145	1,145	1,145	1,145
Grants from other universities	5,805	5,968	6,080	6,194
Interest	515	315	315	315
Tuition & Student Fees	18,078	17,748	17,748	17,748
Sales & Service	450	450	450	450
Miscellaneous	123	123	123	123
ICR - Administrative Overhead	576	676	676	676
Other Cost Recovery	571	661	661	661
Total Revenues	75,455	75,798	76,573	77,466
Expenditures				
Labour (Salaries, Wages & Benefits)	54,310	55,549	56,758	58,167
Operating Expenditures	17,706	17,286	17,637	17,995
New allocations:				
Instruction & support for new programs	1,250	1,250	1,250	1,250
Strategic Priorities	100	-	-	-
Transfers	2,089	4,336	4,336	4,336
Total Expenditures	75,455	78,420	79,981	81,748
Budget Shortfall before adjustments <i>(in 2015/16, this amount (\$2240) included in above totals)</i>	0	(2,622)	(3,408)	(4,281)
TOTAL REVENUE LESS EXPENDITURES AND REDUCTIONS	-	-	-	-

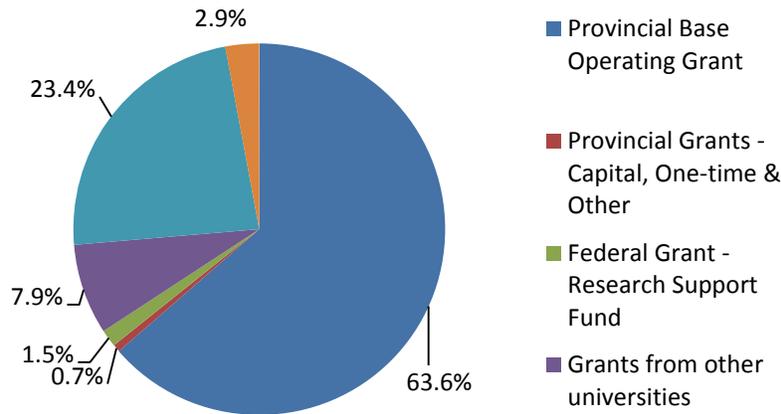
The following sections provide the details on revenue and expenditure changes in the above projection.

3.3.2.1. Revenue Projections (as per Table 1)

The Consolidated General Operating Fund is supported by revenues from three main sources:

- Federal and Provincial government grants, which account for 66% of revenues in 2016/17.
- Grants from other universities, which account for 8% of revenues in 2016/17.
- Student tuition and fees that account for 23% of revenues in 2016/17.

Figure 9 – 2016/17 Consolidated General Operating Revenue



The total Consolidated General Operating Fund revenue for 2016/17 is projected at \$75.8 million. The major changes by area are as follows:

Provincial Base Operating Grant (\$48.21 million) has been adjusted from the 2015/16 approved budget to reflect final confirmation of the 2015/16 amount and funding for salary increases included within the provincial mandate.

Table 2 – Adjustments to 2015/16

Adjustments	(000's)
2015/16 approved amount	\$ 47,692
Mandate funding	518
2016/17 budgeted amount	\$ 48,210

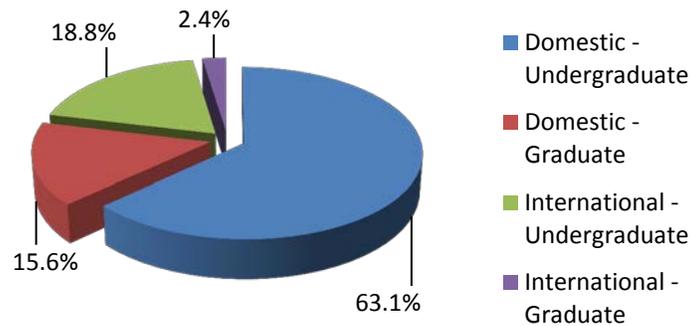
Tuition & Student Fees (\$17.75 million) represent fees paid by students (undergraduate and graduate, domestic and international) including application fees, course fees, student service fees, and other mandatory fees. The total tuition fee amount budgeted for 2016/17 is based on the following:

- A 2% increase to tuition rates but budgeted tuition revenue maintained at the 2015/16 level. (See Planning Assumptions above).
- Planned enrolments for the Master of Business Administration Program.
- An amount for projected tuition fees from the new Master of Engineering Program.

The overall projected tuition is \$330,000 less than the total budgeted for last year, due to the changes in planned enrolments for the MBA Program.

For planning purposes, a 2% tuition increase but flat tuition revenue budget is also used for 2017/18 and 2018/19, per the Planning Assumptions. Student fees have also been held constant. The following graph illustrates the proportionate share of tuition revenue budgeted for each student group.

Figure 10 – 2016/17 Tuition by student group



Provincial Grants: Capital, One-time & Other (\$502,000) are grants received for specific items such as funding for a province-wide computer network infrastructure (ORAN), a portion of the annual program delivery costs for Wilp Wilxo’oskwhl Nisga’a, the University’s grant-in-lieu of taxes, and routine capital.

Other Revenue (\$8.19 million) comprises a variety of different sources.

- Interest is from university cash balances invested in short-term investments such as money market and bond funds.
- Sales and Service includes items such as administrative fees, rent charged to external groups, and sales of a variety of goods and services.
- Miscellaneous includes non-research grants and donations.
- Internal Cost Recovery – Administrative Overhead represents a percentage of gross sales charged to Ancillary operations and the MBA program for administrative and operational services.
- Other Cost Recovery includes inter-departmental chargebacks for items such as postage, long distance, lab supplies, and personnel services.
- Grants from Other Universities is the portion of funding for the Northern Medical Program that is flowed to the University via UBC.

Revenue Change Summary - The following table summarizes all of the above changes to revenue in this budget framework.

Table 3 – 2016/17 Revenue plan changes

Adjustments	(000's)
Mandate funding	\$ 518
ICR - Administrative overhead	100
MBA enrolment adjustment	(330)
Grants from other universities (NMP funding from UBC)	163
Other	(108)
Total revenue increase 2016/17	\$ 343

3.3.2.2. Expenditure projections (details of Table 1)

The expenditures of the Consolidated General Operating Fund fall into four main categories:

- Labour, which accounts for 71% of all expenditures.
- Operating and Minor Capital Expenditures, which account for 22%.
- Instruction and Support, which accounts for 2%.
- Transfers, which account for 5% of the total.

Figure 11 – 2016/17 Consolidated General Operating Expenditures by Function

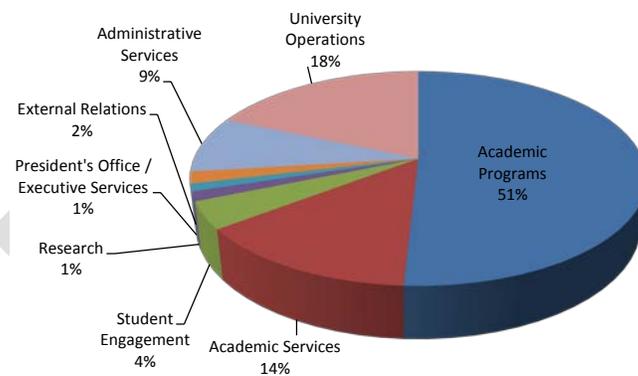
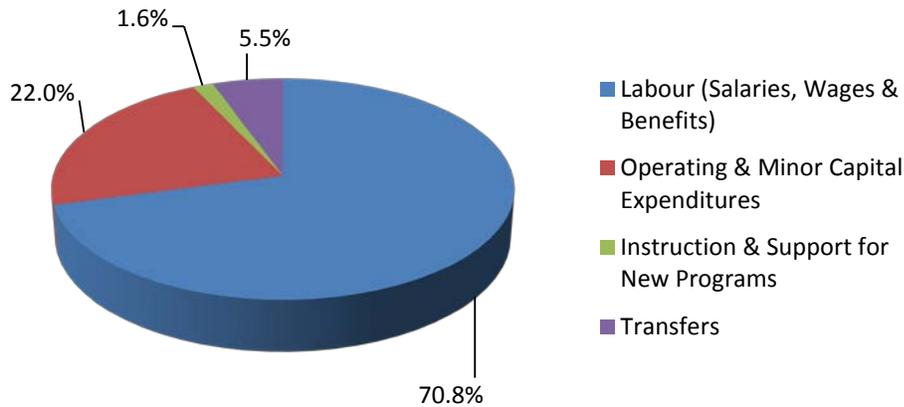


Figure 12 – 2016/17 Consolidated General Operating Expenditures by Category



The total Consolidated General Operating Fund expenditures are projected at \$78.42 million before adjustments.

Labour (\$55.5 million) has increased by \$1.24 million to reflect changes required under collective agreements, arbitration award and statutory obligations.

Operating Expenditures (\$17.29 million) are comprised of all non-salary expenses required to support programs and services including supplies, utilities, travel, and maintenance. The total has declined from 2015/16 (\$520,000) due primarily to changes in the Northern Medical Program and MBA Program budgets.

Instruction & Support (\$1.25 million) is the amount funded by the 2015/16 funding increase for the Masters of Engineering program; allocation of this funding is not yet complete. It has been partially allocated to labour and operating expenditures, but shown at the gross amount in Table 5 to illustrate that the total expenses have been maintained in the budget.

Transfers (\$4.34 million) represent the exchange of funds to and from other areas of the comprehensive financial operation. For example, transfers to scholarships and bursaries, and transfers from Endowments for program support. Total net transfers have increased by \$2.2 million primarily due to eliminating the non-recurring adjustments in 2015/16, and changes in the Northern Medical Program and expiry of some CRC Chairs.

Expenditure Change Summary – The following table summarizes all of the above changes to expenditures in this budget framework.

Table 4 – 2016/17 Expenditure Plan Changes

Adjustments	(000's)
Labour (salaries, wages & benefits)	\$ 1,239
Operating expenditures	(520)
Instruction & support for new programs	-
Transfers	2,246
Total	\$ 2,965

3.4. Operating and revenue adjustment plan

The previous sections identify the revenue and expenditures prior to the adjustments required to balance the 2016/17 budget. This section outlines the adjustments proposed to balance the budget (totaling **\$2.62 million**):

Table 5 – Budget Adjustments

	(000's)
2016/17 Deficit prior to following adjustments	(2,622)
➤ <i>One time elimination of contributions to reserves with sufficient accumulated balances to maintain activities at the same level as prior years:</i>	
▪ Scholarships & Awards	569
▪ Capital Equipment Replacement (CERR) (Note 1)	800
➤ Miscellaneous	190
➤ Temporary increase to investment income based on prior years' experience	100
➤ Temporary increase to estimated salary savings. A more complete analysis will be conducted during the new planning processes.	690
➤ Temporary decrease to the utilities budget based on previous years' results	173
➤ Temporary decrease to allocation for Gateway progression plan	200
➤ Maintenance of a strategic priority pool to provide some degree of flexibility to address emergent issues during the transition to the new planning processes (Note 2)	(100)
2016/17 revised surplus/(deficit) after adjustments	\$ 0

Notes:

1: Timing of CERR purchases can be postponed to accommodate funding availability. 2: The first \$25,000 allocation from these funds is to support the annual costs of new research software.

3.4.1. 2016/2017 Proposed Budget and Two-Year Projections

Based on the initial budget in Table 1, combined with the adjustments in Table 5, the following Table 6 represents the Consolidated Operating Budget for 2016/17 and the projections for 2017/18 and 2018/19.

Table 6 – 2016/17 Proposed Budget and Two-Year Projection

Consolidated General Operating Fund*	2015/16 Approved Operating Budget (000's)	2016/17 Proposed Operating Budget (000's)	2017/18 Projected Operating Budget (000's)	2018/19 Projected Operating Budget (000's)
Revenues				
Provincial Base Operating Grant	47,692	48,211	48,873	49,652
Provincial Grants - Capital, One-time & Other	500	502	502	502
Federal Grant - Research Support Fund	1,145	1,145	1,145	1,145
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Interest	515	415	315	315
Tuition & Student Fees	18,078	17,748	17,748	17,748
Sales & Service	450	450	450	450
Miscellaneous	123	123	123	123
ICR - Administrative Overhead	576	676	676	676
Other Cost Recovery	571	661	661	661
Total Revenues	75,455	75,898	76,573	77,466
Expenditures				
Labour (Salaries, Wages & Benefits)	54,310	55,151	56,758	58,167
Operating Expenditures	17,706	16,624	17,537	17,895
New allocations:				
Instruction & support for new programs	1,250	1,250	1,250	1,250
Strategic Priorities	100	100	100	100
Transfers	2,089	2,774	4,336	4,336
Total Expenditures	75,455	75,898	79,981	81,748
Budget Shortfall before adjustments	0	0	(3,408)	(4,281)
TOTAL REVENUE LESS EXPENDITURES AND REDUCTIONS	-	-	-	-

Note 1: 2017/18 and 2018/19 projected labour costs include \$833,000 anticipated salary savings; if the estimated salary savings were eliminated, the deficit would be correspondingly higher.

3.5. Sponsored Research

As one of B.C.'s research universities, research is an integral part of the mission of UNBC. There are a number of major categories of sponsored research funds:

- Competitively adjudicated funding from the Tri-Agencies that included NSERC, CIHR and SSHRC. Our collective success in these funding programs provides percentage-based funding to the University in the form of the Research Support Fund.
- Canada Research Chairs program, of which UNBC currently has six including five Tier two and one Tier one chair.
- Competitively awarded major research infrastructure support from the Canada Foundation for Innovation (CFI), the BC Knowledge Development Fund (BCKDF).
- Other sources including research agreements with governments, foundations and industry as shown in the table below.

Table 7 - Total Research Revenue by Category

	11/12	12/13	13/14	14/15	15/16*
Source	Total Awards 000's	Total Awards 000's	Total Awards 000's	Total Awards 000's	Total Awards 000's
NSERC	1,175,488	1,087,638	1,177,481	1,135,011	1,000,357
SSHRC	449,511	309,552	491,267	541,488	383,359
CIHR	562,978	549,035	453,127	514,848	564,563
CRC	875,000	925,000	1,100,000	975,000	750,000
Research Support Fund	1,733,284	1,563,503	1,365,666	1,239,661	1,145,436
Other	6,929,044	5,246,242	7,179,314	6,611,639	3,421,508
BCKDF	67,757	166,309	81,257	315,354	170,968
CFI	175,393	221,083	382,508	32,986	170,968
Endowment Allocations to Research	598,804	537,191	637,862	641,288	1,064,409
Total Research Funds	12,567,259	10,605,553	12,868,482	12,007,275	8,671,568

*15/16 amounts based on a fiscal year that is not yet complete

3.5.1. Internal Funding Programs

Historically, the three major internal funding programs lead by the Vice-President Research are the seed grants, travel grants and publication grants. All of these funding programs have been in place for more than 15 years without changes and need to be evaluated to ensure the University is enhancing its research vision. The other internal funding program has been the utilization and leveraging of overhead funding to provide support for faculty grant submissions or one-time infrastructure opportunities.

3.5.2. External Grant Funding

External funding is vital to the success of the University. In recent years, there have been significant changes within the Tri-Council agencies including how grants are reviewed and new funding parameters/programs. There has also been a shift towards external granting opportunities requiring additional matching or contributing funds. Finally, there continues to remain an issue for the sharing of resources (overhead, funding dollars and post award identification) that needs to be addressed for multi-institutional grants.

3.5.3. Research Chairs and Institutes Review

The Research Chairs and Institutes are meant to be the leadership core and to foster and enhance the research direction of the University. Their activities must align with the Strategic Research Plan.

3.5.4. New Areas of Focus

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

- International Research – A Two Pronged Approach:
 - 1) evaluate existing educational relationships with other universities to see if there are research opportunities that align.
 - 2) Proactively engage research universities whose research interests align with UNBC.
- Clinical Research Platform:
Local (Northern Health) and Provincial (Pacific Health Innovation Exchange, BC Clinical Research Infrastructure Network and Academic Health Sciences Network) partnerships.
- BC Interior University Partnership (Thompson Rivers University, UBC Okanagan) on Research Exchange.
- Innovation/Entrepreneur Hub.

3.5.5. Summary

The UNBC Strategic Research Plan, under the portfolio of the Vice-President Research, will support the above identified research activities at UNBC. This will be done in a coordinated and strategic approach from both an internal and external perspective to ensure long-term research success. This approach will maximize opportunities and alleviate the decrease in funding that has been observed for a number of years. This will also provide the necessary ability to leverage current and new opportunities leading to a successful and sustainable research program at UNBC.

3.6. Ancillary Operations Budgets

This section outlines the budget framework for three ancillary areas:

- Ancillary units including Residence, Retail Services, Continuing Studies, and Conference and Events
- English Language Studies
- Parking and Security

An ancillary operation is a unit or department within the university that is required to be financially self-sufficient. That is, each operation must generate sufficient revenue to not only cover its annual operating costs, including utilities and maintenance, but also provide for the renovation and replacement of its physical assets including any required debt servicing costs.

Total Revenue from all three areas from Ancillary Operations in 2016/17 is projected to total nearly \$13 million. Table 8 below shows the combined proposed budgets for all ancillary areas.

Table 8 – Consolidated Proposed Ancillary Operations Budgets

	Approved Budget 2015/16 (000's)	Proposed Budget 2016/17 (000's)
Total Revenue	12,935	11,837
Expenditures:		
Salaries and Benefits	4,852	4,352
Operating Expenses	7,326	6,948
Transfers	757	537
Total Expenditures & Transfers	12,935	11,837

English Language Studies (ELS) and Parking/Security (PS), although an ancillary operation, reports through International Education and Parking/Security, respectively, while all other units report through the Director of Ancillary Services.

Each section below outlines the proposed budgets for 2016/17 for the various ancillary units.

3.6.1. Ancillary Central Services

Ancillary Central Services (ACS) provides the business needs for the entire Ancillary Division except for English Language Studies (ELS) and Parking & Security (PS). Overall leadership, business development, project management, and marketing for the Ancillary Services Division are provided by this unit.

All revenues to support this unit come from contributions from other ancillary units, not from General Operations.

Table 9 – 2016/17 Proposed Ancillary Central Budget

Ancillary Central	Approved	Projected	Proposed
	Budget	Year End	Budget
	2015/16	2015/16	2016/17
	(000s)	(000s)	(000s)
Total Revenue	0	2	0
Salaries and Benefits	367	393	425
Operating Expenses	408	413	439
Debt Servicing	0	0	0
Capital	5	6	5
Transfers	(780)	(810)	(869)
Total Expenditures	0	2	0

ACS facilitates financial contributions (see below) from the entire Ancillary Division (excluding ELS and Parking/Security) for UNBC General Operations.

3.6.1.1. Ancillary Services Contribution Summary

Operational Dependent Expenses are transferred out of the Ancillary Division to General Operations. These funds are used to provide support for various functions that are needed for the Ancillary Services Division. Elimination of these expenses will have impact on Ancillary Services’ ability to maintain current revenue-generating activities.

Non-Operational Dependent Expenses are transferred out of the Ancillary Division to General Operations. These funds are used in a variety of capacities to support UNBC. These contributions are prioritized outside of the Ancillary Division. If these contributions were eliminated, Ancillary Services could maintain its current level of revenue-generating activity, although it would have an adverse impact on other units and associated services found on campus.

An example would be if the Conference and Event Positions below were eliminated then 12,000+ annual, non-revenue generating, room booking would need to be taken on by another unit.

Table 10 – Ancillary Services Operational and Non-operational Contributions

		13/14	14/15	15/16	16/17
Operational Dependent Contributions	Student Services	67	67	128	433
	Administrative Services	114	100	245	245
		181	167	373	678
Non- Operational Dependent Contributions	General Operating	267	388	482	705
	Student Services	0	18	212	215
	Scholarships and Bursaries	-	30	34	55
	Administrative Services	109	109	109	109
	376	545	837	1,084	
Ancillary Gross Contribution	TOTAL Operational Dependent Contributions	181	167	373	678
	TOTAL Non-Operational Dependent Contributions	376	545	837	1,084
		557	712	1,210	1,762
Ancillary Net Contribution	TOTAL Ancillary Support Contribution - Non Operational Dependent	377	546	836	1,084
	TOTAL To/(From) Ancillary Reserves	-	(357)	(443)	-
		377	189	393	1,084

3.6.2. Residence

UNBC Residence Services provide on-campus accommodations for students and visitors. In all, UNBC has two buildings, organized into 129 four bedroom, and 14 two-bedroom apartments, which provide 544 total beds for students and visitors. The table below summarizes the proposed Residence Budget for the next three years.

Table 11 – 2016/17 Proposed Residence Budget

Residence	Approved Budget	Projected Year End	Proposed Budget
	2015/16	2015/16	2016/17
	(000s)	(000s)	(000s)
Total Revenue	2,531	2,218	2,477
Salaries and Benefits	301	325	257
Operating Expenses	834	709	1,085
Debt Servicing	470	270	270
Capital	477	19	0
Transfers	449	895	864
Total Expenditures	2,531	2,218	2,477

The approved rates proposed for rooms to support the proposed budget for the fiscal year April 1, 2016 to March 31, 2017, represent a 2.5% increase for four and two bedroom suites. This is required to cover inflationary pressures, addressing deferred maintenance, and planned capital projects.

Ancillary Services will continue to partner with UNBC Student Services to provide funding to provide essential student support services in residences for students living on campus.

2016/17 will see residence start much-needed preventative maintenance and renovations over the next two – three years. Costs will be covered by a combination of Board of Governors’ approved funding and provisions for capital (noted above) for an estimated residence renovation budget of \$11 million. Payback of Board of Governors’ approved funding (Residence and Food Service Renovation) will be approximately 10 years from completion of the residence project.

Declining enrolment has had an impact on UNBC Residence, which is currently operating at 80% occupancy.

Table 12 – 2015/16 Residence Occupancy Rate Changes

Year	Year Over Year % Change
1 st	-12%
2 nd	0%
3 rd and 4 th	-9%

Decreasing enrolment poses a risk for UNBC residence moving forward; however, an increased effort will be made in marketing the suites to students. Retention rates, noted above, show that the mandatory meal plan did not impact second year student numbers.

3.6.3. Food Services

UNBC Food Services is comprised of student-operated, self-operated, and contracted services located at a variety of locations on campus. Student-run locations are comprised of the Thirsty Moose Pub and two Degrees Coffee locations. Business activities conducted in these locations are not reflected in the financial summary below.

Table 13 – 2016/17 Proposed Food Services Budget

Food Services	Approved Budget	Projected	Proposed
	2015/16	Year End 2015/16	Budget 2016/17
	(000s)	(000s)	(000s)
Total Revenue	435	306	337
Salaries and Benefits	0	0	0
Operating Expenses	133	87	105
Debt Servicing	100	0	0
Capital	67	0	0
Transfers	135	219	232
Total Expenditures	435	306	337

The 2015/16 approved budget included the sale of 350 meal plans. Despite declining enrolment in residence, a total of 320 Meal Plans were sold. Revenues (above) are generated from commissions paid on revenues (below) to UNBC Food Services by Chartwells.

UNBC Food Services provides the following support for student services on campus:

- \$10,000 Annual Scholarship awarded through External Relations;
- \$10,000 in Annual Support for various Student Service Events.

Although food services on campus improved tremendously over the previous years, Ancillary Services is committed to working with Chartwells to ensure that overall food quality and variety are a high priority in the upcoming year.

3.6.4. Continuing Studies

Continuing Studies provides a variety of courses ranging from industry-specific training to credit programming through partnerships with participating schools within UNBC. The financial statement below captures the overall activity of UNBC Continuing Studies.

Table 14 – 2016/17 Proposed Continuing Studies Budget

Continuing Studies	Approved Budget	Projected Year End	Proposed Budget
	2015/16	2015/16	2016/17
	(000s)	(000s)	(000s)
Total Revenue	3,002	2,064	2,308
Salaries and Benefits	902	874	624
Operating Expenses	1,836	1,300	1,516
Debt Servicing	0	0	0
Capital	0	10	0
Transfers	264	(119)	167
Total Expenditures	3,002	2,064	2,307

Continuing Studies will continue to focus on developing its on-demand, video-based, asynchronous online platform to support industry training needs, as this represents a significant opportunity for growth. Although revenue was up year over year, it was lower than budgeted due to low enrolment for newly launched programming. Operating deficits resulting from lower than anticipated revenue and program development are covered from the Ancillary Services Reserve.

Table 15 – Continuing Studies Tuition Revenue by Type

	2014/15	2015/16	2016/17
Online Revenue	2	350	558
Classroom Revenue	1,927	1,714	1,750
	1,929	2,064	2,307

Focusing on industry training has allowed Continuing Studies to grow revenues from \$800,000 in 2011/12, to more than \$2 million for the first time in 2015/16.

With the launch of the online learning platform, Continuing Studies enters a new era of accessible training. Focusing on building relationships internally, within B.C., and internationally, will be critical to nurture future program growth.

Continuing Studies can play a role in moving UNBC forward and Ancillary Services are excited, and



prepared, to support the results of the Academic planning exercise currently underway at UNBC.

Focusing on maturing online offerings, building partnerships, and growing niche program areas will be the primary focus until the Academic Plan is complete.

3.6.5. Conference and Event Services

The Conference and Events Services (CES) office supports all of the logistics for hosting an event on campus. In doing so, and when their services are consistently utilized, CES has the ability to generate significant campus, economic, community, and business benefits for UNBC and Prince George.

Table 16 – 2016/17 Proposed Conference and Event Services Budget

Conference and Event Services	Approved	Projected	Proposed
	Budget	Year End	Budget
	2015/16	2015/16	2016/17
	(000s)	(000s)	(000s)
Total Revenue	314	297	359
Salaries and Benefits	348	357	245
Operating Expenses	236	234	218
Debt Servicing	0	0	0
Capital	0	2	0
Transfers	(270)	(296)	(104)
Total Expenditures	314	297	359

CES is often faced with an unstable fiscal position. The fluctuations in the number of revenue-generating events along with outside influences can greatly affect the outcome from year to year. In terms of volume (total number of bookings), the statistics compiled show that CES serves the needs of internal clients about 80% of the time and about 20% of our time is dedicated to external clients.

However, it is the external customers that provide approximately 80 to 90% of net sales. In addition to external customers, the CES budget relies on internal fund transfers from other Ancillary Services units (i.e. Continuing Studies, Northern Sport Centre, and Housing) in exchange for coordinating services. Therefore, we must balance the needs of internal customers, the academic schedule, and the demands of our external clients.



3.6.6. Retail Services

Retail Services consists of Bookstore and Print Services. Financial statements for each unit are provided below. A priority for all units is to complete a comprehensive operating plan for all units that will create a new path for the retail environment on campus.

3.6.6.1. Bookstore

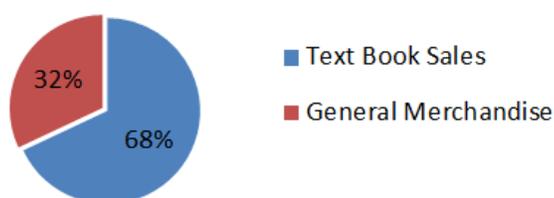
Table 17 – 2016/17 Proposed Bookstore Budget

Bookstore	Approved	Projected	Proposed
	Budget	Year End	Budget
	2015/16	2015/16	2016/17
	(000s)	(000s)	(000s)
Total Revenue	2,049	1,826	1,825
Salaries and Benefits	449	416	349
Operating Expenses	1,665	1,449	1,467
Debt Servicing	0	0	0
Capital	0	0	0
Transfers	(65)	(38)	9
Total Expenditures	2,049	1,826	1,825

The Bookstore receives revenues through the sale of textbooks, books, and general merchandise. Declining enrolment continues to put pressure on bookstore operations.

Sales deriving from textbooks continue to decline at an average rate of 7% per annum. Declining enrolment has a direct impact on this trend.

Bookstore Revenue



3.6.6.2. Copy Services

Copy Services consists of the Copy Centre and the multi-functional device fleet for Students, Faculty, and Staff. UNBC Copy Services aims to provide affordable print services for the campus.

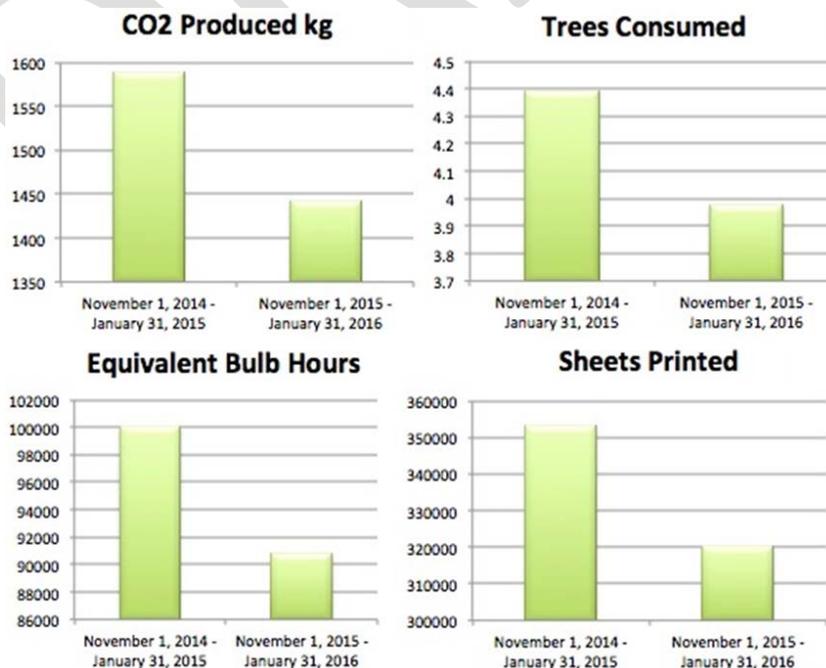
Table 18 – 2016/17 Proposed Copy Services Budget

Copy Services	Approved	Projected	Proposed
	Budget	Year End	Budget
	2015/16	2015/16	2016/17
	(000s)	(000s)	(000s)
Total Revenue	475	419	442
Salaries and Benefits	0	3	0
Operating Expenses	418	397	439
Debt Servicing	0	0	0
Capital	0	0	0
Transfers	58	20	2
Total Expenditures	475	419	442

2015/16 saw the roll out of a print management software on campus. Secured print, accurate billing, and a decrease in paper/energy production were the primary benefits of the new service.

Furthermore, 2015/16 realized a central budget for all print-related activities on campus. Copy Services has significantly decreased its footprint on campus while decreasing prices for print.

Figure 12 Copy Services – Print Activities



3.6.7. Northern Sport Centre

The NSC is operated by UNBC on behalf of the two primary stakeholders, the City of Prince George and UNBC. Both stakeholders provide a \$300,000 operating grant that is critical to the sustainable operation of the NSC. The NSC carries a separate reserve and the financials are provided for information purposes only.

Table 19 – 2016/17 Proposed Northern Sport Centre Budget

Northern Sport Centre	Approved	Projected	Proposed
	Budget	Year End	Budget
	2015/16	2015/16	2016/17
	(000s)	(000s)	(000s)
Total Revenue	1,933	1,980	2,055
Salaries and Benefits	839	789	850
Operating Expenses	964	1,027	974
Debt Servicing	0	0	0
Capital	100	45	75
Transfers	30	118	156
Total Expenditures	1,933	1,980	2,055

UNBC contributes to the operations of the facility by providing access for all students (e.g., varsity practice/game times, gymnasium time, Convocation). The City of Prince George contributes to user rates for local sport organizations ensuring that they remain at the lowest rates possible, approximately 33% of similar facilities in Western Canada.

The NSC has grown revenues to create a stable operation that provides consistent contributions to the NSC Reserve. This has ensured the unit has the essential funds to cover future capital needs.

Currently the NSC is operating at capacity and is struggling to meet the growing demand from all user groups. The Northern Sport Centre board is completing its renewed operating plan, which is scheduled for release in 2016.

3.6.8. International Education Budgets

UNBC International Education is a unit comprised of two departments of operations – the English Language Studies (ELS), which operated on a cost-recovery basis, and International Student Services that is funded centrally. ELS operation must generate sufficient revenue to not only cover its annual operating costs, but also contribute 2% of its gross revenue to UNBC as an administrative overhead charge each fiscal year.

Budgeted revenues from ELS operations in fiscal 2015/16 totaled \$1.5 million. Unfortunately, enrollment challenges resulted in ELS not meeting its revenue targets for the year. Operational expenses were less than budgeted, however the operations still ended the year in a deficit. The proposed budget for 2016/17 recognizes

the reduced revenue and expenses from declining enrollment. It is expected that in fiscal 2016/17 there will still be an operational deficit. However, the situation should improve in 2017/18 and the operation will return to being profitable.

Table 20 – 2016/17 Proposed English Language Studies Budget

English Language Studies	Approved	Proposed	Proposed	Proposed
	Budget	Budget	Budget	Budget
	2015/16	2016/17	2017/18	2018/19
	(000's)	(000's)	(000's)	(000's)
Total Revenue	1,015	820	1200	1500
Salaries and Benefits	790	735	850	900
Operating Expenses	202	142	150	175
Debt Servicing	0	0	0	0
Transfer to/(from) Reserves	33	-47	200	425
Transfers	-10	-10	0	0
Total Expenditures & Transfers	1,015	820	1200	1500

The proposed budgets for 2016-17 (60 International Undergraduate Preparation Program students – (IUPP)), 30 Pre-MBA students and 2017-18 (90 IUPP students) and 60 Pre-MBA students are based on an assumption of successful inception of the Pre-MBA in 2016.

Return on investment (ROI) conditions for achieving budget targets:

1. To fund international marketing recruitment in key overseas markets.
2. To fund additional international staffs for marketing and recruitment.
3. To establish international admissions and articulations within International Education.
4. To establish a Vancouver site offering an ELS program, IUPP, Pre-MBA, MBA and the recently approved Associate Degrees.
5. To fund faculty members on international marketing trips.

3.6.9. Parking & Security Services

Parking and Security operate as a combined Ancillary unit. Revenue for the unit is comprised of parking fees together with security service fees charged to the University and to Ancillary Units.

Table 21 – 3-Year Proposed Parking & Security Budget

Parking and Security	Projected	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2015/16	2016/17	2017/18	2018/19
	(000's)	(000's)	(000's)	(000's)
Total Revenue	1,083	1,195	1,212	1,230
Salaries and Benefits	887	878	898	916
Operating Expenses	143	215	215	215
Debt Servicing	0	0	0	0
Provisions for Capital and reserves	72	121	118	118
Transfers	(19)	(19)	(19)	(19)
Total Expenditures	1,083	1,195	1,212	1,230

3.7. Specific Purpose and Endowment Funds

The specific purpose and endowment funds comprise two separate series of funds:

- **Specific Purpose** consist of project funds that are externally restricted (e.g., Aboriginal Service Plan) or internally restricted (e.g., student awards, library fines and reserves), as well as expendable funds that are externally restricted (e.g., various student awards) and chiefly supported by donations to the University. External donations and internal transfers to expendable funds can be used to directly support project-related expenses. The majority of specific purpose fund revenue is generally non-recurring in nature.
- **Endowments** consist of funds that are externally restricted and supported by donations to the university and interest earned on same (e.g., student scholarships, library endowments, and endowed chairs.) Donations to endowment funds cannot be spent directly; rather they are held for the purpose of generating interest (investment) income, which in turn is used to support project-related expenses in perpetuity. Revenues in these funds are cyclical by nature and therefore fluctuate, sometimes significantly, from year to year.

The majority of revenue in the specific purpose and endowment funds is usually from investment income and donations. In fiscal 2014/15, these two revenue categories respectively made up 46% and 40% of total revenue, with the majority of these revenues realized in the endowment funds.

Given the unpredictable nature of revenue within this fund, it can vary considerably from year to year. For example, total revenue in the specific purpose and endowment funds was \$6.9 million in 2011/12, \$6.5 million in 2012/13, \$7.1 million in 2013/14, and \$10.7 million in 2014/15.

The endowment funds receive donations that are invested for endowment purposes. As of March 31, 2016, there were a total of 291 funds with an *estimated* market value of \$67.9 million. This is the result of years of philanthropy and investment.

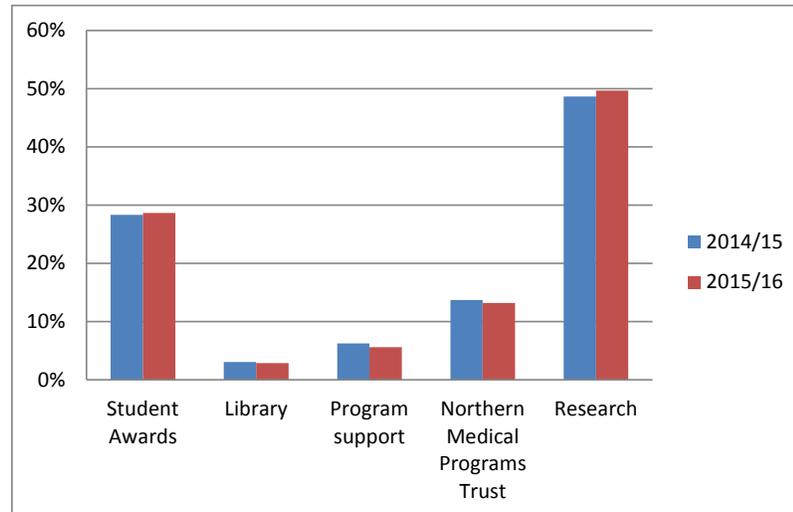
All specific purpose and endowment funds are restricted, meaning they can only be used for the purposes stated in the donor funding agreements and cannot be allocated to support any other activity such as offsetting deficits or addressing budgetary pressures within the general operating budget.

Spending in the specific purpose funds is limited to available fund balances in any given year and may be governed by donor agreements or internal restrictions.

The Investment Committee, a sub-committee of the Board of Governors, sets the university's endowment objectives, policies, spending policy, and other related parameters with the aim of empowering its investment managers to generate investment income sufficient to support specific areas of the university's activities as set out in the terms and conditions of the various donor agreements. In addition to the Investment Committee, spending from the Northern Medical Program Trust (NMPT) is determined by the NMPT Society that is composed of representatives from the participating communities.

On an annual basis, the various budget holders – as shown in the chart below – are allocated their distribution income (budget) from the endowment funds. For 2014/15 and 2015/16, the total available distribution of endowment funds was \$1.9 million and \$2.3 million respectively, allocated as follows:

Figure 13 – 2014/15 & 2015/16 Endowment Budget



To ensure sustainability, the spending rate for the endowment funds is currently set at 3.5% of the three-year rolling average of the market value of the endowment portfolio. The spending rate is reviewed annually by the Investment Committee.

3.8. Conclusion

The budgets and financial information in the preceding pages present a comprehensive financial picture of UNBC. The budgets are balanced and in the case of the operating budget the context has been set for some urgent fixes in the months to come. The Ancillary units continue to demonstrate sound financial growth and provide a significant contribution to UNBC.

Presenting the financial data related to research and specific purpose areas is intended to demonstrate that these broader activities make significant contributions to the mission of UNBC.

Motion Number (assigned by
Steering Committee of Senate): S-201604.03

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the MA Disability Management on pages 52-54 of the 2015/16 graduate calendar be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** to provide a course based completion option for the program.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Disability Management (MA Program)

Henry Harder, Professor
Cindy Hardy, Professor (Psychology)
Shannon Wagner, Professor
Sarah deLeeuw, Associate Professor (Northern Medical Program)
R. Luke Harris, Associate Professor
Margot Parkes, Associate Professor and Canadian Research Chair,
Health, Ecosystem and Society
Mamdouh Shubair, Assistant Professor
Arlene Ward, Adjunct Professor

Website: www.unbc.ca/health-sciences/disability-management

The program provides graduates with the knowledge and skills necessary to assist labour, management, insurance providers, employers, and employees with the development of successful workentry or return-to-work strategies for persons with disabilities.

The program is attractive to students interested in integrating the fields of economics, community health, social work, psychology, education, and business. The combination of course work, research, and the practical application of knowledge gives students a wellrounded, applied education in the field of Disability Management.

The program is available at the Prince George campus, either full-time or part-time, or on a part-time basis via distance delivery on the World Wide Web. Please see the information below and our website www.unbc.ca/health-sciences/disability-management for additional details.

Admission

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at <http://www.unbc.ca/calendar/graduate/admissions>.

The Disability Management MA program accepts students for the September Semester.

In addition to meeting the admission application requirements outlined in Section 1.0 of the Graduate Admissions and Regulations, all applicants to the Disability Management MA program are required to submit a Criminal Record Check search prior to the first day of classes in their entry semester.

Domestic applicants must supply a Criminal Record Check search result after receiving an offer of admission and before the first day of classes; the search result is not required with the application. International applicants must submit a Criminal Record Check search result provided by their local policy authority upon application, and will also be required to submit a British Columbia Criminal Record Check if offered admission. The Office of the Registrar will provide instructions to domestic and international applicants who have accepted offers of admission on how to complete a British Columbia Criminal Record Check.

Delivery Modes

There are two modes of delivery for the Disability Management (MA) Program: face to face and distance. Both have a thesis option or a comprehensive examination option. Each option is described separately below; courses for each delivery mode follow the description.

Thesis Option

The Thesis Option consists of four components:

Core courses in Disability Management	12 credit hours
Research methods courses	6 credit hours
Electives	9 credit hours
Thesis	9 credit hours
Total	36 credit hours

All students in the Thesis Option are required to write a letter outlining their practical experience. If their experience is considered insufficient by the program they will be required to do a practicum in addition to all requirements listed above. In addition, all students in the Thesis Option are required to travel to the Prince George campus to fulfill some of their thesis requirements.

Comprehensive Examination Option

The Comprehensive Examination Option consists of five components:

Core courses in Disability Management	12 credit hours
Research methods courses	6 credit hours
Electives	9 credit hours
Practicum or Major Paper	6 credit hours
Comprehensive Exam	3 credit hours
Total	36 credit hours

Students in the comprehensive examination option will be required to do a practicum unless they have significant experience in the field already. In that case they will write a letter outlining their experience and request that they are allowed to prepare a Major Paper in place of a Practicum.

Requirements Face-to-Face Mode

The Face-to-Face Mode is available to those students who take the program full or part-time. The courses for the Face-to-Face Mode are listed below:

Core Courses

DISM 609-3 Professional Ethics in Health Care Management
DISM 710-3 Foundations in Disability Management
DISM 711-3 Disability Management: Legislation, Policy & Procedures
DISM 712-3 Disability Management Interventions
Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Research Courses

Additional two courses from the following:

EDUC 602-4 Educational Research Data Analysis
EDUC 603-4 Advanced Educational Research Data Analysis
HHSC 603-3 Community Research Methods
HHSC 703-3 Qualitative Research Approaches in Health and Human Sciences
NURS 703-3 Health Program Development and Evaluation
PSYC 600-4 Quantitative Methods I

PSYC 605-4 Quantitative Methods II
SOCW 609-3 Advanced Quantitative Research
Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Elective Courses

Candidates must complete a minimum of 9 credit hours from the following list.

COMM 630-3 Organizational Studies
COMM 631-3 Labour Management Relations
DISM 720-3 Special Topics
DISM 798-(3-6) Directed Studies
ECON 610-3 Health Economics
ECON 611-3 Cost Benefit Analysis
EDUC 613-3 Interpersonal Counselling Skills
HHSC 602-3 Organization and Financing of Canadian Health Care
POLS 603-3 Social and Health Policy in the Context of Health and Health Care
PSYC 620-3 Health Psychology
PSYC 720-3 Cross-Cultural Communication in Health Care Settings
SOCW 605-3 Community Work/Politics of Change
SOCW 698-3 Special Topics

Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Practicum (or Major Paper) and Comprehensive Examination, or Thesis

DISM 794-6 Disability Management Major Paper
DISM 795-6 Disability Management Practicum
DISM 796-3 Disability Management Comprehensive Examination
DISM 799-9 Disability Management Thesis

Requirements Distance Mode

The Distance Mode is available to those students who take the program part-time. Students completing the Distance Mode have a restricted set of elective courses. Courses for the Distance Mode are listed below.

Core Courses

DISM 609-3 Professional Ethics in Health Care Management
DISM 710-3 Foundations in Disability Management
DISM 711-3 Disability Management: Legislation, Policy & Procedures
DISM 712-3 Disability Management Interventions
Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Research Courses

HHSC 603-3 Community Research Methods
NURS 703-3 Health Program Planning, Community Development and Evaluation
Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Elective Courses

Candidates must complete a minimum of 9 credit hours from the following list.

DISM 720-3 Special Topics
DISM 798-(3-6) Directed Studies
HHSC 602-3 Organization and Financing of Canadian Health Care
POLS 603-3 Social and Health Policy in the Context of Health and Health Care
PSYC 620-3 Health Psychology
SOCW 605-3 Community Work/Politics of Change

Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Practicum (or Major Paper) and Comprehensive Examination, or Thesis

DISM 794-6 Disability Management Major Paper
DISM 795-6 Disability Management Practicum
DISM 796-3 Disability Management Comprehensive Examination
DISM 799-9 Disability Management Thesis

Practicum

Students are involved in field-based learning activities for the purpose of pursuing and developing research/policy/administration/practice skills within a related employment area. The practicum component stresses independent learning, and permits students to test or develop theory in the context of fieldwork. The form of field practice components varies widely in accordance with the learning needs of the students. The practicum leads to a written report that reflects students' critical analyses of their practice settings.

The report further demonstrates a deepening of professional competence, analytical skills, and professional judgement, and represents a contribution to the knowledge and skill base of the profession. The duration of this component is equivalent to three months full-time employment.

Major Paper

The Major Paper (MP) option is for those students who have written a letter outlining their experience in the disability management field and obtained permission allowing them to prepare a Major Paper in place of a Practicum (6 credit hours). It is the aim of the MP to acquaint students with the practice of scholarship. Such acquaintance will normally entail a critical treatment of relevant academic literature using theoretical or philosophical methods. If the student wishes to pursue empirical research, either quantitative or qualitative, the thesis option must be selected.

Comprehensive Examination

The comprehensive examination option of study requires the successful completion of a comprehensive examination that evaluates a candidate's knowledge of theory, research and practice in his/her field of study.

Thesis

An oral examination is required as per University regulations. All students taking the thesis option will be required to be in Prince George for the oral examination.

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough"**:

Disability Management (MA Program)

.....

Henry Harder, Professor

~~Cindy Hardy, Professor (Psychology)~~

Shannon Wagner, Professor

~~Sarah deLeeuw, Associate Professor (Northern Medical Program)~~

R. Luke Harris, Associate Professor

Margot Parkes, Associate Professor and Canadian Research Chair, Health, Ecosystem and Society

Chelsea Pelletier, Assistant Professor

Mamdouh Shubair, Assistant Professor

~~Arlene Ward, Adjunct Professor~~

Website: www.unbc.ca/health-sciences/disability-management

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The program is attractive to students interested in integrating the fields of economics, community health, social work, psychology, education, and business. The combination of course work, research, and the practical application of knowledge gives students a well rounded, applied education in the field of Disability Management.

The program is available at the Prince George campus, either full-time or part-time, or on a part-time basis via distance delivery on the World Wide Web. Please see the information below and our website www.unbc.ca/health-sciences/disability-management for additional details.

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Delivery Modes

~~There are two modes of delivery for the Disability Management (MA) Program: face to face and distance. Both have a thesis option or a comprehensive examination option. Each option is described separately below; courses for each delivery mode follow the description.~~

Thesis Option

The Thesis Option consists of four components:

Core courses in Disability Management	12 credit hours
Research methods courses	6 credit hours
Electives	9 credit hours
Thesis <u>DISM 799-9</u>	9 credit hours
Total	36 credit hours

All students in the Thesis Option are required to write a letter outlining their practical experience. If their experience is considered insufficient by the program they will be required to do a practicum in addition to all requirements listed above. In addition, all students in the Thesis Option are required to travel to the Prince George campus to fulfill some of their thesis requirements.

Comprehensive Examination Option

~~The Comprehensive Examination Option consists of five four components:~~

Core courses in Disability Management	12 credit hours
Research methods courses	6 credit hours
Electives	9-15 credit hours
Practicum or Major Paper	6 credit hours
Comprehensive Exam <u>DISM 796-3</u>	3 credit hours
Total	36 credit hours

~~Students in the comprehensive examination option will be required to do a practicum unless they have significant experience in the field already. In that case they will write a letter outlining their experience and request that they are allowed to prepare a Major Paper in place of a Practicum.~~

Requirements Face to Face Mode

~~The Face to Face Mode is available to those students who take the program full or part time. The courses for the Face to Face Mode are listed below:~~

Core Courses

DISM 609-3 Professional Ethics in Health Care Management
DISM 710-3 Foundations in Disability Management
DISM 711-3 Disability Management: Legislation, Policy & Procedures
DISM 712-3 Disability Management Interventions
Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Research Courses

Additional two courses from the following:

EDUC 602-4 ~~Educational~~ Quantitative Research Design and Data Analysis
EDUC 603-4 ~~Advanced Quantitative Educational Research~~ Data Analysis
HHSC 603-3 Community Research Methods
HHSC 703-3 Qualitative Research Approaches in Health and Human Sciences
NURS 703-3 Health Program Planning, Community Development and Evaluation
PSYC 600-4 Quantitative Methods I

PSYC 605-4 Quantitative Methods II
SOCW 609-3 Advanced Quantitative Research
Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Elective Courses

Candidates must complete a minimum of 9 credit hours from the following list.

COMM 630-3 Organizational Studies
COMM 631-3 Labour Management Relations
DISM 720-3 Special Topics
DISM 798-(3-6) Directed Studies
ECON 610-3 Health Economics
ECON 611-3 Cost Benefit Analysis
EDUC 613-3 Interpersonal Counselling Skills
HHSC 602-3 Organization and Financing of Canadian Health Care
POLS 603-3 Social and Health Policy in the Context of Health and Health Care
PSYC 620-3 Health Psychology
PSYC 720-3 Cross-Cultural Communication in Health Care Settings
SOCW 605-3 Community Work/Politics of Change
SOCW 698-3 Special Topics

Other courses may be substituted or added with the approval of the student's Supervisory Committee.

Practicum (or Major Paper) and Comprehensive Examination, or Thesis

~~DISM 794-6 Disability Management Major Paper~~
~~DISM 795-6 Disability Management Practicum~~
DISM 796-3 Master of Arts: Disability Management Comprehensive Examination
~~DISM 799-9 Disability Management Thesis~~

Requirements Distance Mode

~~The Distance Mode is available to those students who take the program part-time. Students completing the Distance Mode have a restricted set of elective courses. Courses for the Distance Mode are listed below.~~

Core Courses

~~DISM 609-3 Professional Ethics in Health Care Management~~
~~DISM 710-3 Foundations in Disability Management~~
~~DISM 711-3 Disability Management: Legislation, Policy & Procedures~~
~~DISM 712-3 Disability Management Interventions~~

~~Other courses may be substituted or added with the approval of the student's Supervisory Committee.~~

Research Courses

~~HHSC 603-3 Community Research Methods~~
~~NURS 703-3 Health Program Planning, Community Development and Evaluation~~

~~Other courses may be substituted or added with the approval of the student's Supervisory Committee.~~

Elective Courses

~~Candidates must complete a minimum of 9 credit hours from the following list.~~

~~DISM 720-3 Special Topics~~
~~DISM 798-(3-6) Directed Studies~~
~~HHSC 602-3 Organization and Financing of Canadian Health Care~~
~~POLS 603-3 Social and Health Policy in the Context of Health and Health Care~~
~~PSYC 620-3 Health Psychology~~
~~SOCW 605-3 Community Work/Politics of Change~~

~~Other courses may be substituted or added with the approval of the student's Supervisory Committee.~~

Practicum (or Major Paper) and Comprehensive Examination, or Thesis

~~DISM 794-6 Disability Management Major Paper~~
~~DISM 795-6 Disability Management Practicum~~
~~DISM 796-3 Disability Management Comprehensive Examination~~
~~DISM 799-9 Disability Management Thesis~~

Practicum

Students are involved in field-based learning activities for the purpose of pursuing and developing research/policy/administration/practice skills within a related employment area. The practicum component stresses independent learning, and permits students to test or develop theory in the context of fieldwork. The form of field practice components varies widely in accordance with the learning needs of the students. The practicum leads to a written report that reflects students' critical analyses of their practice settings. The report further demonstrates a deepening of professional competence, analytical skills, and professional judgement, and represents a contribution to the knowledge and skill base of the profession. The duration of this component is equivalent to three months full-time employment.

Major Paper

The Major Paper (MP) option is for those students who have written a letter outlining their experience in the disability management field and obtained permission allowing them to prepare a Major Paper in place of a Practicum (6 credit hours). It is the aim of the MP to acquaint students with the practice of scholarship. Such acquaintance will normally entail a critical treatment of relevant academic literature using theoretical or philosophical methods. If the student wishes to pursue empirical research, either quantitative or qualitative, the thesis option must be selected.

Comprehensive Examination

The comprehensive examination option of study requires the successful completion of a comprehensive examination that evaluates a candidate's knowledge of theory, research and practice in his/her field of study.

Thesis

An oral examination is required as per University regulations. All students are taking the thesis option will be required to be a resident in Prince George for the duration of their thesis work and their oral examination, as well as during the semesters thesis work is developing.

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Health Sciences

College: College of Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2016.03.17.04

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

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.: SCAAF201604.06

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED, as amended and with editorial changes as recommended by the SCCC.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201604.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the elective section under the Post-Diploma Baccalaureate Nursing Program on page 173 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** It is difficult to find electives related to clinical concentration, therefore, students have been taking courses that are just related to Nursing (e.g. PSYC, SOCW etc).
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Elective Requirement

6 credit hours chosen to ensure completion of a minimum of 45 credit hours and fulfillment of the following requirements:

- 3 credit hours of First Nations Studies at any level.
- 3 credit hours at the 200 level or above and related to area of clinical concentration (with permission of program).

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

Elective Requirement

6 credit hours chosen to ensure completion of a minimum of 45 credit hours and fulfillment of the following requirements:

- 3 credit hours of First Nations Studies at any level.
- ~~3 credit hours at the 200 level or above and related to area of clinical concentration (with permission of program).~~
- 3 additional credit hours in Nursing at the 200 level or above, or 3 credit hours at the 200 level or above in a subject related to Nursing (with permission of the Program)

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

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.: SCAAF201604.07

Moved by: S. Chen **Seconded by:** I. Hartley

Committee Decision: CARRRIED, with editorial revisions as recommended by the SCCC.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201604.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Transfer Credit section under the Post-Diploma Baccalaureate Nursing Program on page 173 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** Adding a transfer credit section subtitle ensures that all information related to transfer credit is easily identifiable for this program. The revised description provides clarification on the amount of credit that may be eligible, what course work can be used, as well as time limits for transfer.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

A total of 15 credit hours may be transferred from other recognized institutions into the nursing program. In order to meet the clinical concentration requirement of the nursing program, students may transfer credit from successfully completed studies at the nursing post-diploma level, provided that the certificate or diploma was completed within the five years prior to admission. Normally, the student is currently practicing in that specialty area.

Admission Requirements

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

Transfer Credit

Students who have completed a Registered Nurse Diploma at a recognized post-secondary institution may be eligible to receive up to 60 credit hours towards the Post-Diploma Baccalaureate Nursing Program.

~~A total of 15 credit hours may be transferred from other recognized institutions into the nursing program. In order to meet the clinical concentration requirement of the nursing program, students may transfer credit from successfully completed studies at the~~

nursing post diploma level, provided that the certificate or diploma was completed within the five years prior to the semester of admission. Normally, the student is currently practicing in that specialty area.

In addition to the block credit awarded for the diploma, a maximum of 15 credit hours from other recognized institutions may be transferred into the Post-Diploma Baccalaureate Nursing Program. Nursing courses, or their equivalents, must have been completed within five years prior to the semester of admission to be eligible for transfer credit into the Nursing Program.

Admission Requirements

6. Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

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.: SCAAF201604.08

Moved by: S. Chen **Seconded by:** I. Hartley

Committee Decision: CARRIED, with editorial revisions as recommended by the SCCC.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201604.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Transfer Credit section under the Rural Nursing Certificate Program on page 174 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** Adding a transfer credit section subtitle ensures that all information related to transfer credit is easily identifiable for this program. The revised description provides clarification on the amount of credit that may be eligible, what course work can be used, as well as time limits for transfer.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

The Certificate requires successful completion of 30 credit hours. Admission occurs in September and January.

A maximum of 15 credit hours from other recognized institutions may be transferred into the Certificate and the BScN completion option.

The Certificate is designed to be completed on a part-time basis through distance education. Students can complete their BScN through the attainment of 15 additional credit hours of prescribed courses.

This Certificate does not replace the UNBC Post-Diploma BScN program as it offers a focus in one specialized area only. Other focus areas provided through the UNBC Post-Diploma BScN, notably community health, community continuing care, First Nations health and nursing, and nursing management are not included in the Certificate program.

Nursing Program policies for Registered Nurse students pursuing a degree apply to Certificate students.

Admission Requirements

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

The Certificate requires successful completion of 30 credit hours. Admission occurs in September and January.

~~A maximum of 15 credit hours from other recognized institutions may be transferred into the Certificate and the BScN completion option.~~

The Certificate is designed to be completed on a part-time basis through distance education. Students can complete their BScN through the attainment of 15 additional credit hours of prescribed courses.

This Certificate does not replace the UNBC Post-Diploma BScN program as it offers a focus in one specialized area only. Other focus areas provided through the UNBC Post-Diploma BScN, notably community health, community continuing care, First Nations health and nursing, and nursing management are not included in the Certificate program.

Nursing Program policies for Registered Nurse students pursuing a degree apply to Certificate students.

Transfer Credit

A maximum of 15 credit hours from other recognized institutions may be transferred into the Certificate and the BScN Completion. Nursing courses must have been completed within five years prior to the semester of admission to be eligible for transfer credit into the nursing program.

Students who have completed a Registered Nurse Diploma at a recognized post-secondary institution may be eligible to receive up to 60 credit hours towards the BScN Completion.

Admission Requirements

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

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.: SCAAF201604.09

Moved by: S. Chen **Seconded by:** I. Hartley

Committee Decision: CARRIED, with editorial revisions as recommended by the SCCC.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201604.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course description for NURS 458-6 Remote Nursing Certified Practice on page 276 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** The revisions provide clarification that students may apply for remote nursing practice certification through CRNBC once they successfully complete the course. Also, students need both the major restriction, as well as permission of the Chair, to take the course.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

NURS 458-6 Remote Nursing Certified Practice This course focuses on Remote Nursing Certified Practice competencies. Key content areas include history and physical assessment, advanced clinical reasoning, informed judgment and pharmacotherapeutics for the management of specified common and predictable health conditions. Dispensary management and medication dispensing functions are also included. Content and course evaluation are based on a body-systems approach and incorporate the CRNBC Decision Support Tools for Remote Nursing Certified Practice. A mandatory extended workshop focusing on nursing practice in remote communities is included. Upon successful completion students apply for CRNBC Remote Nursing Practice Certification.

Major Restriction: Restricted to the Rural Nursing Certificate Program or Post-Diploma BScN students only, or by permission of the Chair, School of Nursing

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

NURS 458-6 Remote Nursing Certified Practice This course focuses on Remote Nursing Certified Practice competencies. Key content areas include history and physical assessment, advanced clinical reasoning, informed judgment and pharmacotherapeutics for the management of specified common and predictable health conditions. Dispensary management and medication dispensing functions are also included. Content and course evaluation are based on a body-systems approach and incorporate the CRNBC Decision Support Tools for Remote Nursing Certified Practice. A mandatory extended workshop focusing on nursing practice in remote communities is

included. Upon successful completion students may apply for ~~CRNBC~~ Remote Nursing Practice Certification through CRNBC.

Major Restriction: Restricted to the Rural Nursing Certificate Program or Post-Diploma BScN students only, ~~or~~ and by permission of the Chair, School of Nursing

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting 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:

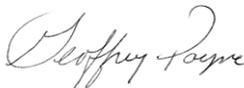
Motion No.: SCAAF201604.10

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201604.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the preclusion for NURS 422-(6, 8) First Nations Health and Nursing on page 274 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** Prior to integration of the Nursing programs, Year 4 and Post-Diploma students could not take both NURS 422 and NURS 457. After integration, this became possible, but students should not be taking both due to duplication of course content for theory.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

NURS 422-(6, 8) First Nations Health and Nursing This course provides the opportunity for students to increase their understanding of the theories, roles and practices required by nurses in First Nations communities. Included are the theoretical and practical exploration of the impact of colonization on health, effects of rapid cultural changes, nursing management of specific health issues, culturally sensitive approaches to nursing care, the health transfer process, and special topics related to health. During an extended clinical practicum, students integrate theoretical understandings and evidence in contributing to services and programs in First Nations communities, or in agencies that primarily serve First Nations clients. The NCBNP requires the 8 credit hour course, and Post-Diploma BScN students complete the 6 credit hour course.

Prerequisites: NURS 418-7, or permission of the Chair, School of Nursing for 8 credit hour course

Major Restriction: Post-Diploma BScN students, or permission of the Chair, School of Nursing for 6 credit hour course

Precluded: NURS 441-(3, 5, 8)

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

NURS 422-(6, 8) First Nations Health and Nursing This course provides the opportunity for students to increase their understanding of the theories, roles and practices required by nurses in First Nations communities. Included are the theoretical and practical exploration of the impact of colonization on health, effects of rapid cultural changes, nursing management of specific health issues, culturally sensitive approaches to nursing care, the health transfer process, and special topics related to health. During an extended clinical practicum, students integrate theoretical understandings and

evidence in contributing to services and programs in First Nations communities, or in agencies that primarily serve First Nations clients. The NCBNP requires the 8 credit hour course, and Post-Diploma BScN students complete the 6 credit hour course.

Prerequisites: NURS 418-7, or permission of the Chair, School of Nursing for 8 credit hour course

Major Restriction: Post-Diploma BScN students, or permission of the Chair, School of Nursing for 6 credit hour course

Precluded: NURS 441-(3, 5, 8), NURS 457-3

6. Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting 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.: SCAAF201604.11

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED.

Approved by SCAAF: April 7, 2016

Date



Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201604.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the preclusion for NURS 453-3 Nursing Practice with Older Persons on page 275 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** When integration of the Nursing programs was completed in 2012, there should have only been a one-way preclusion between NURS 453-3 and NURS 313-3 & NURS 316-2.5. If students who have NURS 313-3 & NURS 316-2.5 want to continue in the RNCP, they still need to take NURS 453-3. The content for NURS 313-3 & 316-2.5 was different than the new NURS 323-5.5. Students who have the new NURS 323-5.5 do not need to take NURS 453-3, as the theory is the same as NURS 453-3, so it remains precluded and NURS 323 can substitute for NURS 453 for the RNCP.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

NURS 453-3 Nursing Practice with Older Persons This course focuses on health-promoting, person-centred practice for nurses working with older persons in rural communities. Assessment focuses on the physical and mental health of older persons within the context of their everyday experience and their families and/or cultures. Particular attention is paid to the strengths of the individual as well as the presenting health challenges. Nurses explore strategies to prevent and/or address common health issues experienced by older persons.

Major Restriction: Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair, School of Nursing

Precluded: NURS 313-3, NURS 316-2.5, NURS 323-5.5, NURS 653-3

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

NURS 453-3 Nursing Practice with Older Persons This course focuses on health-promoting, person-centred practice for nurses working with older persons in rural communities. Assessment focuses on the physical and mental health of older persons within the context of their everyday experience and their families and/or cultures. Particular attention is paid to the strengths of the individual as well as the presenting health challenges. Nurses explore strategies to prevent and/or address common health issues experienced by older persons.

Major Restriction: Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair, School of Nursing

Precluded: ~~NURS 313-3, NURS 316-2.5, NURS 323-5.5, NURS 653-3~~

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting 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.: SCAAF201604.12

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201604.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the preclusion for NURS 456-3 Mental Health and Addictions on page 275 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** When integration of the Nursing programs was completed in 2012, there should have only been a one-way preclusion between NURS 456-3 and NURS 312-3 & NURS 315-2.5. If students who have NURS 312-3 & NURS 315-2.5 want to continue in the RNCP, they still need to take NURS 456-3. The content for NURS 312-3 & 315-2.5 was different than the new NURS 326-5.5. Students who have the new NURS 326-5.5 do not need to take NURS 456-3, as the theory is the same as NURS 456-3, so it remains precluded and NURS 326 can substitute for NURS 456 for the RNCP.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

NURS 456-3 Mental Health and Addictions This course provides knowledge and skills required to care for people living with common mental health and addiction issues encountered in rural nursing practice. A holistic relational nursing focus allows students to apply concepts to a variety of health challenges and to intervene appropriately. Nursing approaches to clinical decision-making with clients who have specific mental health problems such as psychotic, mood, anxiety and personality disorders are highlighted. Nursing practice approaches to addictions, substance use, and crisis intervention, including aggression and suicide attempts, are addressed.

Major Restriction: Rural Nursing Certificate Program or Post-Diploma
BScN students, or permission of the Chair, School of Nursing

Precluded: NURS 312-3, NURS 315-2.5, NURS 326-5.5, NURS 656-3

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

NURS 456-3 Mental Health and Addictions This course provides knowledge and skills required to care for people living with common mental health and addiction issues encountered in rural nursing practice. A holistic relational nursing focus allows students to apply concepts to a variety of health challenges and to intervene appropriately. Nursing approaches to clinical decision-making with clients who have specific mental health problems such as psychotic, mood, anxiety and personality disorders are

highlighted. Nursing practice approaches to addictions, substance use, and crisis intervention, including aggression and suicide attempts, are addressed.

Major Restriction: Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair, School of Nursing

Precluded: NURS 312-3, NURS 315-2.5, NURS 326-5.5, NURS 656-3

6. Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting 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:

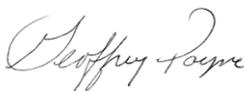
Motion No.: SCAAF201604.13

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201604.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the preclusion for NURS 457-3 Living and Working in a Rural Community on page 276 of the 2015/2016 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2016
2. **Rationale for the proposed revisions:** Prior to integration of the Nursing programs, Year 4 and Post-Diploma students could not take both NURS 422 and NURS 457. After integration, this became possible, but students should not be taking both due to duplication of course content for theory.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

NURS 457-3 Living and Working in a Rural Community This course enables students to gain an understanding and appreciation of the unique challenges facing nurses who live and work in rural communities. Confidentiality, anonymity, cultural safety, interprofessional relationships, population health, and maintaining competence are addressed. Students gain greater knowledge and sensitivity in the provision of ethical and effective health care for First Nations populations.

Prerequisites: NURS 330-4, or Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair, School of Nursing

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

NURS 457-3 Living and Working in a Rural Community This course enables students to gain an understanding and appreciation of the unique challenges facing nurses who live and work in rural communities. Confidentiality, anonymity, cultural safety, interprofessional relationships, population health, and maintaining competence are addressed. Students gain greater knowledge and sensitivity in the provision of ethical and effective health care for First Nations populations.

Prerequisites: NURS 330-4, or Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair, School of Nursing

Precluded: NURS 422-(6, 8)

6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: School of Nursing

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2016.03.17.03

College Council Approval Date: March 17, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting 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.: SCAAF201604.14

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED.

Approved by SCAAF: April 7, 2016
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201604.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new degree program in Civil and the modification of the Environmental Engineering Degree be approved as proposed.

A. General Information

Program Title: B.A.Sc. Civil Engineering; B.A.Sc. Environmental Engineering

Program Objectives: The creation of a joint degree program which will lead to either a degree in Civil Engineering or a degree in Environmental Engineering. We presently offer an Environmental Engineering degree in conjunction with UBC. However, the present program would see the entire degree offered at UNBC alongside a Civil Engineering degree. This structure is in place because there is a fair amount of overlap in the courses and content between the two degrees – both as presently offered in the joint UBC/UNBC degree which utilizes Civil Engineering courses at UBC and in the proposed structure for the degrees at UNBC.

Credential upon Completion of the Program: Bachelor of Applied Science (B.A.Sc.)

Program Offering the Degree: Engineering

Proposed Start Date: September, 2017

Suggested Institutional Priority: High. Implementing Engineering at UNBC meets with institutional and ministerial priorities. Specifically, provincial demand for Engineering seats are sufficiently high that we should be able to recruit to the program from areas outside of the northern portion of the province.

Relationship of Proposed Program to the Mandate of the Institution: The program satisfies government's objectives regarding job and training development.

Implications for the Cooperative Education Option: The degrees are mandatory Co-op with a total of four work terms (2 summer; 1 fall; 1 winter) integrated into the overall structure of the academic semesters. The degree program will feature separate Co-op coordinators dedicated to the degrees within the Engineering program.

Specialties within Program: none

Related Programs at Other Institutions: Civil Engineering is offered at UBC and UVic. Both programs are fully subscribed and turn students away. BCIT has recently begun offering a Civil Engineering program as a continuation of its two year diploma. The Civil Engineering component at UNBC will offer some of the same components found at other B.C. institutions but will have the distinctive features of blending in a stronger emphasis on Environmental issues and sustainability, the use of wood in design and construction, and a cold climate approach to design. With regard to the Environmental Engineering degree, the only existing program in the province is the present joint degree between UNBC and UBC. However, UBC is in the process of establishing a "wholly owned" Environmental Engineering degree with the first intake scheduled

for September 2016. The implications for the joint degree are still unclear. The UNBC proposal will see the joint degree continue in a slightly modified form while establishing a separate and distinct degree stream entirely at UNBC. The new program at UBC is intended to emphasize Environmental Engineering from the point of view of building climate control. The UNBC program will maintain a focus on Environmental Engineering from a large scale, landscape perspective with an emphasis on sustainable industrial development in the north.

Relation to Existing Programs: The program is designed to complement the existing strengths UNBC has within the areas of the environment and general science/mathematics. The degree programs will result in an increase in the number of students in first year courses and likely lead to increased number of students moving between degree programs.

Articulation Arrangement: At present, articulation is still being negotiated. UNBC is recognized by BCCAT as a “receiving” institution with regard to Engineering. We have been engaged with the “Pathways” project for Engineering.

Consultations with Other Institutions: The degrees and program have been discussed with the Deans of Engineering at other B.C. institutions as well as vetted by senior faculty.

B. Program Description

General Calendar Description:

ENGINEERING (BASc Program)

Engineers serve society across a wide range of economic sectors in a number of capacities. Highly skilled engineers require a solid technical and academic background, good communication skills, and the ability to work across a number of disciplines. Engineers deal with problems ranging from mine and dam construction to transit systems to air, water, and soil pollution control.

The Engineering program at UNBC has two degree programs – Civil and Environmental Engineering – and prepares graduates for a wide range of employment opportunities where their technical expertise and problem-solving skills are required. The program provides graduates with a strong awareness and understanding of environmental issues and problems. Our graduates are prepared for employment in the resource industries (e.g. forestry, fisheries, mining, oil and gas, pulp and paper, and the agri-food industry), various government ministries, research organizations, and with engineering firms of all sizes. Our graduates help shape the new environmental economy.

The Engineering Bachelor of Applied Science program is designed around a mandatory Co-operative education component. Students gain valuable and practical skills through four paid Co-op work terms while being gainfully employed. The degree program is also designed to minimize the semester hours during the nine academic semesters to ensure students gain the necessary knowledge in a timely fashion. By incorporating Co-op into the degree program, our graduates finish their degree in five years with over a year and a half of relevant work experience on their resume to ensure a high probability of successful employment.

Both the Civil and Environmental Engineering degrees start with a common first year in which the basic sciences and mathematics are emphasized along with an introduction to the Engineering discipline. In year two, a number of courses are common to both engineering streams but students

will also need to differentiate between the Civil and Environmental Engineering degrees. In the remaining years, some of the courses are common to both programs while each degree stream develops the in-depth knowledge to allow students to qualify within their discipline upon graduation. The final year exposes students to practical engineering problems.

Admission Requirements

Admission to the program is limited and is based on academic qualifications and available space. Priority admission is given to students who meet the admission criteria and apply by the deadline of March 1.

Applicants from BC and Yukon secondary schools must:

- Meet UNBC admission requirements, and
- Have an average of at least 75% based on the following four courses: Principles of Math 12 or Pre-calculus 12, English 12 and two provincially examinable Science 12 courses. In addition, applicants must have successfully completed Chemistry 11 in order to meet course prerequisites in the Program. Physics 12 or an equivalent is strongly recommended, as it is a prerequisite for first-year Physics courses in the program. Students who are admitted without the Physics 12 prerequisite may be delayed in their studies as they may not be able to complete the first four semesters of the program in the normal two year time period. Meeting the minimum GPA does not guarantee admission. Under exceptional circumstances the prerequisites may be waived.

Other applicants must demonstrate that they possess qualifications at least equivalent to the BC and Yukon requirement.

Standards of Professional Conduct

In addition to fulfilling all University and Program regulations and expectations, all students are expected to abide by professional standards as set forth by the Association of Professional Engineers and Geoscientists of British Columbia. Violation of professional standards may result in suspension or dismissal from the program and/or the University.

Academic Performance

Students must adhere to the policies and regulations as specified in the UNBC calendar. This requirement includes, but is not limited to, matters related to academic offenses and progression through the program. Progression is covered by the guidelines on academic standing and continuance. Offenses are governed by the relevant regulations in the appropriate calendar.

Students must obtain the minimum passing grade for all courses. Failure to do so may result in suspension or removal from the program. Note that the courses ENGR 217, ENGR 400, ENGR 401, MATH 200, and MATH 230 must be completed at UNBC.

Qualification for Degree

It is the responsibility of the student to ensure that his/her degree requirements are met. General graduation requirements are found in the Regulations and Policy section of the UNBC Calendar. To

fulfill the requirements of graduation, the student must also:

- maintain a minimum Cumulative GPA of 2.00 (C) on courses for credit towards an Engineering degree.
- obtain a minimum passing grade of 1.67 (C-) in each of ENGR 217, ENGR 400, ENGR 401, MATH 200, and MATH 230; and
- complete all requirements for the B.A.Sc. program within eight years of admission into the program or from the first Engineering course used for credit towards the degree.

Letter of Permission

Once admitted to Engineering at UNBC, students who want to take course work at another institution for credit must obtain a Letter of Permission prior to registration in the course. Students who complete courses without first having obtained a Letter of Permission risk not having those courses accepted for transfer credit. A student who has committed an academic offence or is on academic probation may be denied a Letter of Permission for subsequent course work. Students should consult the Engineering Academic Advisor before considering course work for transfer credit. (Refer to Academic Regulation 19).

Graduation

It is the responsibility of the student to ensure that his/her degree requirements are met. Students must have a Cumulative GPA of at least 2.00 (C) over all courses to graduate.

Transfers

Transfers into the program are allowed provided that the prerequisite courses or articulated courses are completed, and space is available in the program. Acceptance of transfers into the program will be based upon GPA, with priority given to those with the highest GPA. The admission GPA for transfer students into the Environmental Engineering program will be assessed on the following four courses or their university transferrable equivalents: Principles of Math 12 or Pre-calculus 12, English 12, and two provincially examinable Science 12 courses. In order to be considered for admission into the program transfer students must have at least a 75% average based on these four courses or their equivalents. Where both high school and university transfer coursework are provided for each of these four courses, the most recent GPA for each course will be used. Transfer students must also have an overall Cumulative transfer GPA of 2.00, which is based on all their university transferrable coursework. Regardless of the articulated courses transferred, students must satisfy the residency requirement of a minimum of 90 credit hours. In addition, students within the program must complete ENGR 217, ENGR 400, ENGR 401, MATH 200, and MATH 230 at UNBC.

Co-operative Education

Engineering at UNBC requires students to successfully complete four one semester long Co-operative Education work terms. These work terms are interspersed within the degree program and occur in semesters 6, 8, 10, and 12. Each work experience will meet the following criteria:

- each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation;
- the co-operative student is engaged in productive work rather than merely observing;
- the co-operative student receives remuneration for the work performed;
- the co-operative student's progress on the job is monitored by UNBC Engineering;
- the co-operative student's performance on the job is supervised and evaluated by the student's co-operative employer;
- the time spent in periods of work experience must be at least 30 per cent of the time spent in academic study

The overall timetable for semesters is as follows:

Year	Fall	Winter	Summer
1 st year	Academic Semester 1	Academic Semester 2	(semester 3)
2 nd year	Academic Semester 4	Academic Semester 5	Co-op Work Term I
3 rd year	Academic Semester 7	Co-op Work Term II	Academic Semester 9
	Co-op Work Term III	Academic Semester 11	Co-op Work Term IV
4 th year	Academic Semester 13	Academic Semester 14	

Engineering at UNBC is a mandatory Co-operative Education program and successful work terms are required for degree completion. For further information, contact the Co-operative Education Advisor.

Note: Co-operative education terms are completed in Semesters 6, 8, 10, and 12. Only under extraordinary circumstances will a student be allowed to deviate from this pattern.

CIVIL ENGINEERING DEGREE PROGRAM REQUIREMENTS

UNBC offers a rigorous Civil Engineering education augmented by business skills training and opportunities for specialized instruction in timber structures, renewable energy technology, cold climate, and geotechnical engineering. Today's civil engineer not only designs the infrastructure essential to modern society (buildings, bridges, highways, transit systems, water and waste treatment facilities, foundations, tunnels, dams, etcetera) but also analyzes the effects of deterioration on infrastructure elements while considering system interdependencies and the evaluation of life-cycle impacts. Civil engineers must consider environmental impact and economic sustainability in the development of modern infrastructure.

UNBC offers an integrated systems approach to Civil Engineering which is in keeping with the themes of design, life-cycle assessment, systems engineering, sustainable materials, renewable energy, and low-impact development throughout.

The minimum requirement for completion of a Bachelor of Applied Science degree with a major in Civil Engineering is 156 credit hours. Students are also required to successfully complete 12 credit hours of Co-operative Education.

Program Requirements

First Year (Semesters 1 & 2)

CHEM 100-3	General Chemistry I
CHEM 120-1	General Chemistry Laboratory I
CHEM 101-3	General Chemistry II
CHEM 121-1	General Chemistry Laboratory II
ENGR 110-3	Technical Writing
ENGR 117-3	Engineering Design 1
ENGR 151-1	Engineering Tools I
ENGR 152-1	Engineering Tools II
MATH 100-3	Calculus I
MATH 101-3	Calculus II
MATH 220-3	Linear Algebra
PHYS 110-4	Introductory Physics I: Mechanics
PHYS 111-4	Introductory Physics II: Waves and Electricity

3 credit hours of electives from the Humanities

Second Year (Semesters 4 & 5)

ENGR 217-4	Engineering Design II
ENGR 240-4	Materials I
ENGR 241-4	Materials II
ENGR 250-4	Structural Design I
ENGR 251-4	Structural Design II
ENGR 260-3	Soil Mechanics I
GEOG 205-3	Cartography and Geomatics
MATH 200-3	Calculus III
MATH 230-3	Linear Differential Equations and Boundary Value Problems
STATS 371-3	Probability and Statistics for Scientists and Engineers

Third Year (Semesters 7, 9, & 11)

ENGR 300-3	Green Principles of Engineering
ENGR 317-4	Engineering Design III
ENGR 340-3	Materials III
ENGR 350-3	Structural Analysis
ENGR 351-4	Fluid Mechanics I
ENGR 352-4	Fluid Mechanics II
ENGR 353-4	Hydrology and Open Channel Flow
ENGR 358-3	Water and Waste Water Systems
ENGR 360-4	Soil Mechanics II
ENGR 370-3	Transportations Systems
ENGR 372-3	Construction Management
ENGR 374-3	Cold Climate Engineering
ENGR 380-3	Engineering Economics
ENGR 381-3	Urban and Regional Planning

3 credit hours chosen from the list of technical electives
3 credit hours of electives from the Physical or Life Sciences

Fourth Year (Semesters 13 & 14)

ENGR 400-4	Capstone Design Project I
ENGR 401-4	Capstone Design Project II
ENGR 410-3	Professional Practice & Law
ENGR 411-3	Project Management
ENGR 440-3	Foundation Design

12 credit hours chosen from the list of technical electives
3 credit hours of electives from the Humanities

Technical Electives

Technical electives are chosen, as appropriate to the student's discipline, from the technical electives list.

ENSC 302-3 Low Carbon Energy Development
ENSC 404-3 Waste Management
ENSC 406-3 Environmental Modelling
ENSC 408-3 Storms
ENSC 425-3 Climate Change and Global Warming
ENSC 450-3 Environmental and Geophysical Data Analysis
ENSC 452-3 Reclamation and Remediation of Disturbed
Environments
ENSC 453-3 Environmental Resources Management and
Decision Making
ENSC 460-3 Soil Chemical Processes and the Environment
NREM 410-3 Watershed Management

Students may also choose appropriate courses from other engineering disciplines as technical electives. It is the student's responsibility to ensure that they have the prerequisites for the technical electives they wish to take.

**ENVIRONMENTAL ENGINEERING DEGREE PROGRAM
REQUIREMENTS**

Environmental and ecological problems are increasingly of concern to all Canadians but particularly in the resource rich northern portion of British Columbia. The concerns are especially acute due to a primarily resource-based economy which depends on forestry, mining, oil and gas, and fisheries. Further, the northern economy generates a significant portion of British Columbia's primary wealth and feeds the provincial economic growth. UNBC offers an Environmental Engineering degree which integrates basic science with modern Engineering practices. Our graduates are prepared to take on the challenges facing modern society, from problems in water, air, and soil pollution control to mine waste disposal to solid waste management and mine remediation. Modern issues require

highly skilled engineers with a solid background in environmental engineering, strong communication skills, and the ability to work across disciplinary boundaries. This program prepares graduates for a wide range of employment opportunities where the technical expertise and problem-solving skills of engineers are needed in conjunction with a strong awareness and understanding of environmental issues and problems.

Our graduates work in the new environmental economy – in areas related to environmental reclamation, remediation, and restoration.

The minimum requirement for completion of a Bachelor of Applied Science degree with a major in Environmental Engineering is 154 credit hours. Students are also required to successfully complete 12 credit hours of Co-operative Education.

Program Requirements

First Year (Semesters 1 & 2)

CHEM 100-3	General Chemistry I
CHEM 120-1	General Chemistry Laboratory I
CHEM 101-3	General Chemistry II
CHEM 121-1	General Chemistry Laboratory II
ENGR 110-3	Technical Writing
ENGR 117-3	Engineering Design 1
ENGR 151-1	Engineering Tools I
ENGR 152-1	Engineering Tools II
MATH 100-3	Calculus I
MATH 101-3	Calculus II
MATH 220-3	Linear Algebra
PHYS 110-4	Introductory Physics I: Mechanics
PHYS 111-4	Introductory Physics II: Waves and Electricity

3 credit hours of electives from the Humanities

Second Year (Semesters 4 & 5)

BIOL 103-3	Introductory Biology I
BIOL 123-1	Introductory Biology I Laboratory
ENGR 217-4	Engineering Design II
ENGR 210-3	Materials and Energy Balance
ENGR 220-4	Engineering Chemistry
ENGR 260-3	Soil Mechanics I
ENGR 270-3	Groundwater
GEOG 205-3	Cartography and Geomatics
MATH 200-3	Calculus III
MATH 230-3	Linear Differential Equations and Boundary Value Problems
STATS 371-3	Probability and Statistics for Scientists and Engineers

Third Year (Semesters 7, 9, & 11)

ENGR 244-3	Thermodynamics
ENGR 300-3	Green Principles of Engineering
ENGR 306-3	Environmental Modelling
ENGR 317-3	Engineering Design III
ENGR 351-4	Fluid Mechanics I
ENGR 352-4	Fluid Mechanics II
ENGR 353-4	Hydrology and Open Channel Flow
ENGR 358-3	Waste and Waste Water Systems
ENGR 359-3	Ground Water Contamination
ENGR 360-4	Soil Mechanics II
ENGR 365-3	Mining and the Environment
ENGR 380-3	Engineering Economics
ENGR 381-3	Urban and Regional Planning

6 credit hours chosen from the list of technical electives
3 credit hours of electives from the Physical or Life Sciences

Fourth Year (Semesters 13 & 14)

ENGR 400-4	Capstone Design Project I
ENGR 401-4	Capstone Design Project II
ENGR 410-3	Professional Practice & Law
ENGR 411-3	Project Management
ENGR 420-3	Transport Phenomena
ENGR 421-3	Environmental Hydraulics
ENGR 430-3	Unit Operations

6 credit hours chosen from the list of technical electives
3 credit hours of electives from the Humanities

Technical Electives

Technical electives are chosen, as appropriate to the student's discipline, from the technical electives list.

- ENSC 302-3 Low Carbon Energy Development
- ENSC 404-3 Waste Management
- ENSC 406-3 Environmental Modelling
- ENSC 408-3 Storms
- ENSC 425-3 Climate Change and Global Warming
- ENSC 450-3 Environmental and Geophysical Data Analysis
- ENSC 452-3 Reclamation and Remediation of Disturbed Environments
- ENSC 453-3 Environmental Resources Management and Decision Making
- ENSC 460-3 Soil Chemical Processes and the Environment
- NREM 410-3 Watershed Management

Students may also choose appropriate courses from other engineering disciplines as technical electives. It is the student's responsibility to ensure that they have the prerequisites for the technical electives they wish to take.

Engineering (ENGR)

(Note: COURSE WHICH ALREADY EXIST ARE IN ITALICS.)

***ENGR 110-3 Technical Writing** Students will acquire practical experience in engineering technical writing for a range of applications. The emphasis throughout will be on clarity, precision and consistency. Course content will include searching and referencing methods using scientific and technical literature, argument development, and document organization. Design scenarios will provide the basis for student exercises.*

Pre-requisites: English 12 or equivalent

***ENGR 117-3 Engineering Design I** This course teaches problem solving skills specific to engineering design challenges and introduces the engineering design process. Students gain experience through multiple project based design exercises. These are complemented with relevant tours (e.g., wastewater treatment plant) and contact with the local engineering community.*

Prerequisites with concurrency: PHYS 110-4, MATH 100-3

Co-requisite: ENGR 151-1

***ENGR 151-1 Engineering Tools I** This course provides an introduction to engineering problem solving using common software tools, including spreadsheets and numerical computing software (e.g., Microsoft Excel and MathWorks MATLAB). Case studies provide relevance and serve to bind together many of the topics covered in the course.*

Prerequisites with concurrency: PHYS 110-4, MATH 100-3

Co-requisite: ENGR 117-3

***ENGR 152-1 Engineering Tools II** This course provides an introduction to engineering problem solving using common software tools, including CAD and GIS software. Case studies provide relevance and serve to bind together many of the topics covered in the course.*

Prerequisites: ENGR 117-3, ENGR 151-1

***ENGR 210-3 Materials and Energy Balance** This course provides an introduction to the analysis of environmental engineering processes using the laws of conservation of mass and energy. Material and energy balances are applied to open and closed systems, non-reacting and reacting systems, and non-steady state systems.*

Prerequisites: Admission to the Environmental Engineering Program

Co-requisites: MATH 200-3

***ENGR 217-4 Engineering Design II** This course continues to explore the problem solving skills specific to Civil and Environmental Engineering problems while advancing student's understanding of the engineering design process. Students will explore project based design exercises. In*

particular, this course will also include technical writing skills.

Prerequisites: ENGR 117-3, ENGR 152-1

ENGR 220-3 Engineering Chemistry *This course provides an introduction to properties and composition of natural waters. This course explores gas and solid equilibria, pH, redox chemistry, complexation, corrosion treatment, acid rain, ion exchange, colloids and microbial transformations. This course also introduces students to relevant organic chemistry as applicable to environmental engineering.*

Prerequisites: Admission to the Environmental Engineering Program; CHEM 101-3, CHEM 121-1

ENGR 240-4 Materials I This course introduces key principles and analytical techniques applicable to practical problems in the mechanics of materials. The course concentrates on stress analysis of loaded components and structures. Topics include but are not limited to the following: concepts of stress and strain; elasticity; Poisson's ratio; axial loading and deformation; thermal stresses; statically determinate and indeterminate problem; torsional stress and deformation; shear forces and bending moments; moment of inertia; bending and shearing stresses.

Prerequisites: Admission to the Civil Engineering Program; PHYS 111-4

ENGR 241-4 Materials II This course continues the study of the fundamental principles in the mechanics of materials. Topics include but are not limited to the following: transformation equations for plane stress and plane strain; principal and maximum shearing stresses and strains; Mohr's circle; stresses in thin-walled pressure vessels; combined loading problems; beam deflection by integration and super-position; buckling; Euler's equation for columns, the secant formula, and the empirical column formulas; strain rosette analysis.

Prerequisite: ENGR 240-4

ENGR 244-3 Thermodynamics This course is an introduction to thermodynamics. Topics include but are not limited to the following: energy and the first law; second law of thermodynamics; entropy; availability (energy) analysis; thermodynamic properties of fluids, application to power generation, refrigeration, and liquefaction, as well as biological, environmental, and electrochemical systems.

Prerequisite: CHEM 101-3, CHEM 121-1

ENGR 250-4 Structural Design I This course focuses on reinforced concrete design. Topics include but are not limited to the following: safety and principles of limit state design; properties of concrete and reinforcing steel; principles of ultimate strength theory, material under strength and load factors; ultimate strength design of beams, one-way slabs, spread footings, and cantilever retaining walls with integrated structural applications; introduction to the design of two-way flat slabs; deflection calculations; use of codes and design aids.

Prerequisites: Admission to the Civil Engineering Program; PHYS 111-4

ENGR 251-4 Structural Design II This course focuses on steel structure design. Topics include but are not limited to the following: design loads for structures; properties of structural steel; design of tension members, simple bolted and welded connections, bearing and base plates, compression members, and beams with practical applications; use of codes and handbooks; approximate methods of structural analysis; safety and principles of limit states design.

Prerequisites: ENGR 250-4

ENGR 260-4 Soil Mechanics I This course provides students with an understanding, both theoretical and practical, of soil properties. Topics include but are not limited to the following: physical properties of soils; classification; capillarity and permeability; analysis of seepage, filter criteria, geostatic stresses, consolidation, and slope stability analysis.

Prerequisites: ENGR 117-4, PHYS 111-4, CHEM 101-3, CHEM 121-1

ENGR 270-3 (ENSC 451-3) Groundwater Hydrology *This course introduces fundamental principles of groundwater flow and their application to solve problems related to groundwater resources evaluation, development, and management. Topics include the role of groundwater in geological processes, the occurrence and movement of groundwater, steady-state and transient well hydraulics, aquifer testing techniques, unsaturated flow theory, and groundwater modeling techniques. Supporting computer software may be used.*

Prerequisite: MATH 101-3

ENGR 300-3 Green Principles of Engineering This course examines the implications of a finite biosphere and the complexities inherent in environmental decision-making. It explores the social and biophysical context of infrastructure and the impact of technologies on people, the economy, and the environment. Topics include but are not limited to the following: Pollution prevention; cleaner production; green chemistry and engineering; industrial ecology, eco-industrial parks, and sustainable development; environmental impact assessment including life-cycle assessment, total cost analysis and environmental systems analysis; reduce/recycling/reuse of wastes and by-products.

Prerequisite: ENGR 117-3

ENGR 306-3 (ENSC 406-3) Environmental Modelling *This course provides an understanding of the physical, chemical and biological processes that govern contaminant transport and fate in environmental media. Topics include modelling fundamentals, mass transport in aquatic ecosystems, and mathematical modelling of a wide variety of contamination issues, such as the eutrophication of lakes, river water quality, groundwater contamination, atmospheric deposition, and climate change. Laboratory exercises will complement lecture topics and focus on the development of computer-based modelling skills.*

Prerequisite: MATH 101-3

ENGR 317-4 Engineering Design III This course will explore advanced problem solving skills specific to Civil and Environmental Engineering enhances the student's understanding of design.

Students will explore project based design exercises.

Prerequisite: ENGR 217-4

ENGR 340-3 Materials III This course focuses on advanced materials used in construction. In particular, the content addresses the use of wood in construction and the interaction of wood with other building materials.

Prerequisite: ENGR 241-4

ENGR 350-3 Structural Analysis This course presents an introduction to indeterminate structural analysis; approximate analysis of structures; calculation of displacements using virtual work; flexibility (force) method; stiffness method for frames; moment distribution method; introduction to structural dynamics.

Prerequisite: ENGR 241-4

ENGR 351-4 (ENSC 350-3) Fluid Mechanics I *This course is an introduction to fluid mechanics. Topics include: definition of fluids; fluid properties; variation of pressure in a fluid; hydrostatic forces; buoyancy; dimensional analysis; similarities; kinematics of flow; control volumes; continuity equation; momentum equation; energy equation; and flow in closed conduits.*

Prerequisite: MATH 101-3; PHYS 111-4

ENGR 352-4 Fluid Mechanics II The course concentrates on the behavior of compressible fluids. Topics include but are not limited to the following: the fluid medium, kinematics, and dynamics of a flow field; Bernoulli's equation, vorticity, and circulation; potential flow; Navier-Stokes' equations; compressible flow; exact and approximate solutions for one- and two-dimensional laminar flows; steady and unsteady flows; exact and approximate solutions to one- and two-dimensional boundary layers; turbulent flows; Reynolds stresses; Prandtl's mixing length theory; two dimensional flow and immersed objects; velocity and pressure fields; lift and drag on cylinders and aerofoils; evaluation of wind loads on structures; pumps and turbines analysis and design of pipeline systems; frictionless water hammer analysis.

Prerequisite: ENGR 351-4

ENGR 353-4 Hydrology and Open Channel Flow This course explores the concepts of fluid flow, energy, and momentum, along with flow resistance. Topics include but are not limited to the following: energy and momentum principles in open channel flow; critical, subcritical, and supercritical flow; applications to rectangular and non-rectangular channel sections; hydraulic jump; flow resistance; uniform flow computations; non-uniform flow; longitudinal profiles; culvert design; design for fish habitat.

Prerequisite: ENGR 351-4

ENGR 358-3 Water and Wastewater Systems This course introduces students to the field of water management and wastewater treatment. Topics include but are not limited to the following: water quality criteria and standards; treatment techniques and systems for surface water and groundwater sources; design of water storage, transmission, and distribution systems; pumps and pumping; wastewater collection; wastewater treatment systems.

Prerequisite: ENGR 351-4

ENGR 359-3 Groundwater Contamination This course examines contaminant transport processes in groundwater flow systems; aqueous and multiphase transport; mathematical models describing migration and chemical evolution of contaminant plumes; case studies.

Prerequisite: ENGR 351-4

ENGR 360-3 Soil Mechanics II This course continues the study of soil mechanics. Topics include but are not limited to the following: concept of failure and failure theories; Mohr-Coulomb failure criterion; shear resistance between soil particles; shear testing methods; pore pressure parameters; shear strength of cohesionless and cohesive soils; types of stability analysis; flow of water in embankments/dams and natural slopes; engineering in permafrost; geo-environmental engineering.

Prerequisite: ENGR 260-4

ENGR 365-3 Mining and the Environment This course introduces environmental topics of importance to engineers practicing within the mining, metallurgical and related industries including technical practices, regulatory and public issues.

Prerequisite: ENGR 300-3

ENGR 370-3 Transportation Systems This course introduction elements and operations involved in various transportation systems (i.e., airports, ports, railways, highways, and mass transit systems). Topics include but are not limited to the following: analysis of system performance; traffic stream characteristics; traffic flow theory; traffic engineering studies; intersection control, capacity, and level of service of freeways and signalized intersections; the role of traffic engineering in sustainable transportation systems; highway safety; travel demand forecasting.

Prerequisite: ENGR 300-3

ENGR 372-3 Construction Management This course provides the knowledge required for managers. Topics include but are not limited to the following: construction methods selection; practice of construction management; contract administration and control; computer integration in administration; control and project network techniques; total quality management and the ISO framework; design of false work and formwork lifting and rigging; welding techniques and procedures; occupational health and safety act.

Prerequisite: ENGR 300-3

ENGR 374-3 Cold Climate Construction Engineering This course introduces engineering concerns relate to a cold and variable climate. Topics include but are not limited to the following: northern climates and permafrost; thermal deformation characteristics of frozen and unfrozen soils; thaw of permafrost and settlement; ice and snow construction; ice motion; policy issues; transportation in the north; the design of roads, runways, building foundations, and housing for the arctic; the provision of municipal services including water treatment and supply, wastewater collection, treatment, and disposal, and solid waste disposal.

Prerequisite: ENGR 300-3

ENGR 380-3 Engineering Economics This course examines economic issues relevant to the profession of engineering. Topics include but are not limited to the following: quantitative analysis of engineering decision making; cash flow analysis and comparisons of alternatives; hard and soft systems management; decision models, cost concepts, and accounting; the time value of money; comparing options; depreciation and taxation; risk and uncertainty analysis; economic analysis for sustainable development; financial accounting; company structures; public sector projects; decision-making. Case studies will be presented.

Prerequisite: ENGR 300-3

ENGR 381-3 Urban and Regional Planning An introduction urban and regional planning is provided. Topics may include land use, growth management, transportation, environmental planning and community development, all in consideration of a legal, environmental, and governmental context.

Prerequisite: ENGR 317-3

ENGR 400-4 Capstone Design Project I In combination with ENGR 401-4, students will engage in a two semester project intended to provide real life experience as part of a design team. Working in groups, students should solicit a project from an industrial sponsor, develop a full set of specifications, and deliver a final report. The intent is for the teams to draw upon all of the knowledge gained during their engineering degree.

Prerequisite: ENGR 317-4

ENGR 401-4 Capstone Design Project II In combination with ENGR 400-4, students will engage in a two semester project intended to provide real life experience as part of a design team. Working in groups, students should solicit a project from an industrial sponsor, develop a full set of specifications, and deliver a final report. The intent is for the teams to draw upon all of the knowledge gained during their engineering degree.

Prerequisite: ENGR 400-4

ENGR 410-3 Professional Practice and Law This course prepares graduates for the roles and responsibilities of a professional engineer. Topics include but are not limited to the following: professional practice; public responsibility; registration, engineers act and code of ethics; licensing;

law and liability; contracts, documents, and the preparation of specifications; torts and independent contractors; companies and partnerships; mechanic liens; agency; evidence; expert witness; liability; patents, copyright, and trademarks.

Prerequisite: ENGR 317-4

ENGR 411-3 Project Management

Perspectives of project management as it relates to Civil engineering. Case studies are used to illustrate key issues.

Prerequisite: ENGR 317-4

ENGR 420-3 Transport Phenomena This course advances an understanding of fluid mechanics. Topics include but are not limited to the following: heat and mass transfer; conduction and molecular diffusion; convective transfer; thermal radiation; analogies among heat, mass and momentum transfer; heat exchanger design.

Prerequisite: ENGR 352-4

ENGR 421-3 Environmental Hydraulics This course explores the application of hydraulic engineering principles to problems of environmental concern such as pollutant transport and dispersion, the mixing in rivers and lakes, the theory of jets and plumes, and the design of outfall diffusers.

Prerequisite: ENGR 352-4

ENGR 430-3 Unit Operations This course examines the various aspects of operations within industrial process. Topics include but are not limited to the following: characterization of particles, droplets, and bubbles; comminution, screening and classification; filtration, sedimentation, centrifugal separations and fluidization; thermal operations including evaporation and crystallization; stage-wise mass transfer operations; extraction and absorption; single and stage-wise binary and multi-component distillation; principles and equipment design for continuous contact mass transfer operations including absorption, binary distillation and others such as extraction, drying, humidification, membrane separations.

Prerequisite: ENGR 300-3

ENGR 440-3 Foundation Design This course introduces building and structure foundations. Topics include but are not limited to the following: stress distribution in soils; settlement of structures; bearing capacity of soils; design of shallow foundations; retaining structures; excavations; geotechnical earthquake engineering; design of deep foundations; piles and pile foundations; types of piles; pile foundation design; types of sheet pile walls; single-wall, double-wall, and cellular cofferdams; box open and pneumatic caissons; underpinning of existing structures.

Prerequisite: ENGR 350-3

Upper Level Technical Electives – These courses remain to be defined by faculty.

ENGR 390-3
ENGR 391-3
ENGR 392-3
ENGR 490-3
ENGR 491-3
ENGR 492-3
ENGR 493-3
ENGR 494-3
ENGR 495-3
ENGR 496-3

CO-OPERATIVE EDUCATION WORK TERMS

ENGR 001-3 Work Term I

Students are employed for a work term of four months' duration. Competencies typically addressed include personal management and work place behaviour. This work term should provide an introduction to a productive work experience that is related to the student's program of studies and individual interests.

Prerequisite: ENGR 217 and third year standing

ENGR 002-3 Work Term II

Students are employed for a work term, normally of four months' duration. Competencies typically addressed include communication and teamwork. This work term is intended to provide an increased level of responsibility in an area that is related to the student's program of studies and individual interests.

Prerequisite: ENGR 001

ENGR 003-3 Work Term III

Students are employed for a work term, normally of four months' duration. Competencies typically addressed include managing information, research and problem solving, and commitment to quality. This work term should provide an increased level of responsibility in an area that is related to the area of specialization in the student's program of studies.

Prerequisite: ENGR 002

ENGR 004-3 Work Term IV

Students are employed for a work term, normally of four months' duration. Competencies typically addressed include project and task management, social responsibility and continuous learning. This work term should provide a path to a career choice in the student's anticipated degree.

Prerequisite: ENGR 003

Curriculum: as stipulated above.

C. Need for Program

Enrolment Projections: The degree programs have been modelled with an initial enrolment of 15 students in Civil Engineering, increasing by 5 students per year until fully subscribed with a 60 student intake on year ten of the degree. The fully subscribed program will have 60 students enter the degree each year but assumes only 50 students in years two to five of the degree. The Environmental Engineering program will see an incremental increase of 10 students in first year enrolment in the first year of offering the degree (for a total of 60 students). The second year will have 50 students and subsequent terms will drop to 25 students if we maintain the Joint degree program in Environmental Engineering with UBC.

Cultural, Social and Economic Needs: Engineers Canada Labour Market 2015 highlights the fundamental challenges facing the Engineering profession in British Columbia. This province presently has the highest labour market demand for Engineers and this will continue for the foreseeable future. This analysis predicts an ongoing annual deficit of over 200 Civil Engineers for the foreseeable. The lack of engineering talent represents a drag on the B.C. economy and our economic development. In fact our “companies are increasingly challenged to fill roles as a result of fewer students enrolling in key areas – including engineering, science, and marketing – compared to other provinces in Canada” (BC Technology Report Card, 2014). The situation is exacerbated in northern B.C. where the shortage of local engineering talent is even more acute. Anecdotal evidence provided by local and regional companies has indicated many have stopped seeking additional engineering projects due to a lack of qualified Engineers in Northern British Columbia. One limiting factor in the growth of these companies, and by extension the northern economy, is the number of Engineers available.

Further to the overall industry demand for an increased number of Engineers in British Columbia, the present enrolment statistics from the five B.C. Universities offering Engineering degrees (SFU, UBC-O, UBC-V, UNBC, UVic) would indicate there is a great deal of unmet student demand. In 2014/15, the total number of applicants for Engineering was 7,312. Some are likely not unique students as many students will have applied to two different schools in an effort to maximize their chances of getting in. However, there are also a number of students in the system that do not apply to one of the receiving institutions but seek delayed entry through the colleges. In any case, the overall success rate for the system was only 2,126 students or 29%. The entering grade point average for UBC is now 92% suggesting there are a large number of students with adequate grades not making it into a University Engineering program. Anecdotally, the demand from the Colleges and teaching Universities remains high with numerous qualified students not able to transition to University. Incidentally, there is also evidence to suggest students who start at UBC-O, stay at UBC-O even if offered a chance to move to the UBC-V campus. This reinforces our premise that students educated in Prince George will stay in the North and that there exists a significant demand for additional Engineering seats in the province.

Labour Market Demands: At the heart of our economic future in Northern BC is the access to

educated and talented people (BC Technology Report Card). The Conference Board of Canada (CBC) has estimated B.C. is currently foregoing approximately \$4.7 billion in economic activity and \$600 million in tax revenue, directly, as a result of shortages in the professionals which would allow businesses to grow and innovate. A lack of engineers and related professions results in with too few skilled workers with the ability to facilitate innovation and growth. In fact, the CBC estimates within 8 years, 57% of B.C. employers will be seeking PSE graduates with university degrees in the areas of Business, Computer Science, and Engineering.

Other Benefits: Institutionally, when fully subscribed, this program has the potential to add 630 FTE to UNBC without impacting enrolments in presently offered degree programs.

D. Faculty

Faculty list: Present: Dr. Jianbing Li, Dr. Jueyi Sui, Dr. Ronald Thring, Dr. Steve Helle, Dr. Guido Wimmer, Dr. Asif Iqbal, Mr. Maik Gehloff. In addition to the remaining faculty positions at WIDC in the IENG program, seven engineering faculty positions will be established for the program along with a position in mathematics. All positions are either presently funded or will be funded through external funding.

Expected Teaching Loads: four courses per academic year

Research Funding: NSERC and other national bodies, along with provincial funding and contract research.

E. Program Delivery

Distance Learning Components: The degree program includes the sharing of courses and resources with either UBC or UVic through a distance delivery model. Both institutions are equipped with fully integrated digital classrooms suitable for delivery. This model has been used in a pilot program with the present Engineering program.

Class Size and Structure: typically, cohorts of 50 or 100 students.

Experiential Learning: fully integrated mandatory Co-operative education program

F. Program Resources

Administrative Requirements: fully modelled within the budget

Operating Requirements: fully modelled within the budget

Capital Requirements: fully modelled within the budget

Start-up Costs: fully modelled within the budget

Special Resource Requirements:

G. Library Resource Requirements (See attached form)

H. Evaluation

Library Resource Requirements Form
(to be submitted with SCAAF New Academic Program Proposal Motion Form)

NEW ACADEMIC PROGRAM PROPOSAL: B.A.Sc. Civil Engineering; B.A.Sc. Environmental Engineering

G. Library Resource Requirements (to be completed by Librarians)

Please see attached document.

1. Space Requirements:

- a) holdings: No additional space required.
- b) study / work: No additional space required.

2. Library Administrative Support Requirements:

N/A

3. Capital Requirements (other than new course-specific):

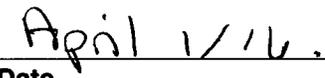
N/A

4. Holdings Requirements (List all new courses that carry new holdings requirements, and include total cost):

Please see attached document.



University Librarian (or designate) signature



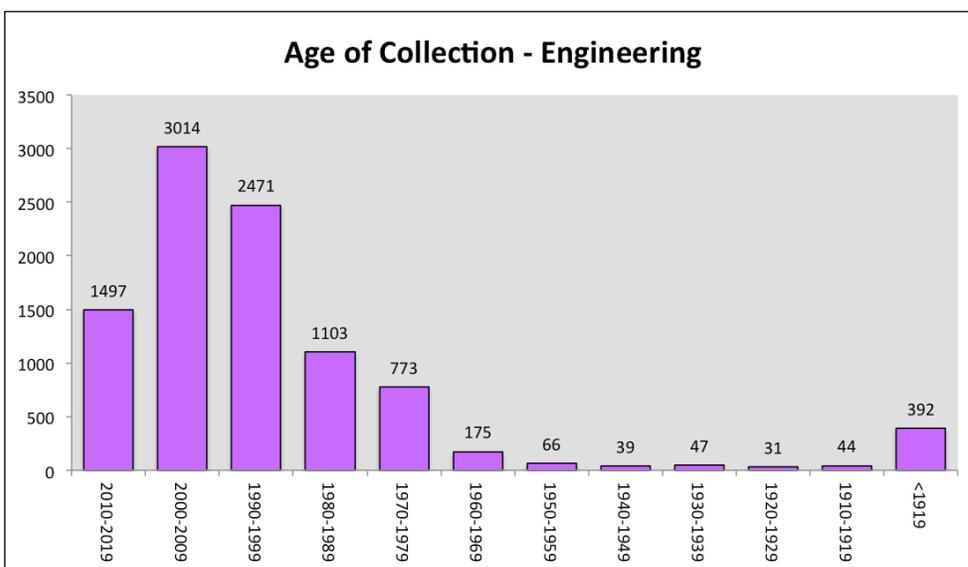
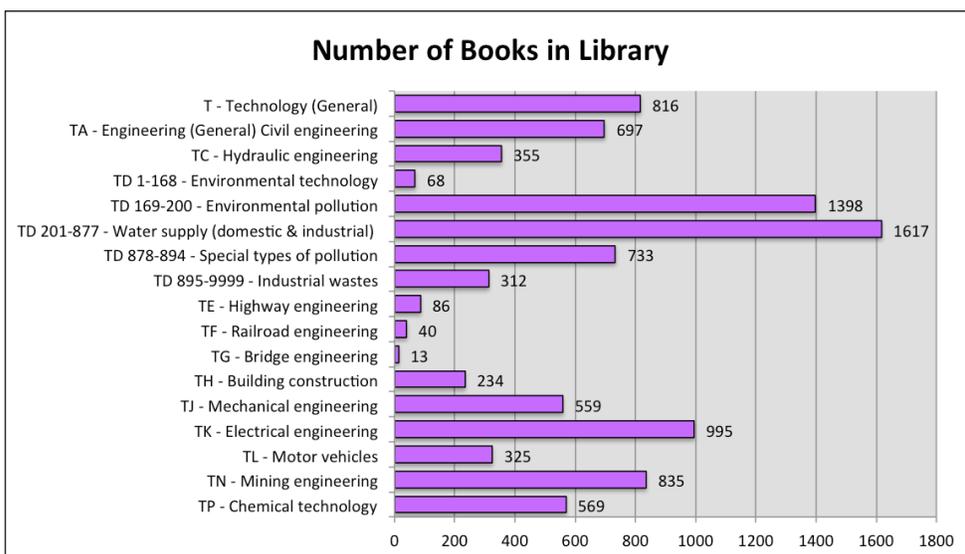
Date

New Academic Program Proposal Evaluation of Library Resources

Program: B.A.Sc. Civil Engineering; B.A. Sc. Environmental Engineering

1. Monographs (print and/or electronic)

The charts below were produced using 2014/2015 data.



The Library's collection of engineering monographs has been growing steadily over the past number of years in support of the joint Environmental Engineering program and the new Master of Engineering in Integrated Wood Design. However, the books to support the joint Environmental Engineering program focus on the environmental science portion of the program taught at UNBC. Furthermore, the Library has just started collecting

New Academic Program Proposal Evaluation of Library Resources

material in support of the new Master of Engineering program, and these materials are highly focused on the subject matter of that program. It should also be noted that any print materials for the Master of Engineering program are being collected by the Program and are housed at the Wood Innovation and Design Centre (WIDC); they are not part of the Library collection, and they are not accessible to students and faculty outside of the WIDC facility.

Therefore, the Library continues to have a limited number of books in support of engineering topics, particularly books related to civil engineering. To support the proposed programs, an initial purchase of 200 books in relevant engineering subject areas is recommended. As the average cost of a book in the engineering subject is ~\$120 CAD¹, this will be an approximate one-time cost of \$24,000. It is also recommend that the Library's annual allocation for engineering monographs be increased by \$5,000 to ensure that we continue to have a current collection in these subject areas. This will add an additional 40 books per year to the civil/environmental engineering collection.

One-time cost: \$24,000 CAD

Ongoing annual cost: \$5,000 CAD

2. Journals

Top 20 highest impact journals in Engineering, Civil (from Journal Citation Reports, March 30, 2016)

Journal Title	UNBC holdings
Computer-Aided Civil and Infrastructure Engineering	1998-present
Journal of Hazardous Materials	1995-present
Building and Environment	1995-present
Journal of Hydrology	1995-present
Transportation Research Part B - Methodological	1995-present
Energy and Buildings	1995-present
Journal of Water Resources Planning and Management	1995-2014 No Current Holdings
Transportation Research Part E – Logistics and Transportation Review	1997-present
Water Resources Management	1987-present
Journal of Composites for Construction	1997-2014 No Current Holdings
Journal of Hydro-Environment Research	2007-present
Coastal Engineering	1995-present
IEEE Transactions on Intelligent Transportation Systems	2000-present
Transportation	1972-present
Earthquake Engineering & Structural Dynamics	1997-present
Construction & Building Materials	1995-present

¹ Lynden, F. C. (2015). U.S. College Book Price Information, 2014. Choice, 52:8, 1278-1281.

**New Academic Program Proposal
Evaluation of Library Resources**

Coastal Engineering Journal	1999-2015 No Current Holdings
Computers & Structures	1995-present
Structural Control & Health Monitoring	2004-present
Stochastic Environmental Research & Risk Assessment	1997-present

Top 20 highest impact journals in Engineering, Civil (from Journal Citation Reports, March 30, 2016)

Journal Title	UNBC holdings
Applied Catalysis B, Environmental	1995-present
Water Research	1995-present
Environmental Science & Technology	1967-present
Indoor Air	1997-present
Journal of Hazardous Materials	1995-present
Environmental Modelling & Software	1997-present
Chemical Engineering Journal	1997-present
International Journal of Life Cycle Assessment	1996-present
International Journal of Greenhouse Gas Control	2007-present
Journal of Cleaner Production	1995-present
Building and Environment	1995-present
Waste Management	1995-present
Ambio	1972-present
Ecological Engineering	1995-present
Environmental Chemistry Letters	2003-present
Environmental Geochemistry and Health	1985-present
Resources Conservation and Recycling	1995-present
Process Safety and Environmental Protection	1996-present
Greenhouse Gases: Science & Technology	No holdings
Stochastic Environmental Research & Risk Assessment	1997-present

The annual cost of subscribing to the four journals above to which we do not have a current subscription will be \$4,000 CAD.

Ongoing annual cost: \$4,000 CAD

Important note: The majority of the journals to which we have current access, as indicated in the above lists, are the result of **Science Direct, SpringerLink, and Wiley** journal package subscriptions. Journal support for the proposed programs will not be possible if UNBC discontinued subscriptions to these journal packages.

New Academic Program Proposal Evaluation of Library Resources

3. Databases

3.1 Databases to which the Library currently subscribes which will provide support to the proposed engineering program

- **AccessScience**

Includes the *McGraw-Hill Encyclopedia of Science and Technology*, the *McGraw-Hill Dictionary of Scientific and Technical Terms*, and the *Yearbook of Science & Technology*.

Current annual subscription: \$2,000 CAD

- **Science Direct**

Full text access to journals across the disciplines, including almost 700 engineering and engineering-related journals.

Current annual subscription through CRKN: \$220,000 CAD

- **Applied Science and Technology Index**

Bibliographic index covering a wide range of applied science and technology journals, including engineering.

Current annual subscription through ELN: \$6,300 CAD

- **Environmental Sciences & Pollution Management**

Bibliographic index providing comprehensive coverage of environmental science and environmental engineering. Indexes scientific journals, conference proceedings, reports, monographs, books and government publications.

Current annual subscription: \$13,000 CAD

- **SpringerLINK**

Full text access to journals across the disciplines, including almost 400 engineering journals.

Current annual subscription through CRKN: \$87,000 CAD

New Academic Program Proposal Evaluation of Library Resources

- **Web of Science**

Includes access to the Science Citation Index Expanded, which allows users to search a vast database of journal articles and follow the citation trail of specific articles.

Current annual subscription through CRKN: \$18,000 CAD

- **Wiley Online Library**

Full-text access to selected Wiley journals in support of teaching and learning at UNBC.

Current annual subscription: \$110,000 CAD

3.2 Recommended Database subscriptions to support the proposed engineering program

- **CRCNetBase**

Access to full text handbooks, references, and monographs published by CRC Press. The Library recommends subscriptions to the following two sub-collections:

- ✓ CivilENGINEERINGnetBASE: \$16,200 CAD per annum for unlimited concurrent users
- ✓ EnvironmentalENGINEERINGnetBASE: \$5,850 CAD per annum for unlimited concurrent users

Ongoing annual cost: \$22,050 CAD

- **Compendex Engineering Village 2**

Comprehensive engineering bibliographic index covering journal articles, technical reports, and conference papers and proceedings.

One-time cost for backfile: ~\$31,000 CAD

Ongoing annual cost: ~\$44,000 CAD

- **IEEE Xplore**

Full text of **all** journals and conference proceedings published by the IEEE. Topics covered include material on Electrical and Computer Engineering, Computer Science, Mechanical Engineering, Physics and Materials Science.

We currently subscribe to this resource for a negotiated price of \$28,000 CAD based on current programs / FTE. The addition of a Civil Engineering /

New Academic Program Proposal Evaluation of Library Resources

Environmental Engineering Program is expected to raise this subscription cost by an additional \$10,400 CAD per year.

Ongoing annual cost: \$10,400 CAD

4. Standards/Codes

4.1 Standards/Codes to which the Library currently subscribes, which will provide support the proposed engineering program

Note: The costs for the following are paid through the Master of Engineering in Integrated Wood Design budget allocation.

- **ASTM Complete Standards and Engineering Digital Library Basic**

Vast collection of industry-leading standards and technical engineering information.

Current annual subscription: \$14,000 CAD

- **BC Building / Fire Codes**

Current annual subscription (5 concurrent users): \$675 CAD

- **CSA Standards**

Current annual subscription: \$18,000 CAD

4.2 Recommended Standards/Codes to support the proposed engineering program

- **BC Plumbing Code**

Ongoing annual cost (5 concurrent users): \$275 CAD

- **Canadian Code Centre**

Ongoing annual cost (5 concurrent users): \$1,825 CAD

- **TechStreet, IHS, or SAI Global i2i Standards Infobase**

The Library recommends a subscription to one of these information management systems for standards to build a collection of selected additional standards from organizations other than those mentioned above -- e.g. International Code Council (ICC), American Society of Civil Engineers (ASCE), International Organization for Standardization (ISO), Canadian General Standard Board (CGSB), etc.

New Academic Program Proposal Evaluation of Library Resources

Ongoing annual cost: \$5,000 CAD (based on a limited collection of ~50 standards)

5. Science & Engineering Librarian

A new Science & Engineering Librarian position must be created to enable the Library to support a new engineering program. This is standard at institutions with Engineering programs, as engineering is a major program that needs a large amount of specialized support.

The following experiences at UNBC illustrate how important it is to follow best practices in supporting large, specialized programs:

MBA program

The University did not hire a Business Librarian for the MBA program. The Library does not have a librarian with a business background, and a librarian who also supports several other programs has always attempted to support the business program. Therefore, there is no one who can take the time to properly analyze and make decisions about complicated business resources, create online resources and class instruction to support business students and researchers, and provide high-quality one-on-one consultation support to students.

Master of Engineering in Integrated Wood Design

A librarian with numerous other hats has been attempting to provide support to the Master of Engineering in Integrated Wood Design program. To date, although need has been evident, no online resources have been developed, no instruction has been provided, and minimal time has been spent liaising with faculty.

NMP program

The NMP program is a shining example of a program that is supported by a librarian devoted to one major discipline. The Northern Health Sciences Librarian was hired as a requirement of the UBC program and, as a result of this, students and researchers in the health sciences at UNBC are well supported with appropriate resources and time.

Ongoing annual cost: \$80,000 CAD

New Academic Program Proposal Evaluation of Library Resources

6. Summary

The Geoffrey R. Weller Library requires the additional one-time and ongoing resources outlined in this document in order to provide adequate support to the proposed B.A.Sc. Civil Engineering; B.A. Sc. Environmental Engineering program.

Collections gap(s): The Geoffrey R. Weller Library has a minimal collection of engineering-related books that would support the proposed program. Similarly, the Library does not have access to identified databases, standards, and codes that will be required to do effective teaching or research in these subjects. Both one-time funding and additional ongoing funding will be required to fully support these proposed programs.

Human Resource gap: A new Science & Engineering Library position must be created to enable the Library to support the proposed B.A.Sc. Civil Engineering; B.A. Sc. Environmental Engineering program.

Total 1st year funding required: \$227,550 CAD (includes one-time and ongoing costs as follows)

One-time funding required: \$55,000 CAD

Ongoing annual funding required: \$172,550 CAD with ~9% annual increase

Prepared by: Gail Curry & Heather Empey

Date: April 1, 2016

Motion Number (assigned by
Steering Committee of Senate): S-201604.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to approve the renewal of the Agreement of Cooperation between the University of Northern British Columbia and the University of Applied Sciences and Arts, Switzerland be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The University of Applied Sciences and Arts Northwestern Switzerland (FHNW) has been a partner of UNBC since 2005. This exchange agreement is solely with the School of Business at FHNW and UNBC. This is an active exchange from a respected university in Basal, Switzerland internationally renowned for being an early advocate of Internationalization in the global business community.

Motion proposed by: Sylvester Chen, Director of International Education & Steven Cronshaw, Chair, School of Business

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: CSAM

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201604.16

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED, as amended.

Approved by SCAAF: April 7, 2016

Date



Chair's Signature

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

An Agreement of Cooperation Between
University of Applied Sciences and Arts Northwestern, Switzerland
School of Business
and
the University of Northern British Columbia, Canada
School of Business

I. Preamble

University of Applied Sciences and Arts Northwestern Switzerland and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of undergraduate students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to business.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate up to **two (2) students** annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Head of International Relations at University of Applied Sciences and Arts Northwestern Switzerland

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Admission requirements and nomination procedures shall be determined by the host institutions.

The host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the University of Applied Sciences and Arts Northwestern Switzerland or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

For the University of Northern British Columbia

Prof. Robert Buttery
Head of International Relations

Date: _____

For the University of Applied Sciences and
Arts Northwestern Switzerland

Motion Number (assigned by
Steering Committee of Senate): S-201604.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the following Pathway Agreements be approved as proposed:

- Canadian College of English Language
- EC English
- Global Village English
- King George International College
- PGIC Studies INC.
- Study English in Canada
- VGC Language School

Effective Date: Upon the approval of Senate

Rationale: Please see attached document for further information and a complete rationale.

Motion proposed by: Sylvester Chen, Director, International Education

Academic Program: n/a

Implications for Other Programs / Faculties? None

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 59 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201604.17

Moved by: S. Chen

Seconded by: I. Hartley

Committee Decision: CARRIED, as amended.

Approved by SCAAF: April 7, 2016

Date



Chair's Signature

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

**Pathway Agreement
Between
The University of Northern British Columbia
And
Canadian College of English Language Ltd. and Smrt English Ltd.**

The University of Northern British Columbia (hereinafter referred to as “UNBC”) has made this Pathway Agreement (hereinafter referred to as the “Agreement”) with **Canadian College of English Language Ltd. and Smrt English Ltd.** (hereinafter referred to as “CCEL”), which allows students graduating from CCEL English studies or English for Academic Program (“EAP”) studies to enter UNBC English Language Studies Program (“ELS”), for the purpose of completing the English requirement to enter UNBC undergraduate academic programming. UNBC and CCEL are referred to collectively as the Parties.

I. Pathway Agreement

1. Students successfully completing the CCEL SMRT Level 130 (“Level 130”) with a minimum final mark of 70% overall granted entry to UNBC English Language Studies 40 (hereinafter referred to as “ELS 40”). Upon successful completion of ELS 40, students will advance to ELS 50.
2. Students successfully completing the CCEL SMRT Level 140 (“Level 140”) with a minimum final mark of 70% overall will be granted entry to UNBC English Language Studies 50 (“ELS 50”).
3. CCEL students who have successfully completed any CCEL level lower than Level 130 will have the option of completing a placement test for entry into the appropriate ELS level at UNBC.
4. Successful completion of the UNBC ELS program with a grade of 2.00 (C) will satisfy UNBC’s English language proficiency requirement. Students must meet all other UNBC admission requirements as outlined in the UNBC undergraduate calendar.
5. Upon successful completion of ELS 40 (3 credits) and ELS 50/170 (9 credits), students may receive up to twelve (12) elective credits towards a UNBC undergraduate degree after admission to an academic program and completion of their first semester of registration in undergraduate studies.
6. EAP courses completed at CCEL will not appear on UNBC transcripts, nor will the courses be articulated through UNBC’s transfer credit process.
7. Under this Agreement UNBC International Education shall have the right to review CCEL academic materials related but not limited to Level 140 and Level 130 including examinations and new curriculum and, in strict confidence and in compliance with all applicable privacy legislation, to view the examination results and transcripts of CCEL students applying for admission to UNBC ELS. UNBC reserves the right to visit and meet with CCEL students enrolled in Level 140 and Level 130.

II. Representations and Warranties

1. UNBC represents and warrants that it is acting in its higher education capacity, and has the legal capacity to enter into this Agreement.
2. CCEL represents and warrants that it:
 - a. is a legal entity in good standing in Canada;
 - b. is a Designated Learning Institution and recognized by Citizenship and Immigration Canada;
 - c. is registered and accredited with Private Career Training Institutions Agency or equivalent; and
 - d. is accredited by and will maintain its Language Canada accreditation.

III. Admission to ELS Pathway Program

1. Students who have met the requirements outlined in section I (I.1, I.2, and I.3) shall be eligible to apply for admission into the ELS program while enrolled in CCEL Level 140 or Level 130 program with their interim marks.
2. Upon a student’s submission of the required documents to UNBC ELS, as outlined in Appendix A, UNBC ELS shall subsequently review and determine a student’s admissibility to UNBC ELS programs.

Initial: _____

IV. Responsibility of CCEL

CCEL agrees to and shall:

1. Promote UNBC to CCEL students who seek post-secondary education in Canada.
2. On behalf of the student, review and submit applications to UNBC International Education Department:
 - a. Applicants must ensure that the name of the transferring school "CCEL" is clearly indicated on the application form.
3. Assist the student in submission procedures in accordance to current ELS and, if appropriate, conditional admission processes, as established by the UNBC International Education and Office of the Registrar, respectively.
4. Will meet a corresponding enrolment/transfer target for this Agreement, as stated in Appendix C. This target may be revised upon evaluation by the Parties.
5. List and market UNBC as the first and/or priority pathway institution in British Columbia in any brochure or similar marketing materials which promotes CCEL's pathway partners.
6. Promote UNBC to appropriate international students at CCEL's own expense.
7. Assign a CCEL staff member to work with UNBC.

At no time shall CCEL:

1. Represent itself as a UNBC entity
2. Make any false or misleading comparisons (or claims of association) between UNBC and any other educational institution.
3. Make any representation that UNBC is or is not associated with any other educational institution.
4. Make statements, or issue documentation assuring students are eligible for admission to UNBC programs.
5. Use any UNBC Marks without prior written authorization from UNBC. "Marks" means logos, trademarks, service marks, designs, and other intellectual property that belong to, are owned by, are licensed to, or carry the name of UNBC, whether registered or not.

V. Responsibility of UNBC

UNBC agrees to and shall:

1. Review student applications and issue acceptance to ELS, as outlined in this Agreement.
2. Determine student's eligibility to UNBC's academic programs.
 - a. NOTE: Conditional Admission will not be granted to competitive entry programs
3. When possible and upon mutual agreement, send staff to assist CCEL to promote and/or train staff and pay its own expenses.
4. Provide marketing materials to CCEL without charge.
5. Respond to 'complete' undergraduate applications sent to UNBC in a timely fashion. To further clarify, a complete undergraduate application consists of documents and fees required for admission according to current UNBC admission regulations.

VI. Evaluation

1. UNBC will monitor the academic performance of transferring students on a semester-by-semester basis to ensure the established level equivalencies remains valid.
2. Following an assessment of the CCEL level equivalencies, transfer has been established as stated in this Agreement. CCEL is responsible for the assessment of its students and for ensuring that applicants to UNBC meet established transfer requirements (or can be reasonably expected to do so by the intended transfer date).
3. CCEL will advise UNBC of any changes to its programs' level equivalency (e.g. changes to CEFR/IELTS benchmarking, or other accepted equivalencies) during the course of this Agreement.
4. UNBC may require students to complete additional placement tests at its discretion. These tests will be used to evaluate the level equivalencies used for student transfers to UNBC.

VII. Terms of the Agreement

1. This Agreement shall remain in force for five (5) years from the date of signing. It may be terminated "at will" by either Party with thirty (30) days' written notice.
2. Should this Agreement expire or be terminated, UNBC will continue to consider for admission those who are admitted to CCEL's Level 140 and Level 130 for up to one year after the termination of this Agreement.
3. Upon the expiration or termination of this Agreement, each party shall immediately cease making any representations of any collaboration between the Parties, except as is necessary to conclude pending application(s). The expiration or termination of this Agreement does not affect any accrued rights or remedies of either Party.

VIII. General Terms

1. Non-Exclusive Agreement. This is a non-exclusive Agreement, and either Party may contract with third parties to provide other similar agreement.
2. Entire Agreement. This Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein. No modification or amendment to this Agreement shall be binding upon the Parties unless made in writing and duly executed by authorized representatives of both Parties.
3. Force Majeure. Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, lock out or other labor unrest including picketing (whether lawful or not), war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions order by the British Columbia Ministry of Advance Education, or failure or delay in delivery by suppliers or delays in transportation.
4. Invalidity and Severability. If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the Agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the Parties shall negotiate in good faith to achieve the original intent of such provision.
5. Governing Law. This Agreement shall in all aspects be governed by and be construed in accordance with the laws of the Province of British Columbia, Canada.

IX. Notice

All notices under this Agreement must be in writing and sent by electronic mail and prepaid airmail as follows:

To UNBC:
Director of International Education
University of Northern British Columbia
3333 University Way
Prince George, British Columbia
Canada, V2N 4Z9
Phone: 250 -960-5361
Email: ie@unbc.ca

To CCEL:
Canadian College of English Language Ltd. and Smrt English Ltd.
1050 Alberni Street #450
Vancouver, British Columbia
Canada, V6E 1A3
Phone: 604-688-9366 Ext 102
Email: lane.clark@canada-english.com

Any changes to the above must be promptly provided in writing to the other Party.

Initial: _____

X. Conclusion

This Agreement shall be effective when signed by all signatories. Signatures below indicate acceptance of the terms, conditions, and responsibilities contained herein and represent that the signatories are authorized to bind the respective Parties.

For University of Northern British Columbia

Dr. Daniel Weeks, President

Date: _____

For Canadian College of English Language Ltd. and Smrt English Ltd.

Lane Clark, CEO

Date: _____

Appendix A

UNBC Admission Procedures (ELS and Conditional Admission)

ELS Program Admission Only

When students are applying for admission into the ELS program they require the following documents:

- Complete ELS application
- Copies of student's interim CCELS' transcripts
- Copy of student's passport photo page

UNBC ELS application form can be found on the UNBC International Education Website.

Conditional Admission to UNBC (Undergraduate Studies and ELS Program)

When students are applying for conditional admission into the ELS program with conditional admission into the undergraduate program they require the following documents:

- Complete ELS application
- Copies of student's interim CCELS' transcripts
- Copy of student's passport photo page
- Complete Undergraduate Admission/Re-Admission form and provide documents as required by UNBC admission regulations.

UNBC Undergraduate Admission/Re-Admission forms can be found on the UNBC Admissions website.

UNBC Undergraduate Admission Policies, including documents required, can be found on the UNBC Admissions website.

Application and Deposit Fees:

Students must include **ALL** applicable application fees (ELS and undergraduate) at time of application.

Appendix B

Refund Policy

All application fees are non-refundable.

Deposits provided by students are non-refundable, except in cases in which the student has applied and is unable to obtain a student permit/visa and is forced to withdraw.

For current information and links to UNBC's application fees, ELS program fees, and refund policies, please refer to current UNBC fee policy available on the UNBC website.

Appendix C

Transfer Targets

CCEL targets five (5) to twenty (20) for the average number of students to be transferred to UNBC per ELS intake.

These targets represent part of the evaluation framework for the Agreement.

Appendix D

The CCEL shall assist students by:

1. Providing accurate information to both overseas and local applicants, regarding Canada, its education systems, UNBC, admission requirements, application procedures, fee structure, deadlines, refund policies, payment procedures, accommodation options, and cost-of-living expenses in Canada.
2. Assisting in the preparation of students' relevant documents required for application to UNBC (high school and any post-secondary transcripts, legal, financial, etc.) as necessary and/or required by law.
3. Ensuring that all relevant student documents are authentic, certified, official and unaltered.
4. Ensuring students applying for admission provide the required fees and deposits against tuition fees at UNBC at the time of application. The deposit and required fee are non-refundable, except for reasons specified in Appendix B and are forfeit by the student if he/she does not complete the intended transfer to study at UNBC. Program fees minus the deposit must be paid in full on or before the first day of class (for complete information, please refer to current UNBC fee policy).

**Pathway Agreement
Between
The University of Northern British Columbia**

**And
EC English Language Centre**

The University of Northern British Columbia (hereinafter referred to as “UNBC”) has made this Pathway Agreement (hereinafter referred to as the “Agreement”) with **EC English Language Centre** (hereinafter referred to as “EC”), which allows students graduating from EC **English for Academic Purpose (“EAP”) studies** to enter UNBC English Language Studies Program (“ELS”), for the purpose of completing the English requirement to enter UNBC undergraduate academic programming. UNBC and EC are referred to collectively as the Parties.

I. Pathway Agreement

1. Students successfully completing the EC Pre-Advanced B2+ level Program (“P-ADV”) with a minimum final mark of 70% overall in coursework and 70% on the EC’s proficiency exam will be granted entry to UNBC English Language Studies 50 (hereinafter referred to as “ELS 50”).
2. Students successfully completing the EC Upper Intermediate B2- level Program (“INT”) with a minimum final mark of 70% overall in coursework and 70% on the EC’s proficiency exam will be granted entry to UNBC English Language Studies 40 (“ELS 40”). Upon successful completion of ELS 40, students will advance to ELS 50.
3. EC students who have successfully completed any EC level lower than P-ADV will have the option of completing a placement test for entry into the appropriate ELS level at UNBC.
4. Successful completion of the UNBC ELS program with a grade of 2.00 (C) will satisfy UNBC’s English language proficiency requirement. Students must meet all other UNBC admission requirements as outlined in the UNBC undergraduate calendar.
5. Upon successful completion of ELS 40 (3 credits) and ELS 50/170 (9 credits), students may receive up to twelve (12) elective credits towards a UNBC undergraduate degree after admission to an academic program and completion of their first semester of registration in undergraduate studies.
6. EAP courses completed at EC will not appear on UNBC transcripts, nor will the courses be articulated through UNBC’s transfer credit process.
7. Under this Agreement, UNBC International Education shall have the right to review EC academic materials related but not limited to INT and P-ADV including examinations and new curriculum and, in strict confidence and in compliance with all applicable privacy legislation, to view the examination results and transcripts of EC students applying for admission to UNBC ELS. UNBC reserves the right to visit and meet with EC students enrolled in INT and P-ADV.

II. Representations and Warranties

1. UNBC represents and warrants that it is acting in its higher education capacity, and has the legal capacity to enter into this Agreement.
2. EC represents and warrants that it:
 - a. is a legal entity in good standing in Canada;
 - b. is a Designated Learning Institution and recognized by Citizenship and Immigration Canada;
 - c. is registered and accredited with Private Career Training Institutions Agency or equivalent; and
 - d. is accredited by and will maintain its Language Canada accreditation.

III. Admission to ELS Pathway Program

1. Students who have met the requirements outlined in section I (I.1, I.2, and I.3) shall be eligible to apply for admission into the ELS program while enrolled in EC INT or P-ADV program with their interim marks.

2. Upon a student's submission of the required documents to UNBC ELS, as outlined in Appendix A, UNBC ELS shall subsequently review and determine a student's admissibility to UNBC ELS programs.

IV. Responsibility of EC

EC agrees to and shall:

1. Promote UNBC to EC students who seek post-secondary education in Canada.
2. On behalf of the student, review and submit applications to UNBC International Education Department:
 - a. Applicants must ensure that the name of the transferring school "EC" is clearly indicated on the application form.
3. Assist the student in submission procedures in accordance to current ELS and, if appropriate, conditional admission processes, as established by the UNBC International Education and Office of the Registrar, respectively.
4. Will meet a corresponding enrolment/transfer target for this Agreement, as stated in Appendix C. This target may be revised upon evaluation by the Parties.
5. List and market UNBC as the first and/or priority pathway institution in British Columbia in any brochure or similar marketing materials which promotes EC's pathway partners.
6. Promote UNBC to appropriate international students at EC's own expense.
7. Assign a EC staff member to work with UNBC.

At no time shall EC:

1. Represent itself as a UNBC entity
2. Make any false or misleading comparisons (or claims of association) between UNBC and any other educational institution.
3. Make any representation that UNBC is or is not associated with any other educational institution.
4. Make statements, or issue documentation assuring students are eligible for admission to UNBC programs.
5. Use any UNBC Marks without prior written authorization from UNBC. "Marks" means logos, trademarks, service marks, designs, and other intellectual property that belong to, are owned by, are licensed to, or carry the name of UNBC, whether registered or not.

V. Responsibility of UNBC

UNBC agrees to and shall:

1. Review student applications and issue acceptance to ELS, as outlined in this Agreement.
2. Determine student's eligibility to UNBC's academic programs.
 - a. NOTE: Conditional Admission will not be granted to competitive entry programs
3. When possible and upon mutual agreement, send staff to assist EC to promote and/or train staff and pay its own expenses.
4. Provide marketing materials to EC without charge.
5. Respond to 'complete' undergraduate applications sent to UNBC in a timely fashion. To further clarify, a complete undergraduate application consists of documents and fees required for admission according to current UNBC admission regulations.

VI. Evaluation

1. UNBC will monitor the academic performance of transferring students on a semester-by-semester basis to ensure the established level equivalencies remains valid.
2. Following an assessment of the EC level equivalencies, transfer has been established as stated in this Agreement. EC is responsible for the assessment of its students and for ensuring that applicants to UNBC meet established transfer requirements (or can be reasonably expected to do so by the intended transfer date).
3. EC will advise UNBC of any changes to its programs' level equivalency (e.g. changes to CEFR/IELTS benchmarking, or other accepted equivalencies) during the course of this Agreement.
4. UNBC may require students to complete additional placement tests at its discretion. These tests will be used to evaluate the level equivalencies used for student transfers to UNBC.

Initial: _____

VII. Terms of the Agreement

1. This Agreement shall remain in force for five (5) years from the date of signing. It may be terminated “at will” by either Party with thirty (30) days’ written notice.
2. Should this Agreement expire or be terminated, UNBC will continue to consider for admission those who are admitted to EC’s INT and P-ADV for up to one year after the termination of this Agreement.
3. Upon the expiration or termination of this Agreement, each party shall immediately cease making any representations of any collaboration between the Parties, except as is necessary to conclude pending application(s). The expiration or termination of this Agreement does not affect any accrued rights or remedies of either Party.

VIII. General Terms

1. Non-Exclusive Agreement. This is a non-exclusive Agreement, and either Party may contract with third parties to provide other similar agreement.
2. Entire Agreement. This Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein. No modification or amendment to this Agreement shall be binding upon the Parties unless made in writing and duly executed by authorized representatives of both Parties.
3. Force Majeure. Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, lock out or other labor unrest including picketing (whether lawful or not), war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions order by the British Columbia Ministry of Advance Education, or failure or delay in delivery by suppliers or delays in transportation.
4. Invalidity and Severability. If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the Agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the Parties shall negotiate in good faith to achieve the original intent of such provision.
5. Governing Law. This Agreement shall in all aspects be governed by and be construed in accordance with the laws of the Province of British Columbia, Canada.

IX. Notice

All notices under this Agreement must be in writing and sent by electronic mail and prepaid airmail as follows:

To UNBC:
Director of International Education
University of Northern British Columbia
3333 University Way
Prince George, British Columbia
Canada, V2N 4Z9
Phone: 250 -960-5361
Email: ie@unbc.ca

To EC English Language Centre:
Chantal Kim
570 Dunsmuir Street Suite 200
Vancouver, BC V6B 1Y1
Phone: 604-683-6088
Email: chantalkim@ecenglish.com

Any changes to the above must be promptly provided in writing to the other Party.

Initial: _____

X. Conclusion

This Agreement shall be effective when signed by all signatories. Signatures below indicate acceptance of the terms, conditions, and responsibilities contained herein and represent that the signatories are authorized to bind the respective Parties.

For University of Northern British Columbia

Dr. Daniel Weeks, President

Date: _____

For EC English Language Centres

David Matthews, Director of Operations: North America

Date: _____

Appendix A

UNBC Admission Procedures (ELS and Conditional Admission)

ELS Program Admission Only

When students are applying for admission into the ELS program they require the following documents:

- Complete ELS application
- Copies of student's interim ECs' transcripts
- Copy of student's passport photo page

UNBC ELS Application form can be found on the UNBC International Education Website

Conditional Admission to UNBC (Undergraduate Studies and ELS Program)

When students are applying for conditional admission into the ELS program with conditional admission into the undergraduate program they require the following documents:

- Complete ELS application
- Copies of student's interim ECs' transcripts
- Copy of student's passport photo page
- Complete Undergraduate Admission/Re-Admission form and provide documents as required by UNBC admission regulations.

UNBC Undergraduate Admission/Re-Admission form can be found on the UNBC Admissions website.

UNBC Undergraduate Admission Policies, including documents required, can be found on the UNBC Admissions website.

Application and Deposit Fees:

Students must include **ALL** applicable application fees (ELS and undergraduate) at time of application.

Appendix B

Refund Policy

The application fee portion of the deposit is non-refundable.

Deposits provided by students are non-refundable, except in cases in which the student has applied and is unable to obtain a student permit/visa and is forced to withdraw.

For current information and links to UNBC's application fees, ELS program fees, and refund policies, please refer to current UNBC fee policy available on the UNBC website.

Appendix C

Transfer Targets

EC targets five (5) to twenty (20) for the average number of students to be transferred to UNBC per ELS intake.

These targets represent part of the evaluation framework for the Agreement.

Appendix D

The EC shall assist students by:

1. Providing accurate information to both overseas and local applicants, regarding Canada, its education systems, UNBC, admission requirements, application procedures, fee structure, deadlines, refund policies, payment procedures, accommodation options, and cost-of-living expenses in Canada.
2. Assisting in the preparation of students' relevant documents required for application to UNBC (high school and any post-secondary transcripts, legal, financial, etc.) as necessary and/or required by law.
3. Ensuring that all relevant student documents are authentic, certified, official and unaltered.
4. Ensuring students applying for admission provide the required fees and deposits against tuition fees at UNBC at the time of application. The deposit and required fee are non-refundable, except for reasons specified in Appendix B and are forfeit by the student if he/she does not complete the intended transfer to study at UNBC. Program fees minus the deposit must be paid in full on or before the first day of class (for complete information, please refer to current UNBC fee policy).

**Pathway Agreement
Between
The University of Northern British Columbia
And
Global Village English Centres**

The University of Northern British Columbia (hereinafter referred to as “UNBC”) has made this Pathway Agreement (hereinafter referred to as the “Agreement”) with **Global Village English Centres** (hereinafter referred to as “GV”), which allows students graduating from GV **English for Academic Purpose (“EAP”) studies** to enter UNBC English Language Studies Program (“ELS”), for the purpose of completing the English requirement to enter UNBC undergraduate academic programming. UNBC and GV are referred to collectively as the Parties.

I. Pathway Agreement

1. Students successfully completing the GV General English Program GV6 (“GV6”) with a passing grade will be granted entry to UNBC English Language Studies 40 (hereinafter referred to as “ELS 40”). Upon successful completion of ELS 40, students will advance to ELS 50.
2. Students successfully completing the GV General English Program GV& (“GV7”) with a passing grade will be granted entry to UNBC English Language Studies 50 (“ELS 50”).
3. GV students who have successfully completed any GV level lower than GV6 will have the option of completing a placement test for entry into the appropriate ELS level at UNBC.
4. Successful completion of the UNBC ELS program with a grade of 2.00 (C) will satisfy UNBC’s English language proficiency requirement. Students must meet all other UNBC admission requirements as outlined in the UNBC undergraduate calendar.
5. Upon successful completion of ELS 40 (3 credits) and ELS 50/170 (9 credits), students may receive up to twelve (12) elective credits towards a UNBC undergraduate degree after admission to an academic program and completion of their first semester of registration in undergraduate studies.
6. EAP courses completed at GV will not appear on UNBC transcripts, nor will the courses be articulated through UNBC’s transfer credit process.
7. Under this Agreement UNBC International Education shall have the right to review GV academic materials related but not limited to GV7 and GV6 including examinations and new curriculum and, in strict confidence and in compliance with all applicable privacy legislation, to view the examination results and transcripts of GV students applying for admission to UNBC ELS. UNBC reserves the right to visit and meet with GV students enrolled in GV7 and GV6.

II. Representations and Warranties

1. UNBC represents and warrants that it is acting in its higher education capacity, and has the legal capacity to enter into this Agreement.
2. GV represents and warrants that it:
 - a. is a legal entity in good standing in Canada;
 - b. is a Designated Learning Institution and recognized by Citizenship and Immigration Canada;
 - c. is registered and accredited with Private Career Training Institutions Agency or equivalent; and
 - d. is accredited by and will maintain its Language Canada accreditation.

III. Admission to ELS Pathway Program

1. Students who have met the requirements outlined in section I (I.1, I.2, and I.3) shall be eligible to apply for admission into the ELS program while enrolled in GV GV7 or GV6 program with their interim marks.
2. Upon a student’s submission of the required documents to UNBC ELS, as outlined in Appendix A, UNBC ELS shall subsequently review and determine a student’s admissibility to UNBC ELS programs.

Initial: _____

IV. Responsibility of GV

GV agrees to and shall:

1. Promote UNBC to GV students who seek post-secondary education in Canada.
2. On behalf of the student, review and submit applications to UNBC International Education Department:
 - a. Applicants must ensure that the name of the transferring school "GV" is clearly indicated on the application form.
3. Assist the student in submission procedures in accordance to current ELS and, if appropriate, conditional admission processes, as established by the UNBC International Education and Office of the Registrar, respectively.
4. Will meet a corresponding enrolment/transfer target for this Agreement, as stated in Appendix C. This target may be revised upon evaluation by the Parties.
5. List and market UNBC as the first and/or priority pathway institution in British Columbia in any brochure or similar marketing materials which promotes GV's pathway partners.
6. Promote UNBC to appropriate international students at GV's own expense.
7. Assign a GV staff member to work with UNBC.

At no time shall GV:

1. Represent itself as a UNBC entity
2. Make any false or misleading comparisons (or claims of association) between UNBC and any other educational institution.
3. Make any representation that UNBC is or is not associated with any other educational institution.
4. Make statements, or issue documentation assuring students are eligible for admission to UNBC programs.
5. Use any UNBC Marks without prior written authorization from UNBC. "Marks" means logos, trademarks, service marks, designs, and other intellectual property that belong to, are owned by, are licensed to, or carry the name of UNBC, whether registered or not.

V. Responsibility of UNBC

UNBC agrees to and shall:

1. Review student applications and issue acceptance to ELS, as outlined in this Agreement.
2. Determine student's eligibility to UNBC's academic programs.
 - a. NOTE: Conditional Admission will not be granted to competitive entry programs
3. When possible and upon mutual agreement, send staff to assist GV to promote and/or train staff and pay its own expenses.
4. Provide marketing materials to GV without charge.
5. Respond to 'complete' undergraduate applications sent to UNBC in a timely fashion. To further clarify, a complete undergraduate application consists of documents and fees required for admission according to current UNBC admission regulations.

VI. Evaluation

1. UNBC will monitor the academic performance of transferring students on a semester-by-semester basis to ensure the established level equivalencies remains valid.
2. Following an assessment of the GV level equivalencies, transfer has been established as stated in this Agreement. GV is responsible for the assessment of its students and for ensuring that applicants to UNBC meet established transfer requirements (or can be reasonably expected to do so by the intended transfer date).
3. GV will advise UNBC of any changes to its programs' level equivalency (e.g. changes to CEFR/IELTS benchmarking, or other accepted equivalencies) during the course of this Agreement.
4. UNBC may require students to complete additional placement tests at its discretion. These tests will be used to evaluate the level equivalencies used for student transfers to UNBC.

VII. Terms of the Agreement

1. This Agreement shall remain in force for five (5) years from the date of signing. It may be terminated "at will" by either Party with thirty (30) days' written notice.

Initial: _____

2. Should this Agreement expire or be terminated, UNBC will continue to consider for admission those who are admitted to GV's GV7 and GV6 for up to one year after the termination of this Agreement.
3. Upon the expiration or termination of this Agreement, each party shall immediately cease making any representations of any collaboration between the Parties, except as is necessary to conclude pending application(s). The expiration or termination of this Agreement does not affect any accrued rights or remedies of either Party.

VIII. General Terms

1. **Non-Exclusive Agreement.** This is a non-exclusive Agreement, and either Party may contract with third parties to provide other similar agreement.
2. **Entire Agreement.** This Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein. No modification or amendment to this Agreement shall be binding upon the Parties unless made in writing and duly executed by authorized representatives of both Parties.
3. **Force Majeure.** Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, lock out or other labor unrest including picketing (whether lawful or not), war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions order by the British Columbia Ministry of Advance Education, or failure or delay in delivery by suppliers or delays in transportation.
4. **Invalidity and Severability.** If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the Agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the Parties shall negotiate in good faith to achieve the original intent of such provision.
5. **Governing Law.** This Agreement shall in all aspects be governed by and be construed in accordance with the laws of the Province of British Columbia, Canada.

IX. Notice

All notices under this Agreement must be in writing and sent by electronic mail and prepaid airmail as follows:

To UNBC:
 Director of International Education
 University of Northern British Columbia
 3333 University Way
 Prince George, British Columbia
 Canada, V2N 4Z9
 Phone: 250 -960-5361
 Email: ie@unbc.ca

To GV:
Global Village English Centres
 180 Bloor Street West, Suite 202
 Toronto, Ontario
 Canada, V6G 1B9
 Phone: 1-416-968-1405
 Email: info@qvenglish.com

Any changes to the above must be promptly provided in writing to the other Party.

Initial: _____

X. Conclusion

This Agreement shall be effective when signed by all signatories. Signatures below indicate acceptance of the terms, conditions, and responsibilities contained herein and represent that the signatories are authorized to bind the respective Parties.

For University of Northern British Columbia

Dr. Daniel Weeks, President

Date: _____

For Global Village English Centres

Name, Title

Date: _____

Appendix A

UNBC Admission Procedures (ELS and Conditional Admission)

ELS Program Admission Only

When students are applying for admission into the ELS program they require the following documents:

- Complete ELS application
- Copies of student's interim GV transcripts
- Copy of student's passport photo page

UNBC ELS application form can be found on the UNBC International Education Website.

Conditional Admission to UNBC (Undergraduate Studies and ELS Program)

When students are applying for conditional admission into the ELS program with conditional admission into the undergraduate program they require the following documents:

- Complete ELS application
- Copies of student's interim GV transcripts
- Copy of student's passport photo page
- Complete Undergraduate Admission/Re-Admission form and provide documents as required by UNBC admission regulations.

UNBC Undergraduate Admission/Re-Admission forms can be found on the UNBC Admissions website.

UNBC Undergraduate Admission Policies, including documents required, can be found on the UNBC Admissions website.

Application and Deposit Fees:

Students must include **ALL** applicable application fees (ELS and undergraduate) at time of application.

Appendix B

Refund Policy

The application fee portion of the deposit is non-refundable.

Deposits provided by students are non-refundable, except in cases in which the student has applied and is unable to obtain a student permit/visa and is forced to withdraw.

For current information and links to UNBC's application fees, ELS program fees, and refund policies, please refer to current UNBC fee policy available on the UNBC website.

Appendix C

Transfer Targets

GV targets ten (10) to twenty (20) for the average number of students to be transferred to UNBC per ELS intake.

These targets represent part of the evaluation framework for the Agreement.

Appendix D

The GV shall assist students by:

1. Providing accurate information to both overseas and local applicants, regarding Canada, its education systems, UNBC, admission requirements, application procedures, fee structure, deadlines, refund policies, payment procedures, accommodation options, and cost-of-living expenses in Canada.
2. Assisting in the preparation of students' relevant documents required for application to UNBC (high school and any post-secondary transcripts, legal, financial, etc.) as necessary and/or required by law.
3. Ensuring that all relevant student documents are authentic, certified, official and unaltered.
4. Ensuring students applying for admission provide the required fees and deposits against tuition fees at UNBC at the time of application. The deposit and required fee are non-refundable, except for reasons specified in Appendix B and are forfeit by the student if he/she does not complete the intended transfer to study at UNBC. Program fees minus the deposit must be paid in full on or before the first day of class (for complete information, please refer to current UNBC fee policy).

**Pathway Agreement
Between
The University of Northern British Columbia
And
King George International College**

The University of Northern British Columbia (hereinafter referred to as “UNBC”) has made this Pathway Agreement (hereinafter referred to as the “Agreement”) with **King George International College** (hereinafter referred to as “KGIC”), which allows students graduating from **KGIC’s English for Academic Purpose (“EAP”) studies** to enter UNBC English Language Studies Program (“ELS”), for the purpose of completing the English requirement to enter UNBC undergraduate academic programming. UNBC and KGIC are referred to collectively as the Parties.

I. Pathway Agreement

1. Students successfully completing the KGIC Intermediate English for Post-Secondary Education Program (“IEPE”) with a minimum final mark of 73% overall granted entry to UNBC English Language Studies 40 (hereinafter referred to as “ELS 40”). Upon successful completion of ELS 40, students will advance to ELS 50.
2. Students successfully completing the KGIC English for Post-Secondary (“EPE”) Program with a minimum final mark of 70% overall in coursework and 65% on the KGIC’s proficiency exam will be granted entry to UNBC English Language Studies 50 (“ELS 50” or “University Bridge”).
3. KGIC students who have successfully completed any KGIC level lower than IEPE will have the option of completing a placement test for entry into the appropriate ELS level at UNBC.
4. Successful completion of the UNBC ELS program with a grade of 2.00 (C) will satisfy UNBC’s English language proficiency requirement. Students must meet all other UNBC admission requirements as outlined in the UNBC undergraduate calendar.
5. Upon successful completion of ELS 40 (3 credits) and ELS 50/170 (9 credits), students may receive up to twelve (12) elective credits towards a UNBC undergraduate degree after admission to an academic program and completion of their first semester of registration in undergraduate studies.
6. EAP courses completed at KGIC will not appear on UNBC transcripts, nor will the courses be articulated through UNBC’s transfer credit process.
7. Under this Agreement UNBC International Education shall have the right to review KGIC academic materials related but not limited to EPE and IEPE including examinations and new curriculum and, in strict confidence and in compliance with all applicable privacy legislation, to view the examination results and transcripts of KGIC students applying for admission to UNBC ELS. UNBC reserves the right to visit and meet with KGIC students enrolled in EPE and IEPE.

II. Representations and Warranties

1. UNBC represents and warrants that it is acting in its higher education capacity, and has the legal capacity to enter into this Agreement.
2. KGIC represents and warrants that it:
 - a. is a legal entity in good standing in Canada;
 - b. is a Designated Learning Institution and recognized by Citizenship and Immigration Canada;
 - c. is registered and accredited with Private Career Training Institutions Agency or equivalent; and
 - d. is accredited by and will maintain its Language Canada accreditation.

III. Admission to ELS Pathway Program

1. Students who have met the requirements outlined in section I (I.1, I.2, and I.3) shall be eligible to apply for admission into the ELS program while enrolled in KGIC EPE or IEPE program with their interim marks.
2. Upon a student’s submission of the required documents to UNBC ELS, as outlined in Appendix A, UNBC ELS shall subsequently review and determine a student’s admissibility to UNBC ELS programs.

Initial: _____

IV. Responsibility of KGIC

KGIC agrees to and shall:

1. Promote UNBC to KGIC students who seek post-secondary education in Canada.
2. On behalf of the student, review and submit applications to UNBC International Education Department:
 - a. Applicants must ensure that the name of the transferring school "KGIC" is clearly indicated on the application form.
3. Assist the student in submission procedures in accordance to current ELS and, if appropriate, conditional admission processes, as established by the UNBC International Education and Office of the Registrar, respectively.
4. Will meet a corresponding enrolment/transfer target for this Agreement, as stated in Appendix C. This target may be revised upon evaluation by the Parties.
5. List and market UNBC as the first and/or priority pathway institution in British Columbia in any brochure or similar marketing materials which promotes KGIC's pathway partners.
6. Promote UNBC to appropriate international students at KGIC's own expense.
7. Assign a KGIC staff member to work with UNBC.

At no time shall KGIC:

1. Represent itself as a UNBC entity
2. Make any false or misleading comparisons (or claims of association) between UNBC and any other educational institution.
3. Make any representation that UNBC is or is not associated with any other educational institution.
4. Make statements, or issue documentation assuring students are eligible for admission to UNBC programs.
5. Use any UNBC Marks without prior written authorization from UNBC. "Marks" means logos, trademarks, service marks, designs, and other intellectual property that belong to, are owned by, are licensed to, or carry the name of UNBC, whether registered or not.

V. Responsibility of UNBC

UNBC agrees to and shall:

1. Review student applications and issue acceptance to ELS, as outlined in this Agreement.
2. Determine student's eligibility to UNBC's academic programs.
 - a. NOTE: Conditional Admission will not be granted to competitive entry programs
3. When possible and upon mutual agreement, send staff to assist KGIC to promote and/or train staff and pay its own expenses.
4. Provide marketing materials to KGIC without charge.
5. Respond to 'complete' undergraduate applications sent to UNBC in a timely fashion. To further clarify, a complete undergraduate application consists of documents and fees required for admission according to current UNBC admission regulations.

VI. Evaluation

1. UNBC will monitor the academic performance of transferring students on a semester-by-semester basis to ensure the established level equivalencies remains valid.
2. Following an assessment of the KGIC level equivalencies, transfer has been established as stated in this Agreement. KGIC is responsible for the assessment of its students and for ensuring that applicants to UNBC meet established transfer requirements (or can be reasonably expected to do so by the intended transfer date).
3. KGIC will advise UNBC of any changes to its programs' level equivalency (e.g. changes to CEFR/IELTS benchmarking, or other accepted equivalencies) during the course of this Agreement.
4. UNBC may require students to complete additional placement tests at its discretion. These tests will be used to evaluate the level equivalencies used for student transfers to UNBC.

VII. Terms of the Agreement

1. This Agreement shall remain in force for five (5) years from the date of signing. It may be terminated “at will” by either Party with thirty (30) days’ written notice.
2. Should this Agreement expire or be terminated, UNBC will continue to consider for admission those who are admitted to KGIC’s EPE and IEPE for up to one year after the termination of this Agreement.
3. Upon the expiration or termination of this Agreement, each party shall immediately cease making any representations of any collaboration between the Parties, except as is necessary to conclude pending application(s). The expiration or termination of this Agreement does not affect any accrued rights or remedies of either Party.

VIII. General Terms

1. Non-Exclusive Agreement. This is a non-exclusive Agreement, and either Party may contract with third parties to provide other similar agreement.
2. Entire Agreement. This Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein. No modification or amendment to this Agreement shall be binding upon the Parties unless made in writing and duly executed by authorized representatives of both Parties.
3. Force Majeure. Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, lock out or other labor unrest including picketing (whether lawful or not), war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions order by the British Columbia Ministry of Advance Education, or failure or delay in delivery by suppliers or delays in transportation.
4. Invalidity and Severability. If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the Agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the Parties shall negotiate in good faith to achieve the original intent of such provision.
5. Governing Law. This Agreement shall in all aspects be governed by and be construed in accordance with the laws of the Province of British Columbia, Canada.

IX. Notice

All notices under this Agreement must be in writing and sent by electronic mail and prepaid airmail as follows:

To UNBC:
Director of International Education
University of Northern British Columbia
3333 University Way
Prince George, British Columbia
Canada, V2N 4Z9
Phone: 250 -960-5361
Email: ie@unbc.ca

To King George International College:
Christopher Wong, Pathway – Director – Western Region
201-1400 Robson St.
Vancouver, BC Canada, V6G 1B9
Phone: 604-608-1135
Email: cwong@loyalistgroup.com

Any changes to the above must be promptly provided in writing to the other Party.

Initial: _____

X. Conclusion

This Agreement shall be effective when signed by all signatories. Signatures below indicate acceptance of the terms, conditions, and responsibilities contained herein and represent that the signatories are authorized to bind the respective Parties.

For University of Northern British Columbia

Dr. Daniel Weeks, President

Date: _____

For King George International College

Christopher Wong, Pathway Director – Western Region

Date: _____

Appendix A

UNBC Admission Procedures (ELS and Conditional Admission)

ELS Program Admission Only

When students are applying for admission into the ELS program they require the following documents:

- Complete ELS application
- Copies of student's interim KGIC transcripts
- Copy of student's passport photo page

UNBC ELS Application form can be found on the UNBC International Education Website.

Conditional Admission to UNBC (Undergraduate Studies and ELS Program)

When students are applying for conditional admission into the ELS program with conditional admission into the undergraduate program they require the following documents:

- Complete ELS application
- Copies of student's interim KGIC transcripts
- Copy of student's passport photo page
- Complete Undergraduate Admission/Re-Admission form and provide documents as required by UNBC admission regulations.

UNBC Undergraduate Admission/Re-Admission forms can be found on the UNBC Admissions website.

UNBC Undergraduate Admission Policies, including documents required, can be found on the UNBC Admissions website.

Application and Deposit Fees:

Students must include **ALL** applicable application fees (ELS and undergraduate) at time of application.

Appendix B

Refund Policy

The application fee portion of the deposit is non-refundable.

Deposits provided by students are non-refundable, except in cases in which the student has applied and is unable to obtain a student permit/visa and is forced to withdraw.

For current information and links to UNBC's application fees, ELS program fees, and refund policies, please refer to current UNBC fee policy available on the UNBC website.

Appendix C

Transfer Targets

KGIC targets five (5) to twenty (20) for the average number of students to be transferred to UNBC per ELS intake.

These targets represent part of the evaluation framework for the Agreement.

Appendix D

The KGIC shall assist students by:

1. Providing accurate information to both overseas and local applicants, regarding Canada, its education systems, UNBC, admission requirements, application procedures, fee structure, deadlines, refund policies, payment procedures, accommodation options, and cost-of-living expenses in Canada.
2. Assisting in the preparation of students' relevant documents required for application to UNBC (high school and any post-secondary transcripts, legal, financial, etc.) as necessary and/or required by law.
3. Ensuring that all relevant student documents are authentic, certified, official and unaltered.
4. Ensuring students applying for admission provide the required fees and deposits against tuition fees at UNBC at the time of application. The deposit and required fee are non-refundable, except for reasons specified in Appendix B and are forfeit by the student if he/she does not complete the intended transfer to study at UNBC. Program fees minus the deposit must be paid in full on or before the first day of class (for complete information, please refer to current UNBC fee policy).

**Pathway Agreement
Between
The University of Northern British Columbia
And
PGIC Studies Inc.**

The University of Northern British Columbia (hereinafter referred to as “UNBC”) has made this Pathway Agreement (hereinafter referred to as the “Agreement”) with **PGIC Studies Inc.** (hereinafter referred to as “PGIC”), which allows students graduating from **PGIC English Communication Program (“ECP”)** to enter UNBC English Language Studies Program (“ELS”), for the purpose of completing the English requirement to enter UNBC undergraduate academic programming. UNBC and PGIC are referred to collectively as the Parties.

I. Pathway Agreement

1. Students successfully completing the PGIC Upper Intermediate ECP (“INT”) with a minimum final mark of 70% overall will be granted entry to UNBC English Language Studies 40 (hereinafter referred to as “ELS 40”). Upon successful completion of ELS 40, students will advance to ELS 50.
2. Students successfully completing the PGIC ECP Advance Level (“ADV”) with a minimum final mark of 70% overall will be granted entry to UNBC English Language Studies 50 (“ELS 50”).
3. PGIC students who have successfully completed any PGIC level lower than INT will have the option of completing a placement test for entry into the appropriate ELS level at UNBC.
4. Successful completion of the UNBC ELS program with a grade of 2.00 (C) will satisfy UNBC’s English language proficiency requirement. Students must meet all other UNBC admission requirements as outlined in the UNBC undergraduate calendar.
5. Upon successful completion of ELS 40 (3 credits) and ELS 50/170 (9 credits), students may receive up to twelve (12) elective credits towards a UNBC undergraduate degree after admission to an academic program and completion of their first semester of registration in undergraduate studies.
6. EAP courses completed at PGIC will not appear on UNBC transcripts, nor will the courses be articulated through UNBC’s transfer credit process.
7. Under this Agreement UNBC International Education shall have the right to review PGIC academic materials related but not limited to ADV and INT including examinations and new curriculum and, in strict confidence and in compliance with all applicable privacy legislation, to view the examination results and transcripts of PGIC students applying for admission to UNBC ELS. UNBC reserves the right to visit and meet with PGIC students enrolled in ADV and INT.

II. Representations and Warranties

1. UNBC represents and warrants that it is acting in its higher education capacity, and has the legal capacity to enter into this Agreement.
2. PGIC represents and warrants that it:
 - a. is a legal entity in good standing in Canada;
 - b. is a Designated Learning Institution and recognized by Citizenship and Immigration Canada;
 - c. is registered and accredited with Private Career Training Institutions Agency or equivalent; and
 - d. is accredited by and will maintain its Language Canada accreditation.

III. Admission to ELS Pathway Program

1. Students who have met the requirements outlined in section I (I.1, I.2, and I.3) shall be eligible to apply for admission into the ELS program while enrolled in PGIC ADV or INT program with their interim marks.
2. Upon a student’s submission of the required documents to UNBC ELS, as outlined in Appendix A, UNBC ELS shall subsequently review and determine a student’s admissibility to UNBC ELS programs.

Initial: _____

IV. Responsibility of PGIC

PGIC agrees to and shall:

1. Promote UNBC to PGIC students who seek post-secondary education in Canada.
2. On behalf of the student, review and submit applications to UNBC International Education Department:
 - a. Applicants must ensure that the name of the transferring school "PGIC" is clearly indicated on the application form.
3. Assist the student in submission procedures in accordance to current ELS and, if appropriate, conditional admission processes, as established by the UNBC International Education and Office of the Registrar, respectively.
4. Will meet a corresponding enrolment/transfer target for this Agreement, as stated in Appendix C. This target may be revised upon evaluation by the Parties.
5. List and market UNBC as the first and/or priority pathway institution in British Columbia in any brochure or similar marketing materials which promotes PGIC's pathway partners.
6. Promote UNBC to appropriate international students at PGIC's own expense.
7. Assign a PGIC staff member to work with UNBC.

At no time shall PGIC:

1. Represent itself as a UNBC entity
2. Make any false or misleading comparisons (or claims of association) between UNBC and any other educational institution.
3. Make any representation that UNBC is or is not associated with any other educational institution.
4. Make statements, or issue documentation assuring students are eligible for admission to UNBC programs.
5. Use any UNBC Marks without prior written authorization from UNBC. "Marks" means logos, trademarks, service marks, designs, and other intellectual property that belong to, are owned by, are licensed to, or carry the name of UNBC, whether registered or not.

V. Responsibility of UNBC

UNBC agrees to and shall:

1. Review student applications and issue acceptance to ELS, as outlined in this Agreement.
2. Determine student's eligibility to UNBC's academic programs.
 - a. NOTE: Conditional Admission will not be granted to competitive entry programs
3. When possible and upon mutual agreement, send staff to assist PGIC to promote and/or train staff and pay its own expenses.
4. Provide marketing materials to PGIC without charge.
5. Respond to 'complete' undergraduate applications sent to UNBC in a timely fashion. To further clarify, a complete undergraduate application consists of documents and fees required for admission according to current UNBC admission regulations.

VI. Evaluation

1. UNBC will monitor the academic performance of transferring students on a semester-by-semester basis to ensure the established level equivalencies remains valid.
2. Following an assessment of the PGIC level equivalencies, transfer has been established as stated in this Agreement. PGIC is responsible for the assessment of its students and for ensuring that applicants to UNBC meet established transfer requirements (or can be reasonably expected to do so by the intended transfer date).
3. PGIC will advise UNBC of any changes to its programs' level equivalency (e.g. changes to CEFR/IELTS benchmarking, or other accepted equivalencies) during the course of this Agreement.
4. UNBC may require students to complete additional placement tests at its discretion. These tests will be used to evaluate the level equivalencies used for student transfers to UNBC.

VII. Terms of the Agreement

1. This Agreement shall remain in force for five (5) years from the date of signing. It may be terminated "at will" by either Party with thirty (30) days' written notice.
2. Should this Agreement expire or be terminated, UNBC will continue to consider for admission those who are admitted to PGIC's ADV and INT for up to one year after the termination of this Agreement.
3. Upon the expiration or termination of this Agreement, each party shall immediately cease making any representations of any collaboration between the Parties, except as is necessary to conclude pending application(s). The expiration or termination of this Agreement does not affect any accrued rights or remedies of either Party.

VIII. General Terms

1. Non-Exclusive Agreement. This is a non-exclusive Agreement, and either Party may contract with third parties to provide other similar agreement.
2. Entire Agreement. This Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein. No modification or amendment to this Agreement shall be binding upon the Parties unless made in writing and duly executed by authorized representatives of both Parties.
3. Force Majeure. Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, lock out or other labor unrest including picketing (whether lawful or not), war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions order by the British Columbia Ministry of Advance Education, or failure or delay in delivery by suppliers or delays in transportation.
4. Invalidity and Severability. If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the Agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the Parties shall negotiate in good faith to achieve the original intent of such provision.
5. Governing Law. This Agreement shall in all aspects be governed by and be construed in accordance with the laws of the Province of British Columbia, Canada.

IX. Notice

All notices under this Agreement must be in writing and sent by electronic mail and prepaid airmail as follows:

To UNBC:
Director of International Education
University of Northern British Columbia
3333 University Way
Prince George, British Columbia
Canada, V2N 4Z9
Phone: 250 -960-5361
Email: ie@unbc.ca

To PGIC Studies Inc:
Christopher Wong, Pathway Director – Western Region
1155 Robson St.
Vancouver, BC V6E 1B5
Phone: 604-687-3595
Email: christopherw@kgic.ca

Any changes to the above must be promptly provided in writing to the other Party.

Initial: _____

X. Conclusion

This Agreement shall be effective when signed by all signatories. Signatures below indicate acceptance of the terms, conditions, and responsibilities contained herein and represent that the signatories are authorized to bind the respective Parties.

For University of Northern British Columbia

Dr. Daniel Weeks, President

Date: _____

For PGIC Studies Inc.

Christopher Wong, Pathway Director – Western Region

Date: _____

Appendix A

UNBC Admission Procedures (ELS and Conditional Admission)

ELS Program Admission Only

When students are applying for admission into the ELS program they require the following documents:

- Complete ELS application
- Copies of student's interim PGIC transcripts
- Copy of student's passport photo page

UNBC ELS application form can be found on the UNBC International Education Website.

Conditional Admission to UNBC (Undergraduate Studies and ELS Program)

When students are applying for conditional admission into the ELS program with conditional admission into the undergraduate program they require the following documents:

- Complete ELS application
- Copies of student's interim PGIC transcripts
- Copy of student's passport photo page
- Complete Undergraduate Admission/Re-Admission form and provide documents as required by UNBC admission regulations.

UNBC Undergraduate Admission/Re-Admission forms can be found on the UNBC Admissions website.

UNBC Undergraduate Admission Policies, including documents required, can be found on the UNBC Admissions website.

Application and Deposit Fees:

Students must include **ALL** applicable application fees (ELS and undergraduate) at time of application.

Appendix B

Refund Policy

The application fee portion of the deposit is non-refundable.

Deposits provided by students are non-refundable, except in cases in which the student has applied and is unable to obtain a student permit/visa and is forced to withdraw.

For current information and links to UNBC's application fees, ELS program fees, and refund policies, please refer to current UNBC fee policy available on the UNBC website.

Appendix C

Transfer Targets

PGIC targets five (5) to twenty (20) for the average number of students to be transferred to UNBC per ELS intake.

These targets represent part of the evaluation framework for the Agreement.

Appendix D

The PGIC shall assist students by:

1. Providing accurate information to both overseas and local applicants, regarding Canada, its education systems, UNBC, admission requirements, application procedures, fee structure, deadlines, refund policies, payment procedures, accommodation options, and cost-of-living expenses in Canada.
2. Assisting in the preparation of students' relevant documents required for application to UNBC (high school and any post-secondary transcripts, legal, financial, etc.) as necessary and/or required by law.
3. Ensuring that all relevant student documents are authentic, certified, official and unaltered.
4. Ensuring students applying for admission provide the required fees and deposits against tuition fees at UNBC at the time of application. The deposit and required fee are non-refundable, except for reasons specified in Appendix B and are forfeit by the student if he/she does not complete the intended transfer to study at UNBC. Program fees minus the deposit must be paid in full on or before the first day of class (for complete information, please refer to current UNBC fee policy).

**Pathway Agreement
Between
The University of Northern British Columbia
And
Study English in Canada Inc.**

The University of Northern British Columbia (hereinafter referred to as “UNBC”) has made this Pathway Agreement (hereinafter referred to as the “Agreement”) with **Study English in Canada Inc.** (hereinafter referred to as “SEC”), which allows students graduating from **SEC English as a Second Language (“ESL”) Program** to enter UNBC English Language Studies Program (“ELS”), for the purpose of completing the English requirement to enter UNBC undergraduate academic programming. UNBC and SEC are referred to collectively as the Parties.

I. Pathway Agreement

1. Students successfully completing the SEC ESL Level 6 or 7 (“INT”) with a minimum final mark of 80% overall granted entry to UNBC English Language Studies 40 (hereinafter referred to as “ELS 40”). Upon successful completion of ELS 40, students will advance to ELS 50.
2. Students successfully completing the SEC ESL Level 8 or 9 (“ADV”) Program with a minimum final mark of 80% overall will be granted entry to UNBC English Language Studies 50 (“ELS 50”).
3. SEC students who have successfully completed any SEC level lower than INT will have the option of completing a placement test for entry into the appropriate ELS level at UNBC.
4. Successful completion of the UNBC ELS program with a grade of 2.00 (C) will satisfy UNBC’s English language proficiency requirement. Students must meet all other UNBC admission requirements as outlined in the UNBC undergraduate calendar.
5. Upon successful completion of ELS 40 (3 credits) and ELS 50/170 (9 credits), students may receive up to twelve (12) elective credits towards a UNBC undergraduate degree after admission to an academic program and completion of their first semester of registration in undergraduate studies.
6. EAP courses completed at SEC will not appear on UNBC transcripts, nor will the courses be articulated through UNBC’s transfer credit process.
7. Under this Agreement UNBC International Education shall have the right to review SEC academic materials related but not limited to ADV and INT including examinations and new curriculum and, in strict confidence and in compliance with all applicable privacy legislation, to view the examination results and transcripts of SEC students applying for admission to UNBC ELS. UNBC reserves the right to visit and meet with SEC students enrolled in ADV and INT.

II. Representations and Warranties

1. UNBC represents and warrants that it is acting in its higher education capacity, and has the legal capacity to enter into this Agreement.
2. SEC represents and warrants that it:
 - a. is a legal entity in good standing in Canada;
 - b. is a Designated Learning Institution and recognized by Citizenship and Immigration Canada;
 - c. is registered and accredited with Private Career Training Institutions Agency or equivalent; and
 - d. is accredited by and will maintain its Language Canada accreditation.

III. Admission to ELS Pathway Program

1. Students who have met the requirements outlined in section I (I.1, I.2, and I.3) shall be eligible to apply for admission into the ELS program while enrolled in SEC ADV or INT program with their interim marks.
2. Upon a student’s submission of the required documents to UNBC ELS, as outlined in Appendix A, UNBC ELS shall subsequently review and determine a student’s admissibility to UNBC ELS programs.

IV. Responsibility of SEC

SEC agrees to and shall:

1. Promote UNBC to SEC students who seek post-secondary education in Canada.
2. On behalf of the student, review and submit applications to UNBC International Education Department:
 - a. Applicants must ensure that the name of the transferring school "SEC" is clearly indicated on the application form.
3. Assist the student in submission procedures in accordance to current ELS and, if appropriate, conditional admission processes, as established by the UNBC International Education and Office of the Registrar, respectively.
4. Will meet a corresponding enrolment/transfer target for this Agreement, as stated in Appendix C. This target may be revised upon evaluation by the Parties.
5. List and market UNBC as the first and/or priority pathway institution in British Columbia in any brochure or similar marketing materials which promotes SEC's pathway partners.
6. Promote UNBC to appropriate international students at SEC's own expense.
7. Assign a SEC staff member to work with UNBC.

At no time shall SEC:

1. Represent itself as a UNBC entity
2. Make any false or misleading comparisons (or claims of association) between UNBC and any other educational institution.
3. Make any representation that UNBC is or is not associated with any other educational institution.
4. Make statements, or issue documentation assuring students are eligible for admission to UNBC programs.
5. Use any UNBC Marks without prior written authorization from UNBC. "Marks" means logos, trademarks, service marks, designs, and other intellectual property that belong to, are owned by, are licensed to, or carry the name of UNBC, whether registered or not.

V. Responsibility of UNBC

UNBC agrees to and shall:

1. Review student applications and issue acceptance to ELS, as outlined in this Agreement.
2. Determine student's eligibility to UNBC's academic programs.
 - a. NOTE: Conditional Admission will not be granted to competitive entry programs
3. When possible and upon mutual agreement, send staff to assist SEC to promote and/or train staff and pay its own expenses.
4. Provide marketing materials to SEC without charge.
5. Respond to 'complete' undergraduate applications sent to UNBC in a timely fashion. To further clarify, a complete undergraduate application consists of documents and fees required for admission according to current UNBC admission regulations.

VI. Evaluation

1. UNBC will monitor the academic performance of transferring students on a semester-by-semester basis to ensure the established level equivalencies remains valid.
2. Following an assessment of the SEC level equivalencies, transfer has been established as stated in this Agreement. SEC is responsible for the assessment of its students and for ensuring that applicants to UNBC meet established transfer requirements (or can be reasonably expected to do so by the intended transfer date).
3. SEC will advise UNBC of any changes to its programs' level equivalency (e.g. changes to CEFR/IELTS benchmarking, or other accepted equivalencies) during the course of this Agreement.
4. UNBC may require students to complete additional placement tests at its discretion. These tests will be used to evaluate the level equivalencies used for student transfers to UNBC.

VII. Terms of the Agreement

1. This Agreement shall remain in force for five (5) years from the date of signing. It may be terminated "at will" by either Party with thirty (30) days' written notice.

Initial: _____

2. Should this Agreement expire or be terminated, UNBC will continue to consider for admission those who are admitted to SEC's ADV and INT for up to one year after the termination of this Agreement.
3. Upon the expiration or termination of this Agreement, each party shall immediately cease making any representations of any collaboration between the Parties, except as is necessary to conclude pending application(s). The expiration or termination of this Agreement does not affect any accrued rights or remedies of either Party.

VIII. General Terms

1. Non-Exclusive Agreement. This is a non-exclusive Agreement, and either Party may contract with third parties to provide other similar agreement.
2. Entire Agreement. This Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein. No modification or amendment to this Agreement shall be binding upon the Parties unless made in writing and duly executed by authorized representatives of both Parties.
3. Force Majeure. Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, lock out or other labor unrest including picketing (whether lawful or not), war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions order by the British Columbia Ministry of Advance Education, or failure or delay in delivery by suppliers or delays in transportation.
4. Invalidity and Severability. If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the Agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the Parties shall negotiate in good faith to achieve the original intent of such provision.
5. Governing Law. This Agreement shall in all aspects be governed by and be construed in accordance with the laws of the Province of British Columbia, Canada.

IX. Notice

All notices under this Agreement must be in writing and sent by electronic mail and prepaid airmail as follows:

To UNBC:
Director of International Education
University of Northern British Columbia
3333 University Way
Prince George, British Columbia
Canada, V2N 4Z9
Phone: 250 -960-5361
Email: ie@unbc.ca

To Study English in Canada Inc.:
Christopher Wong, Pathway Director – Western Region
5th Floor, 549 Howe St.
Vancouver, BC V6C 2C2 Canada
Phone: 604-678-8148
Email: cwong@loyalistgroup.com

Any changes to the above must be promptly provided in writing to the other Party.

Initial: _____

X. Conclusion

This Agreement shall be effective when signed by all signatories. Signatures below indicate acceptance of the terms, conditions, and responsibilities contained herein and represent that the signatories are authorized to bind the respective Parties.

For University of Northern British Columbia

Dr. Daniel Weeks, President

Date:_____

For Study English in Canada Inc.

Christopher Wong, Pathway Director – Western Region

Date:_____

Appendix A

UNBC Admission Procedures (ELS and Conditional Admission)

ELS Program Admission Only

When students are applying for admission into the ELS program they require the following documents:

- Complete ELS application
- Copies of student's interim SECs' transcripts
- Copy of student's passport photo page

UNBC ELS application form can be found on the UNBC International Education Website.

Conditional Admission to UNBC (Undergraduate Studies and ELS Program)

When students are applying for conditional admission into the ELS program with conditional admission into the undergraduate program they require the following documents:

- Complete ELS application
- Copies of student's interim SECs' transcripts
- Copy of student's passport photo page
- Complete Undergraduate Admission/Re-Admission form and provide documents as required by UNBC admission regulations.

UNBC Undergraduate Admission/Re-Admission forms can be found on the UNBC Admissions website.

UNBC Undergraduate Admission Policies, including documents required, can be found on the UNBC Admissions website.

Application and Deposit Fees:

Students must include **ALL** applicable application fees (ELS and undergraduate) at time of application.

Appendix B

Refund Policy

The application fee portion of the deposit is non-refundable.

Deposits provided by students are non-refundable, except in cases in which the student has applied and is unable to obtain a student permit/visa and is forced to withdraw.

For current information and links to UNBC's application fees, ELS program fees, and refund policies, please refer to current UNBC fee policy available on the UNBC website.

Appendix C

Transfer Targets

SEC targets five (5) to twenty (20) for the average number of students to be transferred to UNBC per ELS intake.

These targets represent part of the evaluation framework for the Agreement.

Appendix D

The SEC shall assist students by:

1. Providing accurate information to both overseas and local applicants, regarding Canada, its education systems, UNBC, admission requirements, application procedures, fee structure, deadlines, refund policies, payment procedures, accommodation options, and cost-of-living expenses in Canada.
2. Assisting in the preparation of students' relevant documents required for application to UNBC (high school and any post-secondary transcripts, legal, financial, etc.) as necessary and/or required by law.
3. Ensuring that all relevant student documents are authentic, certified, official and unaltered.
4. Ensuring students applying for admission provide the required fees and deposits against tuition fees at UNBC at the time of application. The deposit and required fee are non-refundable, except for reasons specified in Appendix B and are forfeit by the student if he/she does not complete the intended transfer to study at UNBC. Program fees minus the deposit must be paid in full on or before the first day of class (for complete information, please refer to current UNBC fee policy).

**Pathway Agreement
Between
The University of Northern British Columbia
And
VGC Language School**

The University of Northern British Columbia (hereinafter referred to as “UNBC”) has made this Pathway Agreement (hereinafter referred to as the “Agreement”) with **VGC Language School** (hereinafter referred to as “VGC”), which allows students graduating from VGC English for Academic Program (“EAP”) studies to enter UNBC English Language Studies Program (“ELS”), for the purpose of completing the English requirement to enter UNBC undergraduate academic programming. UNBC and VGC are referred to collectively as the Parties.

I. Pathway Agreement

1. Students successfully completing the VGC Level 5 or 6 Intermediate University Preparation Program (“INT”) with a minimum final mark of 70% overall granted entry to UNBC English Language Studies 40 (hereinafter referred to as “ELS 40”). Upon successful completion of ELS 40, students will advance to ELS 50.
2. Students successfully completing the VGC Level 7 or 8 Advanced University Preparation (“ADV”) Program with a minimum final mark of 70% overall will be granted entry to UNBC English Language Studies 50 (“ELS 50”).
3. VGC students who have successfully completed any VGC level lower than INT will have the option of completing a placement test for entry into the appropriate ELS level at UNBC.
4. Successful completion of the UNBC ELS program with a grade of 2.00 (C) will satisfy UNBC’s English language proficiency requirement. Students must meet all other UNBC admission requirements as outlined in the UNBC undergraduate calendar.
5. Upon successful completion of ELS 40 (3 credits) and ELS 50/170 (9 credits), students may receive up to twelve (12) elective credits towards a UNBC undergraduate degree after admission to an academic program and completion of their first semester of registration in undergraduate studies.
6. EAP courses completed at VGC will not appear on UNBC transcripts, nor will the courses be articulated through UNBC’s transfer credit process.
7. Under this Agreement UNBC International Education shall have the right to review VGC academic materials related but not limited to ADV and INT including examinations and new curriculum and, in strict confidence and in compliance with all applicable privacy legislation, to view the examination results and transcripts of VGC students applying for admission to UNBC ELS. UNBC reserves the right to visit and meet with VGC students enrolled in ADV and INT.

II. Representations and Warranties

1. UNBC represents and warrants that it is acting in its higher education capacity, and has the legal capacity to enter into this Agreement.
2. VGC represents and warrants that it:
 - a. is a legal entity in good standing in Canada;
 - b. is a Designated Learning Institution and recognized by Citizenship and Immigration Canada;
 - c. is registered and accredited with Private Career Training Institutions Agency or equivalent; and
 - d. is accredited by and will maintain its Language Canada accreditation.

III. Admission to ELS Pathway Program

1. Students who have met the requirements outlined in section I (I.1, I.2, and I.3) shall be eligible to apply for admission into the ELS program while enrolled in VGC ADV or INT program with their interim marks.
2. Upon a student’s submission of the required documents to UNBC ELS, as outlined in Appendix A, UNBC ELS shall subsequently review and determine a student’s admissibility to UNBC ELS programs.

Initial: _____

IV. Responsibility of VGC

VGC agrees to and shall:

1. Promote UNBC to VGC students who seek post-secondary education in Canada.
2. On behalf of the student, review and submit applications to UNBC International Education Department:
 - a. Applicants must ensure that the name of the transferring school "VGC" is clearly indicated on the application form.
3. Assist the student in submission procedures in accordance to current ELS and, if appropriate, conditional admission processes, as established by the UNBC International Education and Office of the Registrar, respectively.
4. Will meet a corresponding enrolment/transfer target for this Agreement, as stated in Appendix C. This target may be revised upon evaluation by the Parties.
5. List and market UNBC as the first and/or priority pathway institution in British Columbia in any brochure or similar marketing materials which promotes VGC's pathway partners.
6. Promote UNBC to appropriate international students at VGC's own expense.
7. Assign a VGC staff member to work with UNBC.

At no time shall VGC:

1. Represent itself as a UNBC entity
2. Make any false or misleading comparisons (or claims of association) between UNBC and any other educational institution.
3. Make any representation that UNBC is or is not associated with any other educational institution.
4. Make statements, or issue documentation assuring students are eligible for admission to UNBC programs.
5. Use any UNBC Marks without prior written authorization from UNBC. "Marks" means logos, trademarks, service marks, designs, and other intellectual property that belong to, are owned by, are licensed to, or carry the name of UNBC, whether registered or not.

V. Responsibility of UNBC

UNBC agrees to and shall:

1. Review student applications and issue acceptance to ELS, as outlined in this Agreement.
2. Determine student's eligibility to UNBC's academic programs.
 - a. NOTE: Conditional Admission will not be granted to competitive entry programs
3. When possible and upon mutual agreement, send staff to assist VGC to promote and/or train staff and pay its own expenses.
4. Provide marketing materials to VGC without charge.
5. Respond to 'complete' undergraduate applications sent to UNBC in a timely fashion. To further clarify, a complete undergraduate application consists of documents and fees required for admission according to current UNBC admission regulations.

VI. Evaluation

1. UNBC will monitor the academic performance of transferring students on a semester-by-semester basis to ensure the established level equivalencies remains valid.
2. Following an assessment of the VGC level equivalencies, transfer has been established as stated in this Agreement. VGC is responsible for the assessment of its students and for ensuring that applicants to UNBC meet established transfer requirements (or can be reasonably expected to do so by the intended transfer date).
3. VGC will advise UNBC of any changes to its programs' level equivalency (e.g. changes to CEFR/IELTS benchmarking, or other accepted equivalencies) during the course of this Agreement.
4. UNBC may require students to complete additional placement tests at its discretion. These tests will be used to evaluate the level equivalencies used for student transfers to UNBC.

VII. Terms of the Agreement

1. This Agreement shall remain in force for five (5) years from the date of signing. It may be terminated “at will” by either Party with thirty (30) days’ written notice.
2. Should this Agreement expire or be terminated, UNBC will continue to consider for admission those who are admitted to VGC’s ADV and INT for up to one year after the termination of this Agreement.
3. Upon the expiration or termination of this Agreement, each party shall immediately cease making any representations of any collaboration between the Parties, except as is necessary to conclude pending application(s). The expiration or termination of this Agreement does not affect any accrued rights or remedies of either Party.

VIII. General Terms

1. Non-Exclusive Agreement. This is a non-exclusive Agreement, and either Party may contract with third parties to provide other similar agreement.
2. Entire Agreement. This Agreement sets forth the entire agreement between the Parties with respect to the subject matter herein. No modification or amendment to this Agreement shall be binding upon the Parties unless made in writing and duly executed by authorized representatives of both Parties.
3. Force Majeure. Neither Party shall be liable for any delays in the performance of any of its obligations hereunder due to causes beyond its reasonable control, including but not limited to fire, strike, lock out or other labor unrest including picketing (whether lawful or not), war, riots, acts of any civil or military authority, acts of God, judicial action, unavailability or shortages of labor, materials or equipment, impaction or enrollment restrictions order by the British Columbia Ministry of Advance Education, or failure or delay in delivery by suppliers or delays in transportation.
4. Invalidity and Severability. If any of the provisions of this Agreement are determined to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provisions shall be severed from the Agreement, and the remaining provisions shall remain in full force and effect; provided, however, that with respect to any material provision so severed, the Parties shall negotiate in good faith to achieve the original intent of such provision.
5. Governing Law. This Agreement shall in all aspects be governed by and be construed in accordance with the laws of the Province of British Columbia, Canada.

IX. Notice

All notices under this Agreement must be in writing and sent by electronic mail and prepaid airmail as follows:

To UNBC:
Director of International Education
University of Northern British Columbia
3333 University Way
Prince George, British Columbia
Canada, V2N 4Z9
Phone: 250 -960-5361
Email: ie@unbc.ca

To VGC Language School:
Dominic Walton
411 West Hastings Street
Vancouver, BC, Canada, V6B 1L4
Phone: 604-688-9057
Email: Dominic@vgc.ca

Any changes to the above must be promptly provided in writing to the other Party.

Initial: _____

X. Conclusion

This Agreement shall be effective when signed by all signatories. Signatures below indicate acceptance of the terms, conditions, and responsibilities contained herein and represent that the signatories are authorized to bind the respective Parties.

For University of Northern British Columbia

Dr. Daniel Weeks, President

Date: _____

For VGC Language School

Dominic Walton, Senior Director

Date: _____

Appendix A

UNBC Admission Procedures (ELS and Conditional Admission)

ELS Program Admission Only

When students are applying for admission into the ELS program they require the following documents:

- Complete ELS application
- Copies of student's interim VGC transcripts
- Copy of student's passport photo page

UNBC ELS application form can be found on the UNBC International Education Website.

Conditional Admission to UNBC (Undergraduate Studies and ELS Program)

When students are applying for conditional admission into the ELS program with conditional admission into the undergraduate program they require the following documents:

- Complete ELS application
- Copies of student's interim VGC transcripts
- Copy of student's passport photo page
- Complete Undergraduate Admission/Re-Admission form and provide documents as required by UNBC admission regulations.

UNBC Undergraduate Admission/Re-Admission forms can be found on the UNBC Admissions website.

UNBC Undergraduate Admission Policies, including documents required, can be found on the UNBC Admissions website.

Application and Deposit Fees:

Students must include **ALL** applicable application fees (ELS and undergraduate) at time of application.

Appendix B

Refund Policy

The application fee portion of the deposit is non-refundable.

Deposits provided by students are non-refundable, except in cases in which the student has applied and is unable to obtain a student permit/visa and is forced to withdraw.

For current information and links to UNBC's application fees, ELS program fees, and refund policies, please refer to current UNBC fee policy available on the UNBC website.

Appendix C

Transfer Targets

VGC targets five (5) to twenty (20) for the average number of students to be transferred to UNBC per ELS intake.

These targets represent part of the evaluation framework for the Agreement.

Appendix D

The VGC shall assist students by:

1. Providing accurate information to both overseas and local applicants, regarding Canada, its education systems, UNBC, admission requirements, application procedures, fee structure, deadlines, refund policies, payment procedures, accommodation options, and cost-of-living expenses in Canada.
2. Assisting in the preparation of students' relevant documents required for application to UNBC (high school and any post-secondary transcripts, legal, financial, etc.) as necessary and/or required by law.
3. Ensuring that all relevant student documents are authentic, certified, official and unaltered.
4. Ensuring students applying for admission provide the required fees and deposits against tuition fees at UNBC at the time of application. The deposit and required fee are non-refundable, except for reasons specified in Appendix B and are forfeit by the student if he/she does not complete the intended transfer to study at UNBC. Program fees minus the deposit must be paid in full on or before the first day of class (for complete information, please refer to current UNBC fee policy).

Rationale for Pathway Partner Agreements

The following Pathway partners offer UNBC immediate access to a deep and diverse pool of international students eager to transition to a top-quality, research intensive university. Academically qualified students will first complete one or two terms of ELS, then go on to undergraduate studies.

Pathway Partners:

- Canadian College of English Language
- EC English
- Global Village English
- King George International College
- PGIC Studies INC.
- Study English in Canada
- VGC Language School

Of the schools considered, the above language schools meet the following **Partner Selection Criteria**:

- a) Must offer Academic English or English for Academic Purpose Program
- b) Have proven history of pathway agreements with Canadian post-secondary institutions
- c) Be recognized and accredited by Language Canada
- d) Be recognized and accredited by PCITA ¹or equivalent
- e) Have more than one location with substantial market coverage.

Rationale:

Given the reasons previously provided to committees (low-cost recruiting, government mandate, and marketing), the ELS pathways agreements will benefit students and UNBC in the following way:

a) *Canadian Academic Learning Experience*

The majority of students enrolled in language schools are not aware of post-secondary admission requirements or the Canadian education system and therefore enroll in Canadian language schools to gain a better understanding of the education system in Canada. Language schools work to inform these students of their post-secondary options and highlight top-tier pathway partners.

b) *Student Experience*

Every student differs in terms of their academic aspirations. Students who are a part of Language Schools' English for Academic Purpose (EAP) program generally wish to transition to a well-ranked post-secondary institution after program completion. UNBC's ELS program will ensure these students are taken to the next level of academic preparedness thereby preparing them for a seamless transition into their academic studies.

c) *Recruitment to ELS and conditional admittance to undergraduate studies*

Pathway agreements with language schools are a critical mechanism to recruit students into ELS and subsequently feed into UNBC's undergraduate international student population. A targeted focus on recruiting students to ELS, which then feed into UNBC undergraduate programs, is a strategic direction necessary for UNBC's International success.

¹ Private Career Training Institutions Agency (of BC)

Appendix A

Existing Pathway Agreements with other public institutions by the pathway partners

<p>Canadian College of English Language Examples of Public Canadian Institutions</p> <ul style="list-style-type: none"> ▪ Royal Roads University ▪ Emily Carr University of Art + Design ▪ Capilano University ▪ University of Regina ▪ Okanagan College ▪ Thompson Rivers University <p>Source: http://canada-english.com/</p>	<p>EC English Examples of Public US Institutions</p> <ul style="list-style-type: none"> ▪ University of California – Irvine (International Programs) ▪ Regis College ▪ College of Southern Nevada ▪ Frostburg State University ▪ Green River Community College ▪ SUNY OSWEGO ▪ SUNY Fredonia <p>Examples of Public Canadian Institutions</p> <ul style="list-style-type: none"> ▪ University of Guelph ▪ Thompson Rivers University ▪ Lakehead University ▪ George Brown College ▪ Mount Saint Vincent University ▪ Seneca College ▪ Royal Roads University ▪ Georgina College ▪ Sheridan College <p>Source: http://www.ecenglish.com/ucp/universities</p>
<p>Global Village English Examples of Public Canadian Institutions</p> <ul style="list-style-type: none"> ▪ Algoma University ▪ Lakehead University ▪ Laurentian University ▪ Royal Roads University ▪ Saint Mary’s University ▪ Thompson Rivers University ▪ University of California, Riverside ▪ University of Regina ▪ Brock University ▪ Trend University ▪ University of Lethbridge ▪ University of PEI <p>Source: http://gvenglish.com/Pathways.html</p>	<p>King George International College Examples of Public Canadian Institutions</p> <ul style="list-style-type: none"> ▪ Acadia University ▪ BCIT ▪ Lakehead University ▪ Royal Roads University ▪ Thompson Rivers University ▪ Trinity Western University ▪ University of Prince Edward Island (UPEI) ▪ University of Regina ▪ University of Victoria ▪ Vancouver Island University ▪ Saint Mary’s University <p>Source: http://kgic.ca/programs/pathway-program/partners</p>

<p>PGIC</p> <p>Examples of Public Canadian Institutions</p> <ul style="list-style-type: none"> ▪ Lakehead University ▪ Royal Roads University ▪ UC Riverside ▪ University of Regina ▪ Mount Saint Vincent University ▪ BCIT <p>Source: http://www.pgic.ca/our-program/pathway-program/</p>	<p>Study English in Canada (SEC)</p> <p>Examples of Public Canadian Institutions</p> <ul style="list-style-type: none"> ▪ Algoma University ▪ Fanshawe College ▪ Durham College ▪ Royal Roads University ▪ Laurentian University ▪ Lakehead University ▪ Saint Mary’s University <p>Source: http://sec-canada.com/Files/SEC%20Partner%20Schools.pdf</p>
<p>VGC Language School</p> <p>Examples of Public Canadian Institutions</p> <ul style="list-style-type: none"> ▪ BCIT ▪ Lakehead University ▪ Manitoba Institutes of Trade of Technology – MITT ▪ College of New Caledonia ▪ University of Regina ▪ Royal Roads University ▪ Selkirk College <p>Source: http://www.vgc.ca/pathway-partners/list-of-vgc-pathway-partners/</p>	

REPORT TO SENATE

March 18, 2016 - External Reviews of Academic Units

Purpose:

The following report on the financial cost and process for External Reviews of Academic units is in response to Senate's request on February 15, 2016:

Senate Public Session February 24 - S-201602.16

That the Chair of Senate Committee on Academic Affairs report to Senate the existing procedure for External Program Reviews and a consideration of whether this needs to be formalized in writing through a Policy recommended to the Board of Governors by Senate at the March 2016 meeting of Senate.

Senate Public Session February 24 – S-201602.15

That the Chair of Senate Committee on Academic Affairs report to Senate the status and financial cost of each External Program Review initiated since 1 January 2014 at the March 2016 meeting.

External Review of Academic Units – Current Process:

1) Degree Quality Assessment Board (DQAB) – New Degree Proposals (Exemption)

The Ministry of Advanced Education's Degree Authorization and Assessment Criteria can be viewed at: <http://www.aved.gov.bc.ca/degree-authorization/institutions/assessment-criteria.htm>. The review of new degree approval criteria is based on two separate review stages: 1) Stage 1 assesses proposal criteria related to mandate, strategic plan, consultation, labour market and student demand; and 2) Stage 2 assesses proposal criteria related to degree program quality. To expedite the review process for new degree proposals, an institution may be granted Exempt Status. The benefit of an Exempt Status is significant as it allows an institution to follow an abbreviated approval process for new Degree proposals. There are three criteria associated with this status:

- Successful offering of quality degree programs for a minimum of ten years
- Established organizational capacity for degree-granting sufficient to ensure quality degree level education
- Established rigorous, ongoing program and institutional quality assessment processes (internal and external) that includes:
 - a self-study undertaken by faculty members and administrators of the program
 - an assessment conducted by a panel consisting of experts, external to the institution (normally including a site visit)
 - a report of the expert panel assessing program quality and recommending changes
 - a formal institutional response to the recommendations
 - an established and ongoing institutional and program planning cycle

- appropriate accountability mechanisms for both academic programs and research activities.

The Minister may request a review by the DQAB for recommendation of a revocation, suspension or amendment. In response to these requirements, the University has implemented the following procedures to ensure a continuance of Exempt Status:

2) Reference Guide

The External Review of Academic Units: Reference Guide was approved by Senate on April 26, 2012, and is used by the Office of the Vice-President Academic and Provost to facilitate the overall process. The Reference Guide is available for viewing on the Vice-President Academic and Provost's UNBC website at: <http://www.unbc.ca/provost/resources>

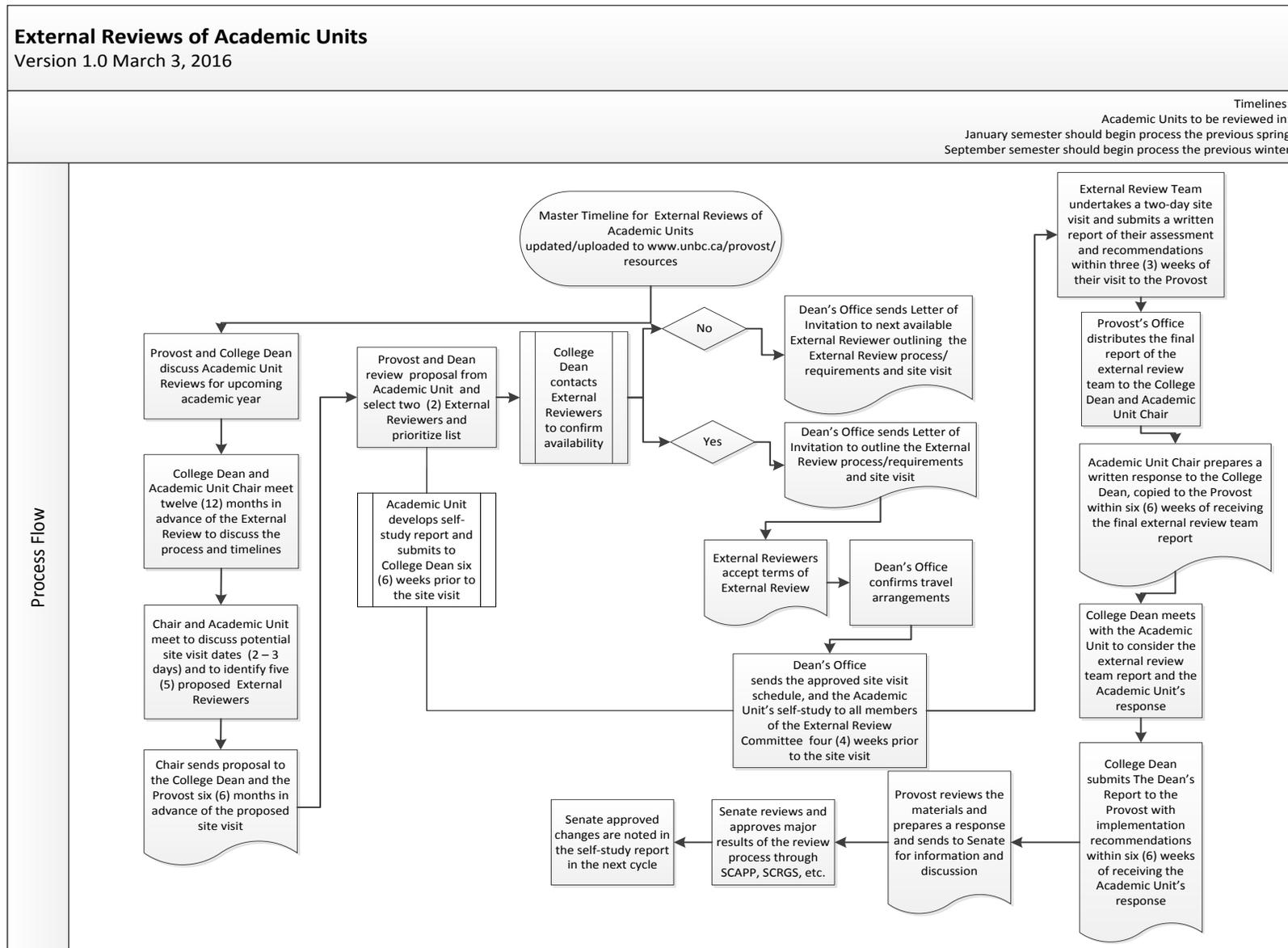
3) Master Timeline

As outlined in the "External Reviews of Academic Units: A Reference Guide", all academic units are reviewed periodically. The review cycle normally occurs every five to seven years and encompasses the whole program (undergraduate and graduate levels). At times, there have been extenuating circumstances that have necessitated a change in the following program planning and review cycle (e.g., administrative staffing changes, sabbaticals):

Programs	Date Initiated	Status
First Nation Studies	2005	Initiating Fall 2016
Anthropology	2006	Initiating April 2016
English	2009	Initiating Fall 2016
Social Work		Initiating Fall 2016
Math	2010	
Chemistry	2009	
Economics	2009	
Health Sciences	2010	
Education	2010	
ESM & ORTM	2010	
Environmental Science	2010	
Political Science	2010	
Nursing	2010	
Physics	2010	
Psychology	2011	
International Studies	2012	
BioChemistry	2012	
MCPMS	2013	Provost Response
NRES	2013	Complete
History	2014	Provost Response
Business	2014	Dean's Response
Geography	2014	Dean's Response
Computer Science	2015	Initiated

4) External Review of Academic Units: Process Map

The following is an overall process map of the External Reviews of Academic Units at UNBC:



5) External Review of Academic Units: Estimated Expenses for Completed Reviews

The following table outlines the estimated costs of External Program Reviews completed since January 2014 to March 11, 2016:

External Reviews	Expenses	Honaria
Fiscal 2013/2014 NRES	\$ 8,535	\$ 3,000
Fiscal 2014/2015 Business Geography History	\$ 8,119	\$ 6,000
Fiscal 2015/16 - In Progress CPSC MCPMS	\$ 7,324	\$ 4,000
Estimated Costs - External Reviews of Academic Units	\$ 23,978	\$ 13,000

Motion Number (assigned by
Steering Committee of Senate): S-201604.15

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

PROPOSED MOTION

Motion: That, on the recommendation of Senate, the UNBC Aboriginal Service Plan Steering Committee Terms of Reference be approved as proposed.

Effective Date: May 2016

Rationale: Terms of Reference to reflect appropriate committee membership and committee role/responsibilities.

Motion proposed by: Bill Owen

Academic Program: Not applicable

Implications for Other Programs / Faculties: None

College: Not applicable

College Council / Committee Motion Number: Not applicable

College Council / Committee Approval Date: Not applicable

Attachment Pages (if applicable): 4 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

Brief Summary of Committee Debate:

Motion No.: SCFNAP201604.05

Moved by: Rheanna Robinson

Seconded by: Mark Dale

Committee Decision: Carried as amended.

Approved by SCFNAP: Apr. 14, 2016

Date

Chair's Signature

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

UNBC Aboriginal Service Plan Steering Committee

Terms of Reference

Background:

UNBC is Canada's premier small, research-intensive university, with internationally recognized academic and research programs that prepare its graduates in select areas of high relevance to the peoples of our region, province, and beyond. Our vision is to be a student-centered, research-intensive university, uniquely Northern and personal in character, responsive to the region it serves, of national and international acclaim.

Aboriginal¹ learners, and the communities they come from, are an integral part of the UNBC community. UNBC demonstrates our commitment to Aboriginal learners and their communities by providing relevant supports that address the academic, social, emotional, and cultural needs of Aboriginal learners.

The Aboriginal Service Plan is a Ministry of Advanced Education initiative to support post-secondary institutions in advancing successful and meaningful experiences of Aboriginal students in post-secondary education. UNBC is committed to working with the Ministry in achieving the Aboriginal Service Plan goals. These goals are:

1. To increase access, retention, completion and transition opportunities for Aboriginal learners;
2. To strengthen partnerships and collaboration in Aboriginal post-secondary education; and
3. To increase the receptivity and relevance of post-secondary institutions and programs for Aboriginal learners, including providing support for initiatives that address systemic barriers.

The UNBC Aboriginal Services Plan Steering Committee works together to achieve the goals and delivery of Aboriginal Services Plan projects funded by the Ministry of Advanced Education. This committee was called together through the Senate Committee on First Nations and Aboriginal People (SCFNAP).

The UNBC Aboriginal Service Plan Steering Committee serves to provide the necessary institutional guidance for the coordinated implementation of the UNBC Aboriginal Service Plan in the context of UNBC's broader commitments to Aboriginal learners. The committee is responsible to the Vice President Academic and Provost, and reports to both the Senate Committee on First Nations and Aboriginal Peoples and the Vice President Academic and Provost.

¹ The term *Aboriginal* is intended to reflect the diversity of Indigenous, First Nations, Aboriginal, Metis, and Inuit Peoples that UNBC serves in providing university level education.

Principles:

Our success in supporting Aboriginal learners depends on working in *collaboration* with diverse Aboriginal communities to increase the *receptivity* of university and to ensure university programming is *relevant*. Inherent in our vision to develop the next generation of leaders is a commitment to supporting students *holistically* and *respectfully*. The UNBC Aboriginal Service Plan Steering Committee is one measure to support the UNBC vision and the Ministry of Advanced Education's Aboriginal Services Plan objectives.

Purpose:

The UNBC Aboriginal Service Plan Steering Committee serves to *develop, oversee, administer, and review* the Aboriginal Service Plan funding. The Aboriginal Service Plan funding focuses on:

- Giving voice to the educational needs and goals of Aboriginal learners
- Addressing barriers to post-secondary education for Aboriginal learners through
 - Raising the awareness, receptivity and relevance of university for Aboriginal learners;
 - Increasing access and easing the transitions;
 - Increasing retention and completion rates;
- Strengthening partnerships and collaboration to increase the relevance of the programming designed to meet the above purposes

Goals:

The Steering Committee goals are to:

1. Provide guidance on the alignment and coordination of UNBC's Aboriginal supports and services, especially with respect to how the UNBC Aboriginal Service Plan is integrated into the UNBC context;
2. Develop and review the framework for Aboriginal services and supports that are consistent with the Ministry of Advanced Aboriginal Service plan; and
3. Design UNBC Aboriginal Service Plan initiatives that promote the success of Aboriginal students, both undergraduate and graduate students.

Goal Implementation:

The UNBC Aboriginal Services Plan Steering Committee will:

- a. Work internally and externally to develop relevant proposals and programs that meet Aboriginal Service Plan goals and objectives;

- b. Consult with the Ministry through the monthly Aboriginal Service Plan coordinators meetings to ensure that the programs at UNBC are of the highest quality and are the best match possible for the program's priorities;
- c. Review the implementation and progress of UNBC's Aboriginal Service Plan programs on a quarterly basis;
- d. Provide the Senate Committee on First Nations and Aboriginal Peoples, the Vice President, Academic and Provost, the President, and Ministry with required reports;
- e. Report regularly to the Senate Committee on First Nations and Aboriginal Peoples regarding the development and outcomes of the Aboriginal Service Plan; and
- f. As appropriate, communicate with local and regional Aboriginal communities about Aboriginal Service Plan programming and opportunities.

Membership:

The UNBC Aboriginal Service Plan Committee will be constituted by a balanced participation of Aboriginal community representation and UNBC representation. Each member of the committee is dedicated to enhancing the goals of the Aboriginal Service Plan to serve the needs of our current and future UNBC Aboriginal learners.

Membership from the Aboriginal Community to include:

- one Elder;
- one Lheidli T'enneh representative;
- one Aboriginal Regional Representative from one of the traditional territories in the UNBC region;
- one member from a Prince George Métis Association or Regional Métis Association; and
- one NUGSS and/or Aboriginal Student Representative; and
- one GSS and/or Aboriginal Student Representative.

Membership from the UNBC Community to include:

- Chair of the First Nations Studies Department;
- Tenured or tenure-track faculty member;
- Manager of Aboriginal Student Engagement;
- Dean of Regional Programs;
- President's Senior Advisor on Aboriginal Relations;
- Vice Provost Student Engagement; and
- A Recording Secretary.

Meetings will allow for participation through in-person and distance-delivery methods.

Member Responsibilities:

Chair – the Chair is responsible for calling meetings and providing an agenda in advance. This committee will be Chaired by the Vice Provost Student Engagement.

Co-Chair – selected from committee membership for a 1-year term, the Co-Chair will serve as the Chair in the Chair’s absence.

Recorder – the Recorder is responsible for working with the Chair to schedule meetings, recording minutes, and communicating the schedule, minutes and other information for the needs of the committee.

Meetings:

The UNBC Aboriginal Service Plan Steering Committee will meet on the third Wednesday in the following months:

- August
- September
- October
- November
- January
- February
- March
- April
- May*

Additional meetings in the months of January and May will likely be needed.

*The May meeting will consist of a one-day retreat to celebrate the accomplishments of the past year and to prepare planning for the upcoming year. During this retreat, a meeting schedule for the following year will be developed, identification of the UNBC Aboriginal Service Plan strengths, identification of solutions to barriers that arose during the previous year, potential new initiatives, sharing of ideas from other universities.

Decision-Making:

The UNBC Aboriginal Service plan Steering Committee will endeavour to follow a traditional Indigenous sharing and consensus-making model. There will be full discussion and participation by members on topics, issues and initiatives related to Aboriginal learning, and the needed supports and services.

Motion Number (assigned by
Steering Committee of Senate): S-201604.16

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

PROPOSED MOTION

Motion: That the UNBC Elders Protocol be approved as proposed.

Effective Date: May 2016

Rationale: Transparent and supportive document for protocol when inviting/including Elders at university-related events.

Motion proposed by: Rheanna Robinson

Academic Program: FNST

Implications for Other Programs / Faculties? None

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

Brief Summary of Committee Debate:

Motion No.: SCFNAP201604.03

Moved by: Tina Fraser

Seconded by: Mark Dale

Committee Decision: Carried as amended

Approved by SCAAF: April 14, 2016

Date

Chair's Signature



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

University of Northern British Columbia Elders and Event Protocol

THE PURPOSE OF THIS DOCUMENT IS TO PROVIDE GUIDELINES FOR UNIVERSITY OF NORTHERN BRITISH COLUMBIA (UNBC) FACULTY, STAFF, STUDENTS, SENATE, AND BOARD OF GOVERNORS MEMBERS TO CONSIDER WHEN INVITING ELDERS TO PARTICIPATE IN UNBC ACTIVITIES AND/OR EVENTS.¹

I. INTRODUCTION

“En cha huna”, respect for all living things, is UNBC’s motto. This motto was inspired by the Dakelh and truly encapsulates the UNBC’s spirit and the principles of academic freedom, of respect for others, and the willingness to recognize different perspectives.

UNBC is located and proudly serves a significant portion of Northern British Columbia. This geographical area is home to numerous First Nations and is divided into three academic regions: the South-Central, the Northeast, and the Northwest.

The Prince George campus is situated on the traditional territory of the Lheidli T’enneh and the Lheidli T’enneh are Dakelh (Carrier). Their traditional territory stretches over 4.3 million hectares, from the impressive Rocky Mountains, to the beautiful Interior Plateau, including the City of Prince George. The word Lheidli means “where the two rivers flow together” and T’enneh means “the people”.

The South-Central Quesnel campus is on the traditional territory of the Lhatko Dene (Red Bluff Band), Nazko, Lhoosk’uz Den Nation (Kluskus Band) and ?Esdilagh First Nation (formerly Alexandria Band). Lhatko, Nazko and Lhoosk’uz are Dakelh (Carrier) First Nations and ?Esdilagh is a member of the Tsilhqot’in First Nations.

The Northeast campus in Fort Saint John is situated on the traditional territory of the Doig River, Blueberry, and Halfway River First Nations.

The Northwest Regional campus is situated in Terrace on traditional Ts’msyen territory of the Kitsumkalum and Kitselas First Nations. It includes a facility in the coastal community of Prince Rupert. Terrace also serves as the economic and central hub for many Haida, Haisla, Tahltan, Métis, Gitx̱san, Wet’suwet’en, and Nisga’a peoples.

¹ This protocol document is intended to guide the participation of Elders at all UNBC events except for Convocation activities/ceremonies as those invitations are guided by the UNBC *Ceremonies Protocol*.

Elders are important to the university community and their knowledge, wisdom, and time must be respected. In this protocol, the following areas are presented:

- Use of Terms and Acknowledgement of Territory
- Extending Invitations to Elders for Events and/or Activities
- Honorarium
- Elder Host/Escort

II. USE OF TERMS AND ACKNOWLEDGEMENT OF TERRITORY

There are many terms associated with First Nations, Métis, and Inuit peoples such as Indigenous, Aboriginal, Métis, Inuit, and of course the various names associated with the diverse cultures, languages, and peoples across the province and beyond (e.g. Gitksan, Lheidli T'enneh, Nisga'a, and Tsilhqot'in, to name a few). It is important to note this diversity and our commitment to inclusion. At UNBC, wherever possible, we will refer to and acknowledge the local community and territory first and include other Aboriginal peoples by saying "and other First Nations Métis and Inuit" people or cultures. This respect to the local community and the traditional territory of the local people is in keeping with First Nations protocol across Canada and around the world.

III. EXTENDING INVITATIONS TO ELDERS

It is respectful practice at UNBC events and activities to formally acknowledge the traditional territory of the Nation where the event or activity is taking place during welcoming remarks or event descriptions. With this, it may be appropriate that an Elder provide a welcome and/or acknowledgment of the traditional territory to respect the local Nation. For UNBC Faculty, Staff, Student, Senate, or Board of Governors members who may need assistance in contacting an Elder to participate with an event or activity, the following steps should be considered:

1. The first step in extending an invitation to the Elders is to contact the Manager of Aboriginal Student Engagement, or the appropriate Regional Chair or designate, to discuss the process of inviting an Elder to a class or event. They will facilitate the discussion and assist in defining the terms and expectations from the Elder. This

includes, and is not limited to: the length of time required from the Elder as part of the invitation, appropriate gifting, and which Elder should be invited.

2. The next step is to ensure there are appropriate resources available with the event so the processing of honorarium and the host/escort can be secured.

IV. HONORARIUM/GIFTS

It is the responsibility of the one seeking the assistance of an Elder to be prepared to offer a honorarium for the Elder's time. Again, depending the situation, a gift is also appropriate.

Please consult the UNBC policy on *Honorarium – First Nations Elders* for university guidelines on honorarium payment. Honorarium payments should be submitted to the UNBC Finance Office with enough advance time that the honorarium is available at the time of the event or activity for the Elder.

V. ELDER HOST/ESCORT

Always ensure there is a host/escort for the Elder if she/he has been invited to an event on campus. The host/escort will be responsible for transportation to the event location, greeting the Elder, and following any protocol outlined by the Elder and/or Nation. Please be considerate of the fact that many of our Elders have mobility issues and their needs are very important when hosting.

If the Elder chooses to stay for an event meal, it is important to note that it may be customary for some Elders to be served their meal. If there is a buffet meal and there are Elders present, someone should speak to the Elders to determine if they require assistance with their meals and asking how much food they would like is a thoughtful gesture.

VI. FINAL NOTES

In closing, the Elders Protocol is intended to provide a supportive and transparent framework for UNBC Faculty, Staff, Students, Senate, and Board of Governors members to consider when inviting Elders to university-related events. We celebrate and honour the contributions of Elders to the university community and this protocol is symbolic of how respect and reciprocity is foundational to the relationship we hold with Elders at UNBC.

Motion Number (assigned by
Steering Committee of Senate): S-201604.17

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

PROPOSED MOTION

Motion: That the Lheidli T'enneh/UNBC MOU be approved as proposed.

Effective Date: April 20

Rationale: MOU describing a framework for the LTFN/UNBC relationship

Motion proposed by: Rheanna Robinson

Academic Program: Department of First Nations Studies/Office of the President

Implications for Other Programs / Faculties? None

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 4 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

Brief Summary of Committee Debate:

Motion No.: SCFNAP201604.09

Moved by: Ross Hoffman

Seconded by: Blanca Schorcht

Committee Decision: Carried

Approved by SCFNAP: April 14, 2016
Date


Chair's Signature

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

**A MEMORANDUM OF UNDERSTANDING GOVERNING THE RELATIONSHIP
BETWEEN**

**THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA
(hereinafter referred to as "UNBC")**

AND

**LHEIDLI T'ENNEH
(hereinafter referred to as the "LTFN")**

- A. WHEREAS the purpose of this Memorandum of Understanding (MOU) is to describe how the Lheidli T'enneh (LTFN) and the University of Northern British Columbia (UNBC) can continue to build a cooperative, long-lasting, and mutually beneficial relationship where principles of respect, communication, trust, and understanding will lead to positive and meaningful collaborations and partnerships;
- B. WHEREAS the LTFN and UNBC have been working together understand their respective protocols and processes to establish and promote a collaborative working relationship for the advancement of mutually desired education and research-related goals and initiatives through an MOU;
- C. WHEREAS this MOU provides a working foundation to carry forward the agreed-to principles that seek to provide mutual benefit to each party and the communities they serve, and
- D. WHEREAS this MOU represents integrated areas of importance as expressed by both parties.

AGREED PRINCIPLES

1 Principles of cooperation and communication.

1.1 LTFN and UNBC:

- 1. make a commitment to open discussion, positive negotiation and a problem-solving approach to all matters related to fulfilling the purpose of this MOU;
- 2. will explore regular opportunities for dialogue and the establishment of formal mechanisms and processes for communication and input;
- 3. recognise and respect the diverse strengths and contributions each brings to the relationship;
- 4. will have equal status in decision making on all matters related to fulfilling the purpose of this MOU;
- 5. commit to informing the other of any new information and developments which could impact on the fulfilling of the purpose of this MOU, the continuation of unique programming for the LTFN community, and other UNBC-related opportunities that may arise for LTFN community members;
- 6. recognise the necessity to protect cultural knowledge and intellectual property rights;
- 7. commit to communicating appropriately on issues relating to, or impacting, either party and,
- 8. agree that principles of reciprocity and sharing are integral to fulfilling the principles of cooperation and communication.

2 Memorandum not legally binding

2.1 This Memorandum is not intended to be legally binding on either party and does not:

- 1. give rise to any contractual relationship between the parties, or
- 2. create any legal obligations on either party including an obligation to enter into any separate written agreements.

3 Relationship of the parties

- 3.1 The parties agree that this MOU is not intended to, nor shall, create a partnership, joint venture or agency relationship between the parties.
- 3.2 The parties intend that any agreement for cooperation in relation to specific activities will be documented in a separate and formal agreement executed by the parties in accordance with the policies and procedures of the respective parties and included with this MOU as an appendices.
- 3.3 Either party may initiate proposals for activities and initiatives under this MOU at any time.
- 3.4 Nothing in this MOU shall oblige a party to incur any cost or expense, or undertake any work or take any action except as may be provided in a formal agreement executed by the parties either in connection with an activity contemplated by this MOU or otherwise

4 Memorandum will not prevent cooperation with other parties

- 4.1 The parties agree that this MOU will not prevent any party from undertaking any activities or cooperating with third parties or acting independently of the other.

5 Public announcements, Flag use, and Ethics protocols

- 5.1 The parties agree to consult with each other before making any public announcements that would originate from either UNBC or LTFN regarding this MOU or any collaboration contemplated by it as per Article 3.2.
- 5.2 The parties agree to the use of the Lheidli T'enneh flag as described in the "UNBC Flag Guidelines" and as approved by the LTFN.
- 5.3 The parties agree to promote the ethical conduct of co-managed research including consideration of principles of OCAP (ownership, control, access, and possession) and the respective ethics boards/processes of UNBC and the LTFN. The Lheidli T'enneh Research Ethics and Protocol document will be considered for *all* research with LTFN and for UNBC students, staff, and faculty, the UNBC Research Ethics Board guidelines must be followed for projects that involve the participation of human participants. For any research projects that may include animals or bio-hazardous materials, the UNBC Animal Care and Use Committee and Biohazardous Ethics Committees will be included respectively. In the case of any conflict between the parties about the conduct of research, UNBC and LTFN representatives make a commitment to open discussion, positive negotiation, and a problem-solving approach to resolution that does not detract from their institutional or community-related responsibilities and requirements. A specific Dispute Resolution process to be ratified and included as an Appendix to this MOU at a later date.

6 Term and termination

- 6.1 The parties may review this MOU and their relationship on an annual basis.
- 6.2 Either party may terminate this MOU at any time and for any reason with immediate effect by giving written notice to the other party.
- 6.3 The termination of the MOU will not affect any rights or obligations under any formal agreement entered between the parties pursuant to this MOU or otherwise. Any such agreements remain in effect according to their respective terms.

7 Coordinating Officers

- 7.1 In order to carry out and fulfil the aims of this Memorandum, LTFN and UNBC each appoint the following individuals, or their designate, for more information in regards to the MOU:
 1. For Lheidli T'enneh:
Position: Executive Director, Lheidli T'enneh
1041 Whenun Road, Prince George, BC V2N 5X8
(250) 963-8451
 2. For UNBC
Position: Senior Advisor to the President on Aboriginal Relations
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
(250) 960-5294

Executed as a Memorandum

The signatories hereby personally endorse this Memorandum on behalf of the party for whom they have signed:

SIGNED for **Lheidli T'enneh**

)

)

)

Signature

Signature of witness

Dominic Frederick

Position: Chief, Lheidli T'enneh

Date signed

Date signed

SIGNED for **Lheidli T'enneh**

)

)

)

Signature

Signature of witness

Louella Nome

Position: Councillor, Lheidli T'enneh

Date signed

Date signed

SIGNED for **Lheidli T'enneh**

)

)

)

Signature

Signature of witness

Vanessa West

Position: Councillor, Lheidli T'enneh

Date signed

Date signed

SIGNED for **Lheidli T'enneh**

)

)

)

Signature

Signature of witness

Dolleen Logan

Position: Councillor, Lheidli T'enneh

Date signed

Date signed

SIGNED for **Lheidli T'enneh**

)

)

)

Signature

Signature of witness

Shirley Wiltermuth

Position: Councillor, Lheidli T'enneh

Date signed

Date signed

SIGNED for **the University of Northern British Columbia**

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Signature

Signature of witness

Daniel Weeks

Position: President, UNBC

Date signed

Date signed



Motion Number (assigned by SCS): SCSB20160323.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the SCSB Annual Report be approved.

Effective Date: March 2016

Rationale: The annual report is due to be submitted to Senate in April.

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

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 23, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20160323.04

Moved by: Erasmus

Committee Decision: CARRIED

Seconded by: Dale

Attachments: 3 pages

Approved by SCSB: March 23.2016
Date

Chair's Signature (Acting)

For information of Senate.

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 23, 2016

OVERVIEW

Since the last annual report in March of 2015 the Senate Committee on Scholarships and Bursaries has met nine (9) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2015/2016 general scholarships and bursaries fund expenditures
- Ratified nominations of 2015/2016 awards recipients
- Reviewed and approved eighteen Terms and Conditions for newly established awards
- Approved thirteen revisions to Terms and Conditions for existing awards
- Reviewed six student requests for scholarship deferrals/reinstatements

STATISTICAL SUMMARY – 2015/2016 Awards

Award Type	Number	Value
Donor-Directed	619	\$ 1,186,318
UNBC-Funded	265	\$ 604,988
UNBC Scholars	111	\$ 556,110
Graduate Tuition Awards	73	\$ 267,025
Athletic Tuition Awards	20	\$ 96,716
Youth in Care Tuition Waivers	2	\$ 6,012
Canada Winter Games Tuition Waivers	8	\$ 20,000
Totals	1098*	\$ 2,737,169**

* 8% increase in number from 2014/2015
** 14% increase in value from 2014/2015

Student Type	Number	
Self-declared Female Recipients	616	
Self-declared Male Recipients	259	
Self-declared Aboriginal Recipients	36	
Northern Residents	602	
Undergraduate Admission Awards	216	
Athletic Awards	87	
In-Course Undergraduate Awards	596	
Graduate Awards	184	(includes only UNBC-administered awards)
NMP Awards	15	
Multiple Recipients	223	(received more than one award)
Individual Recipients	875	(1098 awards – 223 multiple recipients)

Award Category	Number	Value	Median Value
Needs-based Awards	599	\$ 418,875	\$ 1,200
Merit-based Awards		\$2,318,294	\$ 2,500

In addition to the \$80,000 generated from endowment interest and donations, the University provided \$221,025 from its operating budget as well as \$396,674 from previous years' tuition increases for the 2015/2016 academic year. It is anticipated that the funding levels for the General Scholarships and Bursaries Fund will remain stable for 2016/2017.

NEW DONOR-NAMED AWARDS ESTABLISHED IN 2015/2016

Name of Award	Number	Value	Total Value
Nordic Sport Leadership Award	1	\$ 5,000 (renewable)	\$20,000
Nordic Sport Leadership Award*	1	\$ 1,000	\$ 1,000
Spectra Energy Bursaries	4	\$ 1,000	\$ 4,000
Chapter B PEO Sisterhood Bursary	1	\$ 1,000	\$ 1,000
President's Silver Anniversary Award for Excellence in Leadership	2	\$ 6,500 (renewable)	\$46,000
UNBC Psychology Club Award	1	\$ 750	\$ 750
Jan Goodlad Memorial Scholarship *	1	\$10,000	\$10,000
Ricci Dalton Awards	2	\$ 500	\$ 1,000
Earl Johnson Memorial Scholarship	1	\$ 1,000	\$ 1,000
Master of Engineering in Integrated Wood Design Scholarship	3	\$15,000	\$30,000
Tom Dennett Memorial Scholarship	1	\$ 1,000	\$ 1,000
Dr. Galt Wilson Northern Medical Programs Trust Residency Placement Award	3	\$10,000	\$30,000
Gwyn Morgan "Be an Engineer" Bursary	1	\$ 5,000	\$ 5,000
London Drugs Scholarship	2	\$ 2,000	\$ 4,000
Reuben Horwitz Memorial Bursary	2	\$ 3,000	\$ 6,000
Northern First Nations Health Partnership Community Health & Wellness Awards	5	variable	\$ 5,000
UNBC Leadership Awards (new and in-course)*	20	\$ 2,500	\$50,000
Totals	42		\$216,250

*one-time only awards

UNAWARDED SCHOLARSHIPS AND BURSARIES 2015/2016

Name Of Award	Reason
Aldyen Hamber Women's Study Bursary	Program specific
Beta Sigma Phi Bursary	Specific membership
Bill Reid Award	Specific criteria
David A. Bradbury Bursary	Program specific
George W. Baldwin, Q.C. Graduate Scholarship	Program specific
Great West Life Graduate Scholarship in Disability Management	Program specific
Jessie Craig Bursary	Program specific
McCarthy Tetrault Annual Scholarship	Program specific (NAP)
Miriam Matejova Award	Specific criteria
Nechako Chapter No. 40 Order of the Eastern Star Bursary	Specific membership
Northern BC Mining Research Award	Research specific – industry partnership
Over the Edge Scholarship	Affiliation with OTE
Peace/Williston Aquatic Research Award	Research in specific geographical area
Prince George Alzheimer's Society Graduate Scholarship	Research specific
Rising Star Health Service Award	Criteria to be reviewed (NMP)
Simons Foundation Bursaries for Lone Parents	Enrollment in UNBC DayCare
Spruce Credit Union - Dene Bachand Memorial Bursary	Program specific
Van Adrichem Undergraduate Summer Research Bursary	Research Specific

Percentage of number of available awards not awarded in 2015/2016: 1.9%

Percentage of *value* of available awards not awarded in 2015/2016: 1.4%

Motion Number (assigned by
Steering Committee of Senate): S-201604.20

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the on the recommendation of the Steering Committee of Senate, the Director of the Centre for Teaching and Learning be added as a voting member of SCAAF as proposed.

Effective Date: May 2016

Rationale: Discussions at SCAAF are regularly forwarded to the CTLT for more information, and are then returned to SCAAF the following month, or later, for further discussion. It would be more efficient to have the Director of the CTLT sit on SCAAF to address some of these directly.

Motion proposed by: Blanca Schorcht, Dean of the College of Arts, Social and Health Sciences

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

College: Not applicable

College Council / Committee Motion Number: N/A

College Council / Committee Approval Date: N/A

Attachment Pages (if applicable): 2 pages

SCAAF Motion Number: SCAAF201604.18

INFORMATION TO BE COMPLETED AFTER STEERING COMMITTEE OF SENATE MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201604.03

Moved by: K. Keen

Seconded by: D. Lightfoot

Committee Decision: CARRIED.

Approved by SCS: April 20, 2016
Date


Chair's Signature

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

SENATE COMMITTEE ON ACADEMIC AFFAIRS (SCAAF)

Terms of Reference:

- To be responsible for advising Senate on academic planning at UNBC.
- To consider and make recommendations to Senate on new undergraduate and graduate programs and major modifications to existing undergraduate and graduate programs.
- To consider and make recommendations to Senate on course additions or deletions.
- To receive and evaluate recommendations from the SCAAF Continuing Studies Credit Committee and to forward recommendations concerning the recommended courses to Senate for approval
- To consider and make recommendations to Senate on new and revised Undergraduate and Graduate Academic Regulations.
- To review periodically the activities of the Centre for Teaching and Learning and make recommendations on the Centre to Senate and to address any other Senate related teaching matter.
- To be responsible for the development and implementation of a program review process, and to make recommendations to Senate relating to the outcome of reviews.
- To review, for approval or recommendation as appropriate, affiliation agreements with other institutions.
- To review and make recommendations to Senate on existing undergraduate and graduate programs for purposes of assessment and possible expansion, curtailment, or discontinuance.
- To recommend to Senate graduate courses which are cross-listed with undergraduate courses.
- To advise on enrolment management issues.
- To consider and advise Senate on matters relating to the internationalization of the University community.
- To facilitate the development of academic agreements between UNBC and various international partners.
- To review and advise Senate on current international agreements and exchanges and make recommendations regarding their renewal.
- To approve, in exceptional and extraordinary circumstances, external international proposals; and to report to Senate as soon as practicable such approvals and the justification for them.
- To review from time to time the operation of the Library, for report to Senate.
- To establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.
- To advise Senate on all matters concerning undergraduate and graduate research and research policy at the University
- To recommend to Senate the establishment of Research Chairs

Membership:

President (*ex officio*)
Provost (Chair)
Vice President, Research (Vice Chair)
University Librarian
Dean, Graduate Programs
Dean, College of Arts, Social and Health Sciences
Dean, College of Science and Management
Dean, Regional Programs
Four Faculty Senators
Four Faculty Members (all who may be Senators), including:
a) Faculty Member — CASHS
b) Faculty Member — CSAM
c) Faculty Member — Regional
d) Faculty Member — Professional Program
Four Students (all who may be Senators), including:
a) Graduate Student — CASHS
b) Graduate Student — CSAM
c) Undergraduate Student — CASHS
d) Undergraduate Student — CSAM
One Lay Senator
One Regional Senator
Director, Ancillary Services and Continuing Studies

Director, Centre for Teaching, Learning and Technology
Director, International Education
One person appointed by the Vice Provost Student Engagement
Secretary of Senate (non-voting)

Chair: Provost

**Committee and
Recording Secretary:** Administrative Assistant – Senate

Quorum: Majority, including at least one undergraduate student and one graduate student

Reporting Month: September

Sub-Committees: SCAAF Art Acquisition Subcommittee
SCAAF Continuing Studies Credit Committee
SCAAF Subcommittee on Academic Scheduling
SCAAF Subcommittee on Curriculum and Calendar
Animal Care and Use Committee
Research Ethics Board
Biohazards Committee



Motion Number (assigned by Steering Committee of Senate): S-201604.21

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the recommendation of the Steering Committee of Senate, the revision to the Senate Handbook for the Senate Committee on Scholarships and Bursaries terms of reference and membership be approved as proposed.

Effective Date: April 27, 2016

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: Not Applicable

Implications for Other Programs / Faculties? None.

Rationale: Through a recent revision of the Senate Committee on Scholarships and Bursaries membership, it was noted that at the June 28, 2013 Senate meeting the membership of the SCSB was changed; Assistant Provost was removed and replaced with the Vice Provost Student Engagement. The change in titles was not made in one of the SCSB terms of reference. The position of Vice President External Relations should be changed to the Vice President Advancement and Communications.

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): 1 pages

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201604.05

Moved by: D. Ryan

Seconded by: K. Keen

Committee Decision: CARRIED.

Attachments: 1 page

Approved by SCS: April 20, 2016
Date


Chair's Signature

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

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~~ Vice Provost Student Engagement.
- To ratify the nominations for all student awards, including scholarships, bursaries, and academic prizes.

Membership:

President (*ex officio*)
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~~ Advancement and Communications 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 Steering Committee of Senate): S-201604.22

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended as follows:

By adding the words “for the months of September through June,” immediately after the words local time and before the words “except under the following circumstances” in Section 3(w)(i).

Effective Date: April 27, 2016

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: Not Applicable

Implications for Other Programs / Faculties? None.

Rationale: Through a recent revision of the Senate schedule, it was noted that Senate is generally cancelled in July and sometimes in August. To maintain consistency and allow the University’s departments and programs to plan in advance, the SCS recommends that the Senate Handbook be changed to reflect Senate meetings to be scheduled from September to June.

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): 3 pages (background information)

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201604.05

Moved by: D. Ryan

Seconded by: D. Lightfoot

Committee Decision: CARRIED.

Attachments: 3 pages

Approved by SCS: April 20, 2016
Date

Chair’s Signature

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

BC UNIVERSITIES SENATE MEETING SCHEDULES – 2016

UNBC	SFU	UVic	UBC Vancouver	UBC Okanagan
September 23, 2015	September 14, 2015	September – no meeting	September 16, 2015	September 24, 2015
October 28, 2015	October 5, 2015	October 2, 2015	October 21, 2015	October 29, 2015
November 25, 2015	November 2, 2015	November 6, 2015	November 18, 2015	November 26, 2015
December 9, 2015	December 7, 2015	December 4, 2015	December 16, 2015 (cancelled)	December 17, 2015
January 27, 2016	January 4, 2016	January 8, 2016	January 20, 2016	January 28, 2016
February 24, 2016	February 1, 2016	February 5, 2016	February 17, 2016	February 25, 2016
March 23, 2016	March 7, 2016	March 4, 2016	March 16, 2016	March 31, 2016
April 27, 2016	April 4, 2016	April 1, 2016	April 20, 2016	April 28, 2016
May 25, 2016	May 16, 2016	May 6, 2016	May 18, 2016	May 19, 2016
June 22, 2016	June 6, 2016	June – no meeting	June – no meeting	June – no meeting
July 27, 2016	July 4, 2016	July – no meeting	July – no meeting	July – no meeting
August 24, 2016	August – no meeting	August – no meeting	August – no meeting	August – no meeting

Scheduled Senate Meeting at BC Research Universities

UNBC

SENATE HANDBOOK

3 (w) Regular Meetings

(i) The Senate shall normally meet once per month on the fourth Wednesday of each month, at 3:30 p.m. local time except under the following circumstances:

(a) In December the meeting shall take place on the second Wednesday of the month.

(b) In exceptional circumstances, the Chair may postpone a regular meeting of Senate and shall instruct the Secretary to inform members of the new date.

(c) If in the opinion of the Steering Committee of Senate, there is insufficient business to justify a regular meeting of Senate, the meeting may be canceled and the Secretary instructed to inform members at least nine days in advance.

(ii) The Secretary of Senate will distribute the notice of meeting and the agenda to the members of Senate at least five days prior to the meeting. This information will be made available electronically to the UNBC community by posting to 'facstaff' and 'general.' Supporting papers will be available upon request to the Secretary of Senate.

(iii) The open session will normally terminate by 5:30 p.m. except under unusual circumstances where the meeting may be extended by successful motion for extension, requiring a simple affirmative majority of those who vote.

SFU

SENATE RULES

V. SENATE MEETINGS

A. Regular

1. Senate usually meets once a month on the first working Monday of each month except for May and September when the schedule of Senate may be changed to accommodate the approval and awarding of degrees at Convocation. **Normally there will be no meeting in August.**

2. In exceptional circumstances, the Chair may postpone a regular meeting and instruct the Secretary to inform the members as to the new date.

3. If in the opinion of the Chair and on the advice of the Senate Committee on Agenda and Rules (SCAR), there is insufficient business to justify a regular meeting, the Chair may cancel the meeting and instruct the Secretary to so inform the members.

UVic

RULES AND PROCEDURES

Regular Meetings

13.00 Senate holds regular meetings each month from **October to May**. Regular meetings will normally be held on the first Friday of the month at 3:30 p.m. in the Senate and Board Chambers.

14.00 A regular meeting may be cancelled by the Chair of Senate on recommendation of the Senate Committee on Agenda and Governance if the committee determines there is insufficient business to justify holding a meeting.

UBC – Vancouver

RULES AND PROCEDURES OF THE VANCOUVER SENATE

17. Regular Meetings

a. The Senate shall be scheduled to meet **monthly from September through May** at a location, date, and time as specified by the Agenda Committee before the start of each Academic Year. Should a change be made to the location, date, or time specified for any meeting, at least seven (7) days' notice of such a change shall be given to Senators

d. The Agenda Committee may cancel a regular meeting if there is neither urgent nor sufficient business.

UBC Okanagan

RULES AND PROCEDURES OF THE OKANAGAN SENATE

15. Regular Meetings

a. The Senate shall schedule nine **regular meetings each academic year, normally** on either the third or the fourth Wednesday of the month from **September through May**. Such meetings shall normally be called to order at 3:30 p.m.

3 (z) Special Meetings

- (i) In exceptional circumstance a special meeting of Senate may be called if:
 - (a) The Chair considers a matter to be of sufficient urgency, or
 - (b) There is a petition of at least seven members of Senate, at least five of whom must be elected, or
 - (c) The Chair receives a special request from the Board of Governors.
- (ii) Business conducted at any special meeting of Senate must be limited to and consistent with the special reason for which the meeting was called.
- (iii) The Secretary of Senate shall have at least seventy-two hours before the scheduled start time for any special meeting of Senate to distribute by mail, telephone, facsimile or electronic mail a notice of meeting, agenda and supporting documents to the members of Senate.
- (iv) Consistent with subsections (i) to (iii), a vote may be called using e-mail when it is impractical for Senate to meet as a body, or when Senate determines a need to have a vote prior to the next regularly-scheduled meeting of Senate. E-mail votes shall offer the choices "Yes," "No," or "Hold."
 - When the "Yes" votes form a portion of the votes cast sufficient to pass the motion, it shall pass.
 - When the "No" votes form a portion of the total votes cast sufficient to defeat the motion, the motion is defeated.
 - Otherwise, debate on the motion shall be postponed ("Held") until the next in-person meeting.Electronic ballots must be received directly from the Secretary, and returned to the Secretary from the electronic address to which it was delivered by the date specified in the call for the vote. Section 3 (bb) (iii) (b) (specifying how the Chair shall vote) does not apply to votes conducted under Section 3 (z) (iv).

3 (aa) Quorum on the Senate

Greater than fifty per cent of the current membership shall constitute quorum for the transaction of business at a regular or special meeting of Senate, provided that the members present include the following:

- (i) At least 10 members of faculty elected to Senate, and
- (ii) At least 5 student members elected to Senate.

3 (bb) Conduct of Meetings

- (i) Except as otherwise stated the use of recording devices and cameras is not permitted after a meeting has been called to order, except at the discretion of the Chair.
- (ii) Motions from the floor may be made orally; however, at the request of the Chair or the Secretary, the mover may be required to put the motion in writing.
 - (a) Motions may also originate in the following ways:
 - From a Committee presenting a report, or
 - From a Committee advising Senate in advance of its intention to bring forth motions at the next regular meeting of Senate, or
 - From a College, if the Steering Committee of Senate considers that the matter does not need to be referred to a Senate Committee, or