

**SENATE MEETING
PUBLIC SESSION
AGENDA**

November 23, 2016
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

1.0 S-2016011.01

Approval of the Agenda †

Page 1 That the agenda for the November 23, 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-201611.02

Approval of Senate Minutes

Page 7 That the minutes of the October 26, 2016 Public Session of Senate be approved as presented.

3.0 Information

3.1 Senate Committee on First Nations and Aboriginal Peoples -
Integration of First Nations Content into Degree Programs Report

Dr. Ryan

4.0 Business Arising from Previous Minutes of Senate

4.1 Steering Committee of Senate

Dr. Weeks

Revisions to the Senate Handbook – Dean of Graduate Programs, Vice
President of Research and Graduate Programs, and Administrative Title Changes

Regular

S-201611.03

Revisions to the Senate Handbook – Senate Membership

Page 25

That, on the recommendation of the Steering Committee of Senate,

Whereas, the administration position of *Dean of Graduate Programs* will be closed;

And whereas *the Dean of Graduate Programs* administration position is a voting member of Senate;

And whereas s. 35(2)(k) of the *University Act* requires that the ratio established in subsections (g) and (h) of 35(2) be preserved;

Now therefore, be it resolved that, s.1 of the Senate Handbook be amended by removing the words “**the Dean of Graduate Programs**” in subsection (g) and substituting the words “**the Vice-Provost of Student Recruitment.**”

Effective Date: November 23, 2016

Regular

S-201611.04

Revisions to the Senate Handbook – Changes to Dean of Graduate Programs, Vice President of Research and Graduate Programs, and Administrative Title Changes

Page 29

That, on the recommendation of the Steering Committee of Senate, the revisions to the Senate Handbook regarding the Dean of Graduate Programs, Vice President of Research and Graduate Programs, and administrative title changes be approved as proposed.

Effective Date: Upon the approval of Senate

4.2 Steering Committee of Senate

Dr. Weeks

Revisions to the Senate Handbook – Senate Meeting Schedule

Page 67

Material regarding regularly scheduled meetings at the other BC research universities has been attached for information.

Regular

S-201611.05

Revisions to the Senate Handbook - Changes to the Scheduled Meetings (July)

Page 70

That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of July as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

Regular

S-201611.06

Revisions to the Senate Handbook – Changes to the Scheduled Meetings (June)

Page 72

That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of June as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

Regular

S-201611.07

Revisions to the Senate Handbook - Changes to the Scheduled Meetings (August)

Page 74

That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of August as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

Regular

S-201611.08

Revisions to the Senate Handbook - Changes to the Scheduled Meetings (December)

Page 76

That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of December as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

4.3 SCAAF Subcommittee on Academic Scheduling (SSAS)

Dr. Ryan

Page 56

Faculty Senator (appointed by Senate) (Chair)

The terms of reference for the SSAS has been included.

5.0	President's Report	Dr. Weeks
6.0	Report of the Provost	Dr. Ryan
7.0	Report of the Registrar	Ms. McKenzie
8.0	Question Period	Dr. Weeks
9.0	Removal of Motions from the Consent Agenda	Dr. Weeks
10.0	Committee Reports	
10.1	Senate Committee on Academic Affairs	Dr. Ryan

"For Approval" Items:

Regular	<u>S-201611.09</u> New Academic Program Proposal - Master of Applied Science in Engineering
Page 78	That, on the recommendation of the Senate Committee on Academic Affairs, the new Master of Applied Science in Engineering be approved as proposed. Proposed Start Date: September 2017 (entry to degree is September, January and May semesters)
Regular	<u>S-201611.10</u> New Course Approval - ENGR 700-3
Page 93	That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 700-3 Technical Writing be approved as proposed. Proposed semester of first offering: September 2017
Regular	<u>S-201611.11</u> New Course Approval - ENGR 701-1.5
Page 98	That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 701-1.5 Graduate Seminar in Engineering be approved as proposed. Proposed semester of first offering: September 2017
Regular	<u>S-201611.12</u> New Course Approval - ENGR 790-12
Page 103	That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 790-12 Master of Applied Science in Engineering Thesis be approved as proposed. Proposed semester of first offering: September 2017
Regular	<u>S-201611.13</u> New Course Approval - ENGR 792-6
Page 108	That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 792-6 Master of Applied Science in Engineering Project be approved as proposed. Proposed semester of first offering: September 2017
Regular	<u>S-201611.14</u> New Course Approval - ENGR 798-(1-6)
Page 113	That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 798-(1-6) Special Topics be approved as proposed. Proposed semester of first offering: September 2017
Regular	<u>S-201611.15</u> New Course Approval - ENGR 799-(1-6)
Page 118	That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 799-(1-6) Independent Studies be approved as proposed. Proposed semester of first offering: September 2017

- Consent **S-201611.16**
Change(s) to the Course Prerequisites - IENG 612-3
Page 123 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 612-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.17**
Change(s) to the Course Prerequisites - IENG 613-3
Page 125 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 613-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.18**
Change(s) to the Course Prerequisites - IENG 614-3
Page 127 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 614-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.19**
Change(s) to the Course Prerequisites - IENG 615-3
Page 129 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 615-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.20**
Change(s) to the Course Prerequisites - IENG 626-3
Page 131 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 626-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.21**
Change(s) to the Course Prerequisites - IENG 719-3
Page 133 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 719-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.22**
Change(s) to the Course Prerequisites - IENG 722-3
Page 135 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 722-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.23**
Change(s) to the Course Prerequisites - IENG 723-3
Page 137 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 723-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
- Consent **S-201611.24**
Change(s) to the Course Prerequisites - IENG 724-3
Page 139 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 724-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

Consent **S-201611.25**
Change(s) to the Course Prerequisites - IENG 727-3
Page 141 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 727-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

Consent **S-201611.26**
Change(s) to the Course Prerequisites - IENG 729-3
Page 143 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 729-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

Consent **S-201611.27**
Change(s) to the Course Prerequisites - IENG 731-6
Page 145 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 731-6, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

Consent **S-201611.28**
Change(s) to the Course Prerequisites - IENG 734-3
Page 147 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 734-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

Consent **S-201611.29**
Change(s) to the Course Prerequisites - IENG 738-3
Page 149 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 738-3, on page 131 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

Consent **S-201611.30**
Change(s) to the Course Prerequisites - IENG 739-3
Page 151 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 739-3, on page 131 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

Regular **S-201611.31**
Changes to Program Description - Integrated Wood Design Program
Page 153 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Integrated Wood Design program description for on pages 70 and 71 of the 2016/17 graduate calendar, be approved as proposed.
Effective date: January 1, 2017

10.2 **Senate Committee on Admissions and Degrees** (*no material*) **Dr. Owen**

10.3 **Senate Committee on First Nations and Aboriginal Peoples** (*no material*) **Dr. Ryan**

10.4 **Senate Committee on Scholarships and Bursaries** **Dr. Owen**

“For Information” Items:

SCSB20161026.03 (approved)
UNBC Tuition Award for Excellence
Page 158 That the new Terms and Conditions for the UNBC Tuition Award for Excellence be approved.
Effective Date: 2017-2018 Academic Year

SCSB20161026.04

Revisions to the Nordic Sport Leadership Awards

Page 160

That the revised Terms and Conditions for the Nordic Sport Leadership Awards be approved.
Effective Date: 2017-2018 Academic Year

SCSB20161026.05

Revisions - TransCanada Corporation Indigenous Community Development Award

Page 163

That the revised Terms and Conditions for the TransCanada Corporation Indigenous Community Development Award be approved.
Effective Date: 2016-2017 Academic Year

SCSB20161026.06

Revisions to the UNBC Scholars Award

Page 165

That the revised Terms and Conditions for the UNBC Scholars Award be approved.
Effective Date: 2017-2018 Academic Year

10.5 Senate Committee on Nominations

Dr. Casperson

“For Approval” Items:

Regular

S-201610.32

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

SENATE COMMITTEE ON ACADEMIC APPEALS

Lay Senator (03/31/2018)

Ms. Lisa Handfield

10.6 Senate Committee on the University Budget (no material)

Dr. Whitcombe

10.7 Ad Hoc Committee of Senate Considering Motion S-201603.16 -

Recommendations for Changes to Undergraduate Regulations 50 and 51 (no material)

Dr. Schorcht

11.0 S-201611.33

Approval of Motions on the Consent Agenda

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

Dr. Weeks

12.0 Other Business (no material)

13.0 S-201611.34

Move to In Camera Session

That the meeting move In Camera.

14.0 S-201611.39

Adjournment

That the Senate meeting be adjourned.

Motion Number (assigned by
Steering Committee of Senate): S-201611.03

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the recommendation of the Steering Committee of Senate,

Whereas, the administrative position of *Dean of Graduate Programs* will be closed;

And whereas *the Dean of Graduate Programs* administrative position is a voting member of Senate;

And whereas s. 35(2)(k) of the *University Act* requires that the ratio established in subsections (g) and (h) of 35(2) be preserved;

Now therefore, be it resolved that, s.1 of the Senate Handbook be amended by removing the words "**the Dean of Graduate Programs**" in subsection (g) and substituting the words "**the Vice-Provost of Student Recruitment**"

Effective Date: November 23, 2016

Rationale: Due to the restructuring of the operation of graduate programs, the *Dean of Graduate Programs* position will close. UNBC is required under the *University Act* to preserve the voting ratio of Senior Administrators to Faculty to Students (1 – 2 – 1) on Senate.

Changes to occur on page 1 and page 4 of the Senate Handbook:

Page 1 - Striking the Dean of Graduate Programs position from the membership of Senate and adding another administrator, Vice Provost of Student Recruitment.

Page 4 - Removing Vice Provost Student Engagement from section 3 (e) Interpretation of the Definitions in the Senate Handbook (ix) "Senior University Administrators not otherwise elected or appointed to Senate."

Motion proposed by: Heather Sanford, University Secretary

Academic Program: Office of the University Secretariat

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

INFORMATION TO BE COMPLETED AFTER STEERING COMMITTEE OF SENATE MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201611.0301

Moved by: General Consent

Seconded by: General Consent

Committee Decision: CARRIED



Approved by SCS: November 16, 2016
Date

Acting Chair's Signature

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

SENATE HANDBOOK

1 • MEMBERSHIP OF SENATE

In accordance with Part 7, Section 35 of the *University Act*, the Senate shall be composed of the following members:

- (a) The Chancellor;
- (b) The President, who shall be chair;
- (c) the Provost;
- (d) the Vice President, Research;
- (e) the Director, Ancillary Services and Continuing Studies;
- (f) the Deans of Colleges;
- (g) ~~the Dean of Graduate Programs~~ the Vice Provost Student Recruitment;
- (h) the Dean of Regional Programs;
- (i) the University Librarian;
- (j) 10 students elected by the students to ensure representation from each of the undergraduate and graduate student societies, of whom six shall be undergraduate students and four shall be graduate students, with at least one student from each College (1 year term);
- (k) 4 Regional Representatives, at least one of whom should be considered to be representative of the aboriginal communities (3 year term);
- (l) 20 faculty members (3 year term),
 - (i) 9 of whom shall be elected by faculty members in the College of Arts, Social and Health Sciences, from their number, and
 - (ii) 9 of whom shall be elected by faculty members in the College of Science and Management, from their number, and
 - (iii) 2 of whom shall be elected at large by all faculty members and librarians;
 - (iv) Faculty members not associated with either College may declare themselves associated with the College of their choice for the purpose of candidacy and voting in elections to Senate.
- (m) 4 Lay Senators, elected by and from the convocation (3 year terms)
- (n) 1 member to be elected by the governing body of Wilp Wilxo'oskwhl Nisga'a (WWN) (3 year term).

Note: Notwithstanding the *University Act*, Senior University Administrators not otherwise elected or appointed to Senate shall be regarded as fully participating non-voting members of Senate.

- (v) "Professional Librarian" means a person whose employment classification at the University includes the term "librarian," and the designations "full-time" and "continuing."
- (vi) "Professional Program" is defined as a program which is:
 - (a) accredited, and/or
 - (b) viewed as a professional program.

The following programs are noted as part of the "professional programs": Education, Environmental Engineering, Environmental Planning, Forestry, Nursing, Community Health, Social Work, Disability Management, and Medicine.

- (vii) "Regional Representative" means a Senator who is not a student, does not hold an academic appointment, is not a staff member or senior university administrator at the University of Northern British Columbia, and who represents the interests of one or more of the regions that the University of Northern British Columbia services.
- (viii) "Regional Student" means a student who is enrolled predominantly in credit course(s) at a location other than the Prince George Campus, and who is eligible to stand for office in accordance with Section 3 (o) of the UNBC Senate Handbook.
- (ix) "Senior University Administrators not otherwise elected or appointed to Senate" includes the following officers: Vice President, Administration and Finance; Vice President, External Relations; Vice Provost (Medicine); ~~Vice Provost Student Engagement~~; Director, Centre for Teaching, Learning and Technology; Director, First Nations Centre; Director, International Education; Chief Information Officer; University Secretary.
- (x) "Student" means someone who is a student in accordance with Section 3 (m) of the UNBC Senate Handbook.
- (xi) "Student Society" means either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society.

3 (f) Senate Rules Governing Nominations to Available Seats on Senate

The following rules shall apply to nominations to Senate other than for candidates representing Wilp Wilxo'oskwahl Nisga'a and the Alumni Association (for Lay Senators), for which bodies their own regulations shall apply subject to the requirements of the *University Act* and consistent with the procedures set out in this Handbook:

- (i) Normally, as anticipated vacancies arise on the Senate the nomination and election of members to available seats will be undertaken so as to be concluded before the vacancies have effect, and members shall assume their offices so as to assure continuity of the composition of the Senate.
- (ii) Each faculty and student candidate must complete the appropriate nomination form.
- (iii) The Call for Nominations shall be published in any appropriate manner as circumstances require.
- (iv) The election register shall be open to inspection by all members entitled to vote, in the Office of the Registrar, during the period for making nominations, between the hours of 9:00 a.m. and 4:30 p.m. (Pacific Time), Monday to Friday, except on holidays.
- (v) Nomination papers for faculty and student elections to the Senate shall be signed by no fewer than three persons, other than the candidate, entitled to vote in the election; and



Motion Number (assigned by Steering Committee of Senate): S-201611.04

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That, on the recommendation of the Steering Committee of Senate, the revisions to the Senate Handbook regarding the Dean of Graduate Programs, Vice President of Research and Graduate Programs, and administrative title changes be approved as proposed.

Effective Date: Upon the approval of Senate

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: Not Applicable

Implications for Other Programs / Faculties? Not applicable

Rationale: The recommended revisions to the Senate Handbook are proposed as a result of the Dean of Graduate Programs position closing, the Vice President, Research title changing to the Vice President, Research and Graduate Programs, and title changes to some administrative positions, and other required housekeeping changes.

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): 37 pages (background information)

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201611.0302

Moved by: General Consent

Seconded by: General Consent

Committee Decision: CARRIED

Attachments: 37 pages

Approved by SCS: November 16, 2016
Date

Acting Chair's Signature

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



SENATE HANDBOOK

Approved by Senate: June 24, 1994 (Part I)
October 12, 1994 (Part II)

Revised:

September 1995
April 1997
January 1998
May 1998
February 1999
March 2001
July 2002
October 2002
January 2003
October 2003
January 2005

June 2005
September 2005
April 2006
April 2007
June 2007
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March 2009
April 2009
May 2009
October 2009
December 2010
August 2011
September 2011
November 2011
June 2012
November 2012
August 2013

June 2014
August 2015
September 2015
January 2016
May 2016

SENATE HANDBOOK

1 • MEMBERSHIP OF SENATE

In accordance with Part 7, Section 35 of the *University Act*, the Senate shall be composed of the following members:

- (a) The Chancellor;
- (b) The President, who shall be chair;
- (c) the Provost;
- (d) the Vice President, Research and Graduate Programs;
- (e) the Director, Ancillary Services and Continuing Studies;
- (f) the Deans of Colleges;
- (g) the Dean of Graduate Programs;
- (h) the Dean of Regional Programs;
- (i) the University Librarian;
- (j) 10 students elected by the students to ensure representation from each of the undergraduate and graduate student societies, of whom six shall be undergraduate students and four shall be graduate students, with at least one student from each College (1 year term);
- (k) 4 Regional Representatives, at least one of whom should be considered to be representative of the aboriginal communities (3 year term);
- (l) 20 faculty members (3 year term),
 - (i) 9 of whom shall be elected by faculty members in the College of Arts, Social and Health Sciences, from their number, and
 - (ii) 9 of whom shall be elected by faculty members in the College of Science and Management, from their number, and
 - (iii) 2 of whom shall be elected at large by all faculty members and librarians;
 - (iv) Faculty members not associated with either College may declare themselves associated with the College of their choice for the purpose of candidacy and voting in elections to Senate.
- (m) 4 Lay Senators, elected by and from the convocation (3 year terms)
- (n) 1 member to be elected by the governing body of Wilp Wilxo'oskwhl Nisga'a (WWN) (3 year term).

Note: Notwithstanding the *University Act*, Senior University Administrators not otherwise elected or appointed to Senate shall be regarded as fully participating non-voting members of Senate.

2 • POWERS OF THE SENATE

The powers of the Senate are identified in Part 7, Section 37 of the *University Act*.

3 • RULES OF THE SENATE

3 (a) Preamble

- (i) These rules of Senate have been established in accordance with the *University Act* and shall prevail.
- (ii) Robert's Rules of Order shall govern Senate procedures in all cases where they are applicable and in which they are consistent with the rules and procedures contained in this document.

3 (b) Amendments

- (i) Any proposal to amend the Rules of the Senate shall be presented in the form of one of the following:
 - (a) A notice signed by at least one-fourth of the members of the Senate (forwarded to the Steering Committee of Senate) or;
 - (b) A notice from a Senate Committee (forwarded to the Steering Committee of Senate) or;
 - (c) A notice from the Steering Committee of Senate acting on its own initiative or;
 - (d) A notice made by a member of the Senate during the course of a Senate meeting and approved by a majority of those present and voting at the meeting.
- (ii) Upon presentation of a proposal to amend the Rules of Senate, adequate notice shall be given to Senators consistent with 3 (w) (ii), and the proposal normally shall be considered at the next regular meeting.
- (iii) To be adopted, an amendment to the Rules of Senate requires valid notice and a two thirds vote in favour.

3 (c) Officers of the Senate

- (i) The Chair of Senate is empowered and expected to take the actions deemed necessary to ensure the orderly advancement of the legitimate business of the Senate. Senate shall elect a Vice Chair at least annually, who shall chair meetings in the absence of the president; but in no case shall a vice chair serve more than two consecutive terms.
- (ii) The Registrar is the Secretary of Senate. In the absence of the Registrar, the Chair of Senate shall appoint an acting Secretary.
- (iii) In the absence of the Chair and the Vice Chair, the President shall appoint a Senior Academic Administrator and Senator of the University to act as Chair.

3 (d) Terms of Office for Elected Members of the Senate

In accordance with Part 7, Section 36 of the *University Act*, each elected member shall hold office for his/her designated term "and after that until a successor is appointed or elected." (See also section 3 (h) of this Handbook).

- (i) Senate
 - (a) Persons elected to the Senate by the faculty members shall take office on the 1st of April for a three year term ending on the 31st of March of the third year and until their successor is appointed;
 - (b) Students elected to Senate by the student societies shall take office on the 1st of April and shall continue as Senators for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.
- (ii) Terms of office for representatives on Committees:
 - (a) "Faculty Member" Representatives on Senate Committees shall be appointed the 1st of April for a three year term ending on the 31st of March of their third year and shall be eligible for reappointment for further terms.
 - (b) "Staff Representatives" on Senate Committees shall be appointed the 1st of April for a three year term ending on the 31st of March of their third year and shall be eligible for reappointment for further terms.
 - (c) "Student" Representatives on Senate Committees shall be appointed the 1st of April. Appointments shall continue for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.

3 (e) Interpretation of the Definitions in the Senate Handbook

With the exception of the following definitions, the interpretations as specified in Part 1, Section 1 of the *University Act* shall apply:

- (i) The "Convocation" consists of the Chancellor, the President, all faculty members, the members of the Senate, all persons whose names are added to the roll of Convocation by the Senate, and all graduates of the University.
- (ii) "Faculty Member" for the purpose of the *University Act* means any position where a person holds a University appointment as a Senior Lab Instructor, Instructor I, II, III, or IV, Part Time Instructor, Lecturer, Assistant Professor, Associate Professor, Professor or Librarian I, II, III or IV, or an equivalent position designated by Senate.
- (iii) "Faculty Member Serving in the Regions" means a person employed and directly salaried by the University at a location other than the Prince George Campus who has been given a contract for a teaching assignment, and serves as a Senior Lab Instructor, Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, or in an equivalent position designated by Senate.
- (iv) "Lay Senator" means a Senator who is not a student and who does not hold an academic appointment at the University of Northern British Columbia.

- (v) "Professional Librarian" means a person whose employment classification at the University includes the term "librarian," and the designations "full-time" and "continuing."
- (vi) "Professional Program" is defined as a program which is:
 - (a) accredited, and/or
 - (b) viewed as a professional program.

The following programs are noted as part of the "professional programs": Education, Environmental Engineering, Environmental Planning, Forestry, Nursing, Community Health, Social Work, Disability Management, and Medicine.

- (vii) "Regional Representative" means a Senator who is not a student, does not hold an academic appointment, is not a staff member or senior university administrator at the University of Northern British Columbia, and who represents the interests of one or more of the regions that the University of Northern British Columbia services.
- (viii) "Regional Student" means a student who is enrolled predominantly in credit course(s) at a location other than the Prince George Campus, and who is eligible to stand for office in accordance with Section 3 (o) of the UNBC Senate Handbook.
- (ix) "Senior University Administrators not otherwise elected or appointed to Senate" includes the following officers: Vice President, ~~Administration and Finance~~ and Business Operations; Vice President, ~~External Relations~~ Advancement and Communications; ~~Vice Provost (Medicine)~~ Associate Vice President Northern Medical Program; Vice Provost Student ~~Engagement~~ Recruitment; Director, Centre for Teaching, Learning and Technology; Director, First Nations Centre; Director, International Education; Chief Information Officer; University Secretary.
- (x) "Student" means someone who is a student in accordance with Section 3 (m) of the UNBC Senate Handbook.
- (xi) "Student Society" means either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society.

3 (f) Senate Rules Governing Nominations to Available Seats on Senate

The following rules shall apply to nominations to Senate other than for candidates representing Wilp Wilxo'oskwhl Nisga'a and the Alumni Association (for Lay Senators), for which bodies their own regulations shall apply subject to the requirements of the *University Act* and consistent with the procedures set out in this Handbook:

- (i) Normally, as anticipated vacancies arise on the Senate the nomination and election of members to available seats will be undertaken so as to be concluded before the vacancies have effect, and members shall assume their offices so as to assure continuity of the composition of the Senate.
- (ii) Each faculty and student candidate must complete the appropriate nomination form.
- (iii) The Call for Nominations shall be published in any appropriate manner as circumstances require.
- (iv) The election register shall be open to inspection by all members entitled to vote, in the Office of the Registrar, during the period for making nominations, between the hours of 9:00 a.m. and 4:30 p.m. (Pacific Time), Monday to Friday, except on holidays.

- (v) Nomination papers for faculty and student elections to the Senate shall be signed by no fewer than three persons, other than the candidate, entitled to vote in the election; and shall have the signature of the nominee indicating that the nominee is willing to run for election and agrees to abide by the Senate Rules Governing Nominations.
- (vi) Withdrawal by a person duly nominated as a candidate for election shall be made in writing to the Secretary of Senate and to the constituency conducting the election. Upon receipt of such written notification, the person shall cease forthwith to be a candidate for election. In the event that such written notification is received later than 48 hours following the close of nominations and after the ballots have been prepared, the person's name shall remain on the ballot and the scrutineers shall record the number of votes the person receives but shall disqualify such votes, regardless of the number, when determining which candidates are elected.

3 (g) Regulations Covering Voting for Elections to the Senate

The following rules shall apply to elections to Senate other than for candidates representing the Alumni Association (for Lay Senators) and Wilp Wilxo'oskwhl Nisga'a, for which bodies their own regulations shall apply, subject to the requirements of the *University Act* and consistent with the procedures set out in this Handbook. In reporting the results of elections, the Alumni Association and Wilp Wilxo'oskwhl Nisga'a shall report as well the procedures followed such that the Registrar is satisfied that the requirements of the Act have been met.

- (i) All elections conducted by the Secretary of Senate shall be by secret ballot.
- (ii) The Secretary of Senate shall be informed fully of all aspects of the conduct and outcome of constituency-based elections, and shall report to the Steering Committee of Senate on any anomalies in the conduct of constituency-based elections.
- (iii) The Secretary of Senate shall fix a date for elections under the Secretary's purview.
- (iv) The final date of all regular student elections to the Senate shall normally be in April.
- (v) The final date of all regular staff and faculty elections to the Senate shall normally be in March.
- (vi) Elections shall be conducted by mail. The definition of mail will be determined by the Steering Committee of Senate to enable the use of emerging technology to conduct elections.
- (vii) The Secretary of Senate must mail the ballots not more than four weeks and not less than two weeks before an election, for elections under the Secretary's purview. Ballots shall be sent to all eligible voters as set out in the election register maintained by the Registrar at the time of the close of nominations.
- (viii) Ballots may be returned by mail, by delivery to the Office of the Registrar at the Prince George Campus, or by delivery to one of the other UNBC campuses (Fort St. John, Terrace, or Quesnel). It is the responsibility of the person presenting the ballot to ensure that it reaches the Office of the Registrar at the Prince George Campus and the appropriate party prior to the deadline for the election.
- (ix) Any Candidate for any election to serve on the Senate is entitled to scrutinize the counting of ballots by designating one other person to assist in scrutinizing or to act in the Candidate's place.
- (x) In the event of an equality of votes between two or more candidates on Senate, for membership on a committee or body to which one or more Senate members are being

elected, the final result shall be decided by lot amongst the candidates receiving an equal number of votes, under the direction of the Secretary of Senate.

- (xi) In the event of an equality of votes between two or more candidates for Senate, the Senate will cast the deciding vote.
- (xii) Ballots received after 4:30 p.m. (Pacific time) on the day fixed for the election must be destroyed without being opened.
- (xiii) All ballots and identification envelopes received will be held by the Secretary of Senate for a period of 90 days following the announcement of the election results. At the end of that time all the ballots and identification envelopes will be destroyed.
- (xiv) The Secretary of Senate shall report the results of the election to Senate at its first meeting following the election.
- (xv) In the event that unforeseen or unusual circumstances prevent the carrying out of any of the above procedures, the Secretary of Senate shall exercise discretion in altering the procedures to fit the circumstances, after consultation with the Steering Committee of Senate, and shall report any action taken to Senate at its next regular meeting.
- (xvi) In the event that there are disputes concerning the above procedures, such matters shall be decided by the Steering Committee of Senate whose decisions shall be final.

3 (h) Vacancies on the Senate

Senate vacancies shall be filled as follows after appropriate consultation, notwithstanding whether the position was occupied by the representative of a constituency:

- (i) If there is a vacancy on the Senate for an elected position the Senate may appoint any person qualified for election to that position to fill the vacancy for the balance of the term of office.
- (ii) Any elections for positions conducted at Senate shall be by secret ballot and the results will be reflected in the minutes.
- (iii) Any absence by an elected member of Senate, without leave and for more than three consecutive ordinary meetings of Senate, shall result in a declaration of a vacancy by the Secretary of Senate. Any leave of absence for more than three consecutive ordinary meetings requires prior approval by the Steering Committee of Senate.
- (iv) The position of an elected member shall be declared vacant by the Secretary of Senate when notice is received that the member has resigned or, in the case of faculty, that the member is going on leave for a period of more than six months, or that the member has been granted disability leave from the University.
- (v) Faculty members who inform the Secretary of Senate of their intent to remain on campus and to be active in Senate business during their leave shall be exempt from the rule prohibiting membership during faculty leave.
- (vi) Regional Representatives to Senate shall be recommended to Senate, as appropriate from time to time, by the Senate Committee on Nominations. Senators shall have the opportunity to nominate candidates from the floor.

3 (i) Faculty Eligibility to Nominate, Be Nominated, Vote and Serve as a Faculty Member on the Senate

In order to be eligible to nominate, be nominated, vote and serve on the Senate as a faculty member, one must:

- (i) Hold a continuing appointment at UNBC, **and**
- (ii) Be a "Faculty Member" or a "Faculty Member Serving in the Regions" as defined in Sections 3 (e) (ii) and 3 (e) (iii).

3 (j) Election of Faculty to Senate by Faculty Members under the University Act

In accordance with the *University Act* eighteen faculty members are to be elected from and by the faculty members as follows:

- (i) 9 of whom shall be elected by faculty members in the College of Arts, Social and Health Sciences, from among their number, and
- (ii) 9 of whom shall be elected by faculty members in the College of Science and Management, from among their number, and
- (iii) 2 of whom shall be elected at large by all faculty members and librarians.

3 (k) Eligibility of Faculty to Be Appointed and Serve as Faculty Members on Senate Committees

In order to be appointed and serve as a faculty member on Senate Committees, one must:

- (i) Hold a continuing appointment at UNBC, and
- (ii) Be a "Faculty Member" or a "Faculty Member Serving in the Regions" as defined in Sections 3 (e) (ii) and 3 (e) (iii).

3 (l) Identification of Faculty to serve as Faculty Members on Senate Committees

Identification of faculty members to serve on Senate Committees shall be done in the following way:

- (i) The Secretary of Senate will annually contact each appropriate unit and request a list of faculty members eligible and willing to serve on Senate Committees.
- (ii) A faculty member so identified may also be a Faculty Senator.

3 (m) Student Eligibility to Nominate and Vote in Senate Elections

To meet the definition of a "student" for the purposes of nominating and voting, one must:

- (i) Be a student who is a member of either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society, and
- (ii) Be an undergraduate student registered in at least one course in the semester in which nominations are due and elections are conducted, or
- (iii) Be registered in at least one course in each of the two previous semesters in which nominations are due and elections are conducted, or
- (iv) Be registered in a co-op work term in the semester in which nominations are due and elections are conducted, or

- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

3 (n) Eligibility of Students to Be Appointed and Serve as Student Senators or as Student Representatives on Senate Committees

In order to be appointed and serve as a student representative on Senate or Senate Committees, one must:

- (i) Be a student as defined in 3 (m) (i), and
- (ii) Be a student in good standing (a student who is in "good standing" is a student who is not on academic probation and does not owe the University monies in excess of \$100.00), and
- (iii) Be an undergraduate student registered in at least one course in the semester in which a vacancy arises and have been registered in the semester immediately preceding the one in which the vacancy arises. Registration in the May semester is not a requirement to meet this condition provided that, if the vacancy arises during the May or September semesters, the student is registered for the September semester and was registered during the preceding January semester, or
- (iv) Be registered in a co-op work term in the semester in which a vacancy arises, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

Students elected to the Senate or to Senate Committees shall be eligible to serve during the May semester even though they may not be enrolled in any credit courses.

3 (o) Identification of Students to Serve as Student Members on Senate Committees

Identification of student members to serve on Senate Committees shall be done in the following way:

- (i) In the case of undergraduate student members, the Secretary of Senate will annually contact the President of the Northern Undergraduate Student Society, or NUGSS designate, and request a list of students willing to serve on Senate Committees, along with the appropriate application forms completed by those students.
- (ii) In the case of graduate student members, the Secretary of Senate will annually contact the President or Vice President of the Northern British Columbia Graduate Students' Society and request a list of candidates willing to serve on Senate Committees, along with the appropriate application forms completed by those students.

3 (p) Regional Representative Eligibility to Be Nominated and Serve as a Regional Senator on the Senate

In order to be eligible to be nominated and serve on the Senate as a Regional Senator, one must:

- (i) Be a "Regional Representative" as defined in section 3 (e) (vii), and
- (ii) Have a demonstrated dedication to University education and a demonstrated dedication to the regional community or communities one seeks to represent on the Senate.

3 (q) Election of Regional Representatives to Senate

- (i) Four Regional Representatives are to be elected to Senate, by Senate, from the eligible nominees recommended to Senate by the Senate Committee on Nominations, consistent with section 3 (g) of the Senate Handbook. One of the four Regional Representatives should be considered to be representative of the Aboriginal communities.

3 (r) Eligibility of Regional Representatives to Be Appointed and Serve as Regional Senators on Senate Committees

In order to be eligible to be appointed and serve as a Regional Senator on Senate Committees, one must:

- (i) Be a Regional Representative elected to Senate.

3 (s) Identification of Regional Representatives to serve as Regional Senators on Senate Committees

Identification of Regional Senators to serve on Senate Committees shall be done in the following way:

- (i) The Secretary of Senate will annually contact each Regional Senator and compile a list of members eligible and willing to serve on Senate Committees.

3 (t) Appointment of Regional Senators, Lay Senators, Students and Faculty Members to Senate Committees

The appointment of Regional Senators, Lay Senators, students and faculty members to Senate Committees shall be conducted in the following manner:

- (i) Committee recording secretaries will advise the Secretary of Senate of any committee vacancies.
- (ii) The Secretary of Senate shall confirm potential candidates' willingness to serve on a particular Senate Committee. The Secretary of Senate shall recommend to the members of the Senate Committee on Nominations (SCN) by e-mail a slate of consenting candidates to fill any vacancies on Senate Committees.
- (iii) SCN shall develop its own criteria for the review of candidates for Senate Committees.
- (iv) If a member of SCN has a concern regarding a particular recommendation, a meeting of the committee will be called.
- (v) The Secretary of Senate shall give SCN a one week period to give notification of any concerns regarding the stated recommendations.
- (vi) After the one week period has passed for SCN to give their views to the recommendations, the recommendations shall be forwarded to Senate for final approval. Senators shall have the opportunity to nominate candidates from the floor.
- (vii) SCN shall submit to Senate, on a monthly basis as appropriate, a report documenting vacancies in committee memberships and proposing candidates to fill vacancies. Senators will have the opportunity to nominate from the floor.

3 (u) Order of Agenda

- (i) Open sessions of Senate shall normally follow this order:

Approval of the agenda

Approval of the minutes of the previous meeting(s)
Business arising from the minutes
Report of the President
Report of the Provost
Report of the Registrar
Question Period
Removal of Motions from the Consent Agenda
Reports of Committees
Approval of the Consent Agenda
Information
Other business

- (ii) The agenda items and order for closed sessions and special meetings of Senate shall be determined by the Steering Committee of Senate.
- (iii) Any matter not already on the Agenda of an ordinary meeting may, at the time of the approval of the agenda, be included in "Other Business" at the request of any member of the Senate.
- (iv) If any member of the Senate presents a case for consideration of a motion at the current meeting, the matter of its inclusion on the agenda shall be decided by a vote in which a two-thirds majority shall be required.
- (v) Any member of the Senate may ask in writing that the Chair include in the Agenda any matter that the member would like considered by the Senate at its next ordinary meeting.
- (vi) When the Senate requests a report for its next meeting from a committee whose chair is not present when the request is made, the Secretary of Senate shall endeavour to notify the committee chair by telephone the next day so that the committee may be convened without delay.
- (vii) When a committee has been requested to prepare a report between one meeting of Senate and the next, the committee presentation will appear as an item on the Agenda for the next meeting even though the report itself may not be available by the due date for Agenda items and background material.

3 (v) Reports to Senate

- (i) Standing committees of Senate, with the exception of the Steering Committee of Senate, will report annually to Senate as designated in their terms of reference. Any standing committee which has recommendations that require ratification of the Senate will report monthly as necessary, and will provide the necessary supporting documentation.
- (ii) *Ad hoc*, temporary or task force committees shall report to Senate in accordance with their terms of reference.
- (iii) Any committee or task force of Senate may be called upon by the Chair of Senate or by affirmative motion of Senate to report to Senate at any time.
- (iv) The Colleges shall submit an annual report to Senate each October.
- (v) Committee reports to Senate normally include the following:
 - (a) A statement of actions taken by the committee in accordance with its terms of reference.
 - (b) Committee recommendations in the form of motions to be ratified following the normal procedures for such.

- (c) Where Senate has delegated powers to a committee, a summary of activity, along with any matters (in the form of motions) that require ratification of the full Senate.
- (vi) The Steering Committee of Senate shall allocate an appropriate amount of time on the agenda of Senate to consider the reports of committees.

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.

3 (x) Open and Closed Sessions

Meetings of Senate will normally be divided into two sessions: an open session when observers are admitted, and, if necessary, a closed session for the discussion of business deemed to be confidential and in both instances consistent with the *Freedom of Information and Protection of Privacy Act of B.C.*

- (i) The closed session will normally follow the open session.
- (ii) In addition to the members and officers of Senate, the Senior University Administrators will be invited to attend the closed session of Senate.
- (iii) The agenda and minutes for both the open and closed sessions shall be public, except in those instances where specific items, portions or categories of information discussed in the closed session are deemed to be exempt for disclosure under the *Freedom of Information and Protection of Privacy Act of B.C.*

3 (y) Observers of Senate

- (i) Observers of Senate shall conduct themselves in a manner so as not to interfere with the business of Senate. The Chair shall have the authority to request the removal of observers of Senate who are deemed to be interfering with the business of Senate.
- (ii) In those circumstances where the number of observers of Senate is such that both public safety and/or the ability to conduct the business of Senate is in jeopardy, the Chair may request the closing of Senate Chambers to additional observers and if necessary the removal of an appropriate number of observers from the chambers.

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

- From a member presenting a notice of motion to be presented at the next regular meeting of Senate.
- (b) Once a motion is moved and seconded, the mover of the motion may speak to it and answer questions from the floor of Senate.
 - (c) Before debate has begun, a motion may be withdrawn by its mover. (Note that a motion on the agenda need not be moved.) After debate has begun, a motion may be withdrawn by the mover with the unanimous consent of Senate, or by a simple majority vote without debate.
 - (d) A motion may be presented and voted upon with or without discussion.
 - (e) A motion on the floor of Senate may be referred to a committee by the carrying of a second motion to this effect, which is debatable and is passed by a simple majority.
 - (f) A motion to *postpone consideration* of a motion on the floor of Senate may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by simple majority, no further discussion of the original motion is allowed; if the motion to postpone is defeated, debate of the initial motion may continue.
 - (g) A motion to *lay on the table* halts consideration of the pending motion immediately. It must be seconded, is not debatable, and may be passed by a simple majority. It should be employed only when Senate wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
 - (h) A motion to *amend* a motion on the floor of Senate may be moved at any time. If seconded, the motion to amend may be debated and voted upon, to be passed by simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion, in amended form if such amendments were carried, is put to a vote in its entirety.
 - (i) Upon the agreement of Senate by general consent or by motion, a motion on the floor, that is presented in more than one part, may be divided into two or more related parts, and each part voted on as if it were a distinct question; provided that each part, if approved, is separately a question that can be acted upon if none of the other parts is carried.
 - (j) When a motion on the floor consists of several independent parts, one or more parts must receive separate consideration and vote at the demand of a single member.
 - (k) A motion to adjourn may be made at any time. When seconded, it is not debatable, must be voted upon immediately and requires a simple majority vote in the affirmative to pass.
- (iii) Voting at Senate shall be conducted in the following manner:
- (a) For purpose of elections, all votes will be by ballot. Normally all other votes will be by a show of hands, and a simple affirmative majority or lack thereof will be recorded. In those circumstances where there is a motion passed to have a recorded vote or a vote by ballot, this shall be done and will be reflected in the minutes.

- (b) The Chair may not vote except when the Chair's vote changes the outcome, or as mentioned in section 3 (z) (iv). A tied vote defeats a motion requiring a simple majority to pass.
- (iv) Debate at Senate shall be conducted in the following manner:
 - (a) Any member of Senate who wishes to speak must be recognized by the Chair.
 - (b) Any senator who has been recognized to speak by the Chair once on any given question has exhausted their right to speak on that question until all members of Senate have been given the opportunity to speak once. The same principle shall apply to those speaking, two, three, and more times.
- (v) Questions to other Senators, resource persons or visitors to Senate must be directed through the Chair, who will request the response.
- (vi) When a person is a voting member of Senate or a Senate Committee by virtue of their office and is absent, they may appoint an acting officer, who will have the right to vote at Senate or Senate Committee meetings.
- (vii) The Senate may use a Consent Agenda to expedite the routine business of Senate. The Consent Agenda is an omnibus motion to approve motions that have been identified as being routine, either by Senate Committees on their own behalf, or by the Steering Committee of Senate.

The intent of using a Consent Agenda is to approve rapidly items of a routine nature, while still protecting the rights of individual Senators to engage in debate on any matter that a Senator feels to be of importance.

When a motion to adopt the Consent Agenda is on the floor the following rules apply:

- (a) As the purpose of the motion is to expedite business, the motion is undebatable.
- (b) At the request of any voting Senator, the Consent Agenda shall be amended to remove from the omnibus any motion that the Senator wishes to discuss.
- (c) Adoption of the Consent Agenda requires a simple majority vote.
- (d) After the consent agenda is adopted, the items on it are considered adopted, and are consequently ignored when encountered in the normal course of business.

3 (cc) Minutes

- (i) The minutes of open sessions of Senate shall be a brief summary of the points made in debate and a record of decisions taken.
- (ii) The minutes of closed sessions shall reflect the mover and the seconder of motions and only that information germane to the type of decision being made (e.g. acceptance of the report of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition).
- (iii) The open sessions of Senate shall be audio taped in their entirety, and retained in the University Secretariat until such time as the minutes of the meeting in question have been approved by the Senate, after which meeting the taped record shall be erased.
- (iv) The supporting papers and minutes of all closed sessions shall be placed in the University archives.

- (v) A copy of the minutes of open sessions shall be distributed to the members of Senate. An electronic copy of the minutes of open sessions will be posted on the World Wide Web.

3 (dd) Committees

- (i) In accordance with the *University Act*, the Senate may establish committees as follows:
- (a) Terms of reference shall be established for each committee at the time the committee is created.
 - (b) By a two-thirds vote of its members, Senate may delegate to one or more of its committees those of its powers as it may determine.
 - (c) Each committee shall have a Chair and a Secretary.
 - (d) The composition and/or method of appointment to a Senate Committee may be established and changed from time to time and if no method of appointment is specified then the Senate shall appoint the members of a committee other than the Chair.
 - (e) The Senate may remove or discharge any committee member appointed by them.
 - (f) Where a qualification is required for membership on a committee any member ceasing to qualify automatically ceases to be a member.
 - (g) If any member has failed to attend three consecutive meetings of a committee, the Chair of a Committee may petition the Steering Committee of Senate (SCS), through the Secretary of Senate, by written request, to have the member removed and a replacement sought. In these cases, the Chair should follow the procedure listed below:
 - the Chair should discuss the concern with the member.
 - if there is no resolution through regular attendance, reasons that are acceptable in the short-term, or the resignation of the member, the Chair may petition SCS to remove and replace the member.
 - SCS will advise the member of the request and provide the member with the opportunity to respond.
 - SCS will decide on the action to be taken and so advise the chair and the member.
 - SCS will report to Senate on such matters in summary form.
- (ii) The Chair for each Senate Committee will normally be selected annually in the month of October by the members of each Senate Committee unless the committee has a designated Chair. In those instances where the Committee does not elect a Chair, the Chair of the Senate shall have the authority to do so. By vote, the full Senate may discharge or replace any Chair or member at any time.
- (iii) Elected members of Senate are eligible for appointment to membership on any committee of Senate.
- (iv) Senior University Administrators are excluded from membership on the Senate Committee on the University Budget (SCUB). With the exception of SCUB, the Secretary of Senate is, *ex officio*, a non-voting member of all Senate Committees.
- (v) The Chair of Senate is excluded from membership on the Senate Committee on Academic Appeals (SCAA), the Senate Committee on Student Discipline Appeals, the Senate Committee on Admissions and Degrees (except when sitting as the Degree Committee), and the Senate Committee on the University Budget (SCUB).

- (vi) Members of Senate will generally not be asked to serve on more than three committees.
- (vii) The Secretary of Senate shall notify, in writing, the members of Senate and the Senate Committees of their various appointments to Committees after Senate has given its approval.
- (viii) Members of committees whose terms of office on Senate have ended are generally requested to continue attendance at committee meetings until their successor has been appointed.

4 • TERMS OF REFERENCE AND MEMBERSHIP FOR SENATE STANDING COMMITTEES

STEERING COMMITTEE OF SENATE (SCS)

Terms of Reference:

- To prepare the agenda package for Senate meetings.
- To act as a clearing house for material being prepared by the Senate committees and to ensure the orderly and timely conduct of Senate business.
- To consider and rule upon requests by Senators for leaves of absence longer than three consecutive ordinary meetings (see Handbook 3(h)(iii)).
- To review and recommend changes on matters relating to the governance of Senate, its Committees and the Senate Handbook.
- From time to time, in consultation with the Board of Governors, to establish an *ad hoc* committee to govern, keep in proper order and advise on real property, buildings and structures of the University.
- To serve as the Senate standing committee empowered to consider and refer to Senate, or to the appropriate Senate committee, all matters that may be referred to the Senate by the Board.

Membership:

President (as Chair of Senate)
Vice Chair of Senate
Provost
Two Faculty Senators
One Student Senator
One Lay or Regional Senator
Secretary of Senate (non-voting)

Chair:	President
Committee Secretary:	Secretary of Senate
Recording Secretary:	Administrative Assistant — <u>Senate Governance Officer</u>
Quorum:	Majority, including the Chair or Vice Chair of Senate

SENATE COMMITTEE ON NOMINATIONS (SCN)

Terms of Reference:

- To recommend to Senate the names of people to serve on each Senate Committee. The Committee will pay due attention to the need for rotation and continuity, the regional nature of the university, the need to represent the needs of each College fairly, and any other relevant criteria.
- To recommend to Senate the names of people to serve as Regional Representatives on the Senate.
- To review nomination and election procedures for faculty, staff and student positions and vacancies on Senate, Senate Committees and the Board of Governors.
- To determine Senators to be appointed to non-Senate University committees.

Membership:

President (*ex officio*)
One Student Senator
Three Faculty Senators
One Lay or Regional Senator
Secretary of Senate (non-voting)

Chair:	A member elected annually in October by and from the members of the Committee
Committee Secretary:	Secretary of Senate
Recording Secretary:	Administrative Assistant — <u>Senate Governance Officer</u>
Quorum:	Majority

SENATE COMMITTEE ON ACADEMIC APPEALS (SCAA)

Terms of Reference:

- To review and rule on appeals for students related to academic discipline and standing.
- To review, periodically, the Academic Regulations as they relate to the appeals process, and recommend changes to the Senate Committee on Academic Affairs.

Membership:

Four Faculty Members, including:

- a) two faculty Senators (one from each College)
- b) one from a professional program

Three Student Senators, including:

- a) a graduate student
- b) an undergraduate student
- c) an aboriginal student if possible

One Lay Senator

Secretary of Senate (non-voting)

Chair:	A member of Senate elected annually in October by and from the members of the Committee
Committee Secretary:	Secretary of Senate
Recording Secretary:	Administrative Assistant — <u>Senate Governance Officer</u>
Quorum:	Majority, including at least one student and two faculty members
Reporting Month:	October

SENATE COMMITTEE ON ADMISSIONS AND DEGREES (SCAD)

Terms of Reference:

- To consider and review admission and admission standards to the University and to programs of study, in consultation with the academic community as appropriate, and to make recommendations to Senate.
- To examine and rule upon applications for articulation, transfer credit and admission which is not clearly resolvable under existing University policies and/or regulations.
- To receive, in advance of each convocation, recommendations for the conferral of degrees, diplomas and certificates; for recommendation to Senate.
- Upon request by the applicant, to reconsider admission or readmission cases as appropriate.

Membership:

President (*ex officio*) only when meeting as the Degree Committee

Vice Provost Student ~~Engagement~~ Recruitment

Four Faculty Members, including:

- a) at least one from each College *
** a faculty member from a college may also be a faculty Senator*
- b) at least one from a professional program

Two persons appointed by the Registrar

Two Students, including:

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

Secretary of Senate (non-voting)

When meeting as the Degree Committee, added to the membership are: The President, College Deans, and ~~Dean, Graduate Programs~~ Vice President, Research and Graduate Programs.

Chair:	Elected in October by and from the membership.
Committee Secretary:	One of the "Two persons appointed by the Registrar," to be determined by the Committee members
Recording Secretary:	Administrative Assistant — <u>Senate Governance Officer</u>
Quorum:	Majority, including at least one student and two faculty members and, when meeting as the Degree Committee, the Deans or acting Deans
Reporting Month:	September

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 and Graduate Programs (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, International Education

~~One person appointed by the Vice Provost Student Engagement Recruitment~~

Secretary of Senate (non-voting)

Chair: Provost

**Committee and
Recording Secretary:** ~~Administrative Assistant~~ — Senate Governance Officer

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 Research Ethics Board
SCAAF Subcommittee on Academic Scheduling
SCAAF Subcommittee on Animal Care and Use
SCAAF Subcommittee on Curriculum and Calendar
Biohazards Committee

SCAAF ART ACQUISITION SUBCOMMITTEE (SAAS)

The mandate of the SCAAF Art Acquisition Subcommittee is:

- To provide support, direction and advice to the University community, Senate, and the President on collecting significant and educational artworks including issues that might impact a proposed artwork acquisition; including budgetary implications, conservation needs, appraisal and space requirements;
- To review and monitor the growth and relevance of the University's Artwork Collections as it pertains to the research needs of the University community;
- To develop appropriate relationships with persons whose expertise is relevant to the objects in the collection;
- To review and facilitate the de-accessioning process.

Membership:

All members of the committee are selected in consultation with the Chair of the committee. The committee membership is:

- a) Two faculty members who are knowledgeable in archaeology, visual arts, archives or heritage conservation;
- b) One faculty member with a broad interest in the arts;
- c) One UNBC faculty member from the UNBC Arts Council.

Others that may serve on the Art Acquisition Subcommittee include:

- d) Ad hoc experts (including local and regional curators) as needed to assess an acquisition being considered by the University.

Chair:	One of the four faculty members of the Committee, selected by and from the members of the Committee
Committee Secretary:	Archivist
Recording Secretary:	Assistant Archivist
Quorum:	Majority
Reporting Month:	June, to SCAAF

SCAAF SUBCOMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

Terms of Reference

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

Membership

President (*ex officio*)

Provost (*ex officio*)

Three Faculty Members*, including:

- a) Designate of the Dean of CASHS
- b) Designate of the Dean of CSAM
- c) Designate of the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs

*two faculty members must be Faculty Senators

University Librarian or designate

Secretary of Senate (non-voting)

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

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

Committee Secretary: Secretary of Senate

Recording Secretary: ~~Administrative Assistant – Senate~~ Senate Governance Officer

Quorum: Majority

SCAAF CONTINUING STUDIES CREDIT COMMITTEE (CSCC)

Terms of Reference

- To evaluate for academic credit courses proposed by UNBC Continuing Studies.
- To consult with Program and School Chairs, and other experts both within and beyond the University, as appropriate, on received proposals.
- To make recommendations to the Senate Committee on Academic Affairs on academic credit at the undergraduate level in respect of courses offered by UNBC Continuing Studies.
- To make recommendations to the Senate Committee on Academic Affairs on academic credit at the graduate level in respect of courses offered by UNBC Continuing Studies.

Membership

President (ex officio)
Provost
Dean, College of Arts, Social and Health Sciences
Dean, College of Science and Management
~~Dean, Graduate Programs~~ Vice President, Research and Graduate Programs
Two faculty members, one from each College
One undergraduate student
One graduate student
Director, Ancillary Services and Continuing Studies
One member of Continuing Studies appointed by the Director, Ancillary Services and Continuing Studies (non-voting)
Secretary of Senate (non-voting)

Note: In cases where the Chair of SCAAF determines that the course in question falls under the purview of a Program or School Chair (or equivalent), the approval of that Chair (or equivalent) is required.

Chair:	Provost
Committee Secretary:	Secretary of Senate
Recording Secretary:	Administrative Assistant, Continuing Studies
Quorum:	A majority of voting members of the Committee. The Committee will not decide on course proposals without the appropriate Dean present.
Reporting Month:	N/A

SCAAF SUBCOMMITTEE ON ACADEMIC SCHEDULING (SSAS)

Terms of Reference

- To consider and make recommendations to SCAAF on the Terms of Reference for this committee.
- To consider and make recommendations to SCAAF on academic policy and procedures related to academic scheduling.
- To consider and make recommendations to SCAAF on Key Performance Indicators of academic scheduling effectiveness.
- To monitor scheduling effectiveness through the use of the Key Performance indicators, and making recommendations to SCAAF on changes to policy and procedures to improve scheduling effectiveness.
- To liaise with appropriate committees and personnel to provide for ongoing feedback and dialogue.
- Other duties as may be expressly assigned by SCAAF.

Membership

Provost or delegate (ex-officio)
Vice-Provost Student ~~Engagement~~ Recruitment or delegate
Dean, College of Arts, Social and Health Sciences
Dean, College of Science and Management
~~Dean, Graduate Programs~~ Vice President, Research and Graduate Programs
Dean, Regional Programs
Registrar
Faculty

- a) CSAM Rep (appointed by Dean of CSAM)
- b) CASHS Rep (appointed by Dean of CASHS)
- c) Professional Program Rep (appointed by Provost)
- d) Regional Member (appointed by Dean of Regional Programs)
- e) Faculty Senator (appointed by Senate) (Chair)

Students

- a) Undergraduate student
- b) Graduate student

~~Associate~~ Assistant Registrar, Records and Operations (non-voting)
Director of Facilities or delegate (non-voting)

Chair:	Faculty Senator
Committee Secretary:	Registrar
Recording Secretary:	Executive Assistant, Vice Provost Student Engagement <u>Recruitment</u> and Registrar
Quorum:	Majority of the total number of faculty and student committee members

SCAAF RESEARCH ETHICS BOARD (REB)

The mandate of the Research Ethics Board is:

- To consider, review and monitor the physical and psychological risks to the well-being of humans who are to participate in or be the subjects of research.
- To review and monitor, when appropriate, all research involving human participants carried out by researchers of the University to determine if such research conforms to the ethical standards required by the appropriate granting agency.
- To develop and oversee the implementation of policies pertaining to research involving humans.
- To implement a program to inform and educate researchers in various aspects of research ethics.

Membership:

At least five members selected in consultation with the Chair of the Committee, including both men and women, of whom:

- a) At least one member is knowledgeable in ethics;
- b) At least two members have broad expertise in the methods or in the areas of research that are covered by the Research Ethics Board;
- c) At least one community member with no affiliation with the institution;
- d) Four faculty members, all of whom are active in research with human participants.

Other members that may serve on the REB include:

- a) Ad hoc members appointed by the Vice President, Research and Graduate Programs in consultation with the REB and the Chair for special purpose reviews;
- b) Alternate members appointed by the Vice President, Research and Graduate Programs in consultation with the REB and the Chair to serve as replacements for regular members when they are unable to attend;
- c) For biomedical research or other research involving special legal risks, at least one member knowledgeable in the relevant law.

Chair: One of the four faculty members of the Committee, selected by and from the members of the Committee (for a three-year term)

Committee and Recording Secretary: Administrative Assistant to the Vice President, Research and Graduate Programs

Quorum: Majority

SCAAF SUBCOMMITTEE ON ANIMAL CARE AND USE (ACUC)

Terms of Reference:

- To ensure that teaching and research laboratory animals at the University are cared for and used in accordance with government legislation and regulation, the professional and ethical codes, guidelines, and standards at the University, and all applicable University policies.
- To review and monitor when appropriate, all research involving non-human vertebrate animals in all University programs.
- To review all proposals for compliance with the applicable requirements and ensures that all research using animals has been reviewed for scientific merit.
- To Review animal care and use, including all types of field studies, to ensure that the applicable requirements are met, that care is adequate at all stages, and that proper veterinary care is provided in case of sickness or injury and elective procedures in accordance with the Canadian Association of Laboratory Animal Medicine (CALAM) "Statement of Adequate Veterinary Care."
- To advise the Vice President, Research and Graduate Programs on policy matters related to animal care facilities, including space allocation, expansion, capital equipment, animal care rates, animal ordering procedures, and priorities.
- To establish/approve standard operating procedures for animal care, animal experimentation, the training and qualification of animal users and animal care personnel, standards of husbandry, facilities and equipment, procedures for alleviation of unnecessary pain or distress, procedures for the proper and effective use of anesthesia and analgesia, standards for post operative care, and procedures for euthanasia.
- To ensure the maintenance of an up-to-date record of proposals and inventory of animal use in an approved form.
- To monitor compliance with University policy and procedures related to animal care approval.
- To make at least annual Committee site visits of the animal facilities within its jurisdiction, except where such sites are excessively remote or inaccessible.
- To serve as the initial appeal forum for review and approval decisions related to research and teaching activities within its jurisdiction.
- To recommend appropriate action to the Vice President, Research and Graduate Programs to terminate or rectify any animal use that is in transgression of an approved proposal or that causes excessive animal distress.

Membership:

All members of the Committee are appointed by the Vice President, Research and Graduate Programs:

Two Faculty Members, with experience in animal research, care and use,
One Faculty Member, who does not use animals in teaching or research,
One Ethicist, with formal expertise in ethics and law from an accredited institution,
One Community Member, representing community interests and concerns, *
One Veterinarian, until such time as a University Veterinarian is on staff,
One Graduate Student

* The Vice President, Research and Graduate Programs may add additional community members. Additional members may also be added by the Committee as they may require for their special expertise or because of workload, particularly for protocol review.

Chair: Appointed from the Members of the Committee by the Vice President, Research and Graduate Programs (for a three-year term)

Committee Secretary: Vice President, Research and Graduate Programs

Recording Secretary: Administrative Assistant to the Vice President, Research and Graduate Programs

Quorum: Majority

Reporting Month: Reports regularly to the Senate Committee on Academic Affairs (SCAAF)

Reports annually to the Provost

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES (SCFNAP)

Terms of Reference:

- To provide guidance, support, and review for the development and delivery of undergraduate and graduate course offerings and content relating to First Nations and Aboriginal Peoples;
- To provide guidance, support, and advice to the Director of the First Nations Centre;
- To encourage appropriate research initiatives related to and with First Nations and Aboriginal Peoples through the establishment of research protocols (in collaboration with the University Research Ethics Board);
- To assist in the development of an institutional research policy for those working with First Nations and Aboriginal People;
- To create motions regarding academic programming and research that relates to First Nations and Aboriginal Peoples for approval by the Senate;
- To encourage appropriate representation of First Nations and Aboriginal Peoples at all levels of the University including the student, staff, faculty, and administrative body;
- To review existing and proposed protocol and affiliation agreements between UNBC and First Nations and Aboriginal communities and educational institutions and to recommend guidelines to Senate for future protocol and affiliation agreements;
- To encourage and support First Nations programs throughout UNBC and to create a university environment that honours the knowledge, language, and traditions of First Nations and Aboriginal People;
- To participate actively in the shared institutional responsibility of upholding the special mandate UNBC has to work with First Nations and Aboriginal People.

Membership:

President (*ex officio*)

Provost

Vice Provost Student ~~Engagement~~ Recruitment

One College Dean, appointed by the President

Chair of the Department of First Nations Studies

Four Faculty Members, including:

- a) two faculty Senators
- b) one from each College *

** a faculty member from a college may also be a faculty senator*

Eight Representatives of First Nations/Aboriginal Peoples, including:

- a) one Regional representative
- b) one from an affiliated First Nations/Aboriginal Institution
- c) one from a Prince George Métis association
- d) three Members at large
- e) one from the Lheidli T'enneh Nation
- f) one from the School District 57 Aboriginal Education Board Committee

One Full-Time Aboriginal Student

Aboriginal Lay Representative

~~Director of Regional Operations and Inter-Institutional Relations~~ Dean of Regional Programs

Director, First Nations Centre

Secretary of Senate (non-voting)

Chair: Provost

Committee Secretary: Director of the First Nations Centre

Recording Secretary: ~~Administrative Assistant – First Nations Centre~~ Governance Officer

Quorum: Majority
Reporting Month: April
Meeting Schedule: Monthly

SENATE COMMITTEE ON HONORARY DEGREES AND OTHER FORMS OF SPECIAL RECOGNITION (SCHDSR)

Terms of Reference:

- To recommend to Senate candidates for Honorary Degrees, other forms of special recognition and additions to the list of Convocation.
- To recommend changes to the criteria and qualifications for candidates for honorary degrees or for candidates for addition to the list of Convocation.
- To make recommendations to Senate on any other matter concerning forms of special recognition which the Senate may refer to the Committee.
- To consider, and forward to Senate, recommendations made by the Alumni Association on the selection of a new Chancellor.

Membership:

President
Chancellor (*ex officio*)
Provost
Vice President, Research and Graduate Programs
Vice President, ~~External Relations~~ Advancement and Communications
Two Faculty Senators, one from each College
One Student Senator
One Lay Senator, a member of the Alumni Association
Secretary of Senate (non-voting)

Chair:	President
Committee Secretary:	Secretary of Senate
Recording Secretary:	Administrative Assistant — <u>Senate Governance Officer</u>
Quorum:	Majority
Reporting Month:	January

SENATE COMMITTEE ON REGIONAL POLICY AND INTER-INSTITUTIONAL RELATIONS (SCRPIIR)

Terms of Reference:

- To advise Senate and its committees on those matters of importance to the regional nature of UNBC and to inform the University community, through Senate, of the regional mandate of the institution.
- To facilitate and maintain relationships with other post-secondary institutions within Canada.
- To advise Senate and its committees on inter-institutional arrangements within Canada, with the exception of the protocol and affiliation agreements between UNBC and First Nations and Aboriginal communities and educational institutions for which responsibility is assigned to the Senate Committee on First Nations and Aboriginal Peoples (SCFNAP).

Membership:

President (*ex officio*)

Provost (*ex officio*)

Vice Provost Student Engagement Recruitment

College Deans or designates

~~Vice President, Research or Dean, Graduate Programs~~ Vice President, Research and Graduate Programs

Three Faculty Members*, including:

- a) one faculty member from each College*
- b) one regional faculty member

** one faculty member must be a faculty Senator*

Two Students, including:

- a) one regional student
- b) one student Senator

Two Regional Senators

One representative from Wilp Wilxo'oskwhl Nisga'a (WWNI)

Director of First Nations Centre (non-voting)

~~Director of Regional Operations~~ Dean of Regional Programs

Regional Chair for the Northwest Region

Regional Chair for the Peace River-Liard Region

Regional Chair for the South Central Region

Secretary of Senate (non-voting)

Chair:	A member of Senate elected annually in October by and from the members of the Committee
Committee Secretary:	Director of Regional Operations and University/College Relations <u>Dean of Regional Programs</u>
Recording Secretary:	Administrative Assistant — Regional Operations and University/College Relations <u>Executive Assistant, Dean of Regional Programs</u>
Quorum:	Six (6) voting members present at meeting
Reporting Month:	February

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 Vice Provost Student Engagement Recruitment.
- To ratify the nominations for all student awards, including scholarships, bursaries, and academic prizes.

Membership:

President (*ex officio*)

Vice Provost Student Engagement Recruitment

~~Dean, Graduate Programs~~ Vice President, Research and 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, 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 Recruitment

Committee Secretary: Coordinator, Awards and Financial Aid

Recording Secretary: Awards and Financial Aid Assistant

Quorum: Majority

Reporting Month: March

SENATE COMMITTEE ON THE UNIVERSITY BUDGET (SCUB)

Terms of Reference:

This Committee is an advisory Committee to the President and Senate. It is intended to assist the President in the preparation of the university budget by meeting with senior university officials, reviewing budgetary submissions and issues with them, and submitting recommendations to the President prior to the tabling of the annual budget with Senate. The committee should then advise Senate on the proposed university budget as submitted by the President and make recommendations, if any, to Senate.

- To be provided with information on the operating and capital funds of the University including confidential materials upon request.
- To recommend and assist in the development of consultative procedures for input by faculty, staff, students and other interested parties on the setting of the University budget.
- To review funding issues related to academic and administrative units, both as referred to the Committee by Senate and at the initiative of the Committee, and to report to Senate on such reviews.

Membership:

Four Faculty Members, including:

- a) two faculty Senators (one from each College)
- b) one from a professional program

Three Students, including:

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

One CUPE Staff Representative, appointed by CUPE

One Exempt Staff Representative, appointed by the Exempt Group

One Faculty Association Representative, appointed by the Faculty Association

Chair:	A member of Senate elected annually in October by and from the members of the Committee
Committee Secretary:	Vice President, Administration and Finance and <u>Business Operations</u> and/or Director of Finance and Budgets <u>Associate Vice President Financial Services</u>
Recording Secretary:	Administrative Assistant – Senate <u>Governance Officer</u>
Quorum:	Majority
Reporting Month:	March

SENATE COMMITTEE ON STUDENT DISCIPLINE APPEALS (SCSDA)

Terms of Reference:

- The mandate of the Committee is to hear and rule on cases of student discipline appeals made pursuant to the "Guidelines for Student Conduct" as set out in the Undergraduate and Graduate Calendars.
- to review periodically the procedures for dealing with student discipline appeals, and recommend changes to Senate

Membership:

Two Faculty Senators, one from each College

Three students, including:

- a) a graduate student
- b) an undergraduate student
- c) a First Nations Student

One member of the administrative staff

Secretary of Senate (non-voting)

Chair:	A member of Senate elected annually in October by and from the members of the Committee
Committee Secretary:	Registrar or designate
Recording Secretary:	Administrative Assistant — <u>Senate Governance Officer</u>
Quorum:	Majority, including at least one student
Reporting Month:	September

BC UNIVERSITIES SENATE MEETING SCHEDULES 2016/2017

UNBC	SFU	UVic	UBC Vancouver	UBC Okanagan
September 28, 2016	September 12, 2016	September – no meeting	September 14, 2016	September 29, 2016
October 26, 2016	October 3, 2016	October 7, 2016	October 19, 2016	October 27, 2016
November 23, 2016	November 7, 2016	November 4, 2016	November 16, 2016	November 24, 2016
December 14, 2016	December 5, 2016	December 2, 2016	December 14, 2016	December 15, 2016
January 25, 2017	January 9, 2017	January 6, 2017	January 18, 2017	January 26, 2017
February 22, 2017	February 6, 2017	February 3, 2017	February 15, 2017	February 23, 2017
March 22, 2017	March 6, 2017	March 3, 2017	March 15, 2017	March 30, 2017
April 26, 2017	April 3, 2017	April 7, 2017	April 19, 2017	April 27, 2017
May 24, 2017	May 15, 2017	May 5, 2017	May 17, 2017	May 18, 2017
June 28, 2017	June 5, 2017	June – no meeting	June – no meeting	June – no meeting
July 26, 2017	July 10, 2017	July – no meeting	July – no meeting	July – no meeting
August 23, 2017	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.



Motion Number (assigned by Steering Committee of Senate): S-201611.05

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 with the removal of July as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: Not Applicable

Implications for Other Programs / Faculties? None.

Rationale: 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 not be scheduled in July.

Reproduction of current Senate Handbook entry for the item to be revised:

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.

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

3 (w) Regular Meetings



Motion Number (assigned by Steering Committee of Senate): S-201611.06

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 with the removal of June as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: Not Applicable

Implications for Other Programs / Faculties? None.

Rationale: 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 not be scheduled in June.

Reproduction of current Senate Handbook entry for the item to be revised:

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.

Proposed revision with changes underlined and deletions indicated clearly using "~~strikethrough~~":

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.
 - (d) Senate will not normally meet in June.
- (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.

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): 0 pages (background information)

TO BE COMPLETED AFTER SCS MEETING	
Brief Summary of Committee Debate:	
Motion No.: SCS201611.05	
Moved by: General Consent	Seconded by: General Consent
Committee Decision: CARRIED	Attachments: 0
Approved by SCS: <u> November 16, 2016 </u> Date	 _____ Acting Chair's Signature
For recommendation to <u> ✓ </u> , or information of _____ Senate.	



Motion Number (assigned by Steering Committee of Senate): S-201611.07

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 with the removal of August as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: Not Applicable

Implications for Other Programs / Faculties? None.

Rationale: 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 not be scheduled in August.

Reproduction of current Senate Handbook entry for the item to be revised:

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.

Proposed revision with changes underlined and deletions indicated clearly using "~~strikethrough~~":

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.
 - (d) Senate will not normally meet in August.
- (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.

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): 0 pages (background information)

TO BE COMPLETED AFTER SCS MEETING	
Brief Summary of Committee Debate:	
Motion No.: SCS201611.06	
Moved by: General Consent	Seconded by: General Consent
Committee Decision: CARRIED	Attachments: 0
Approved by SCS: <u> November 16, 2016 </u> Date	 _____ Acting Chair's Signature
For recommendation to <u> ✓ </u> , or information of _____ Senate.	



Motion Number (assigned by Steering Committee of Senate): SI201611.08

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 with the removal of December as a regularly scheduled Senate meeting.

Effective Date: January 1, 2017

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: Not Applicable

Implications for Other Programs / Faculties? None.

Rationale: 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 not be scheduled in December.

Reproduction of current Senate Handbook entry for the item to be revised:

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.

Proposed revision with changes underlined and deletions indicated clearly using "~~strikethrough~~":

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) (a) 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) (b) 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.
 - (d) Senate will not normally meet in December.
- (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.

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): 0 pages (background information)

TO BE COMPLETED AFTER SCS MEETING	
Brief Summary of Committee Debate:	
Motion No.: SCS201611.07	
Moved by: General Consent	Seconded by: General Consent
Committee Decision: CARRIED	Attachments: 0
	
Approved by SCS: <u> November 16, 2016 </u>	<u> _____ </u>
Date	Chair's Signature
For recommendation to <u> ✓ </u> , or information of <u> _____ </u> Senate.	

Motion Number (assigned by
Steering Committee of Senate): S-201611.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new Master of Applied Science in Engineering be approved as proposed.

A. General Information

Program Title: Master of Applied Science in Engineering

Program Objectives: The program offers an avenue for a student to conduct research in the applied sciences and engineering through a project or thesis route at the Master's level. Offering the MASc degree will complement and enhance the research focus for graduate students and faculty in engineering related areas.

Credential upon Completion of the Program: Master of Applied Science in Engineering (MASc Engineering)

Program Offering the Degree: MASc Graduate Program Committee

Proposed Start Date: September 2017 (entry to degree is September, January and May semesters)

Suggested Institutional Priority: High. UNBC is presently pursuing undergraduate degrees in both Civil and Environmental Engineering, while looking to expand Engineering opportunities in the north. The MASc in Engineering will afford students with the opportunity to pursue research in areas relevant to the region and beyond. In addition, having a graduate program will facilitate the research programs being developed by existing and new Engineering faculty.

Relationship of Proposed Program to the Mandate of the Institution:

Implications for the Cooperative Education Option: None

Specialties within Program: Civil Engineering, Environmental Engineering, Integrated Wood Design

Related Programs at Other Institutions: Below is a list of related programs that exist at the other universities and institutions in BC:

The University of British Columbia -- The MASc degree is offered at the Vancouver campus (biomedical engineering, civil engineering, chemical and biological engineering, electrical and computer engineering, engineering physics, forestry, geological engineering, geophysics, materials engineering, mechanical engineering, mining engineering) and at the Okanagan campus (civil, electrical, mechanical) campuses.

Simon Fraser University – The MASc degree is offered in mechatronic systems engineering, engineering science

University of Victoria – The MASc degree is offered in electrical and computing engineering, mechanical engineering,

British Columbia Institute of Technology – The MASc degree is offered in Building Engineering / Building Sciences

Relation to Existing Programs: The MASc in Engineering will replace the present mechanism of using the MSc (NRES) Environmental Science to allow students to complete engineering-based projects under the supervision of the Engineering faculty. This will broaden both the scope of graduate research available to incoming students but also allow faculty to increase the range of students able to apply for graduate studies. It should be noted that the MEng in Integrated Wood Design is a course-based degree, offered in one year, and it has different outcomes than the proposed research-based MASc degree.

Articulation Arrangement: Not Applicable

Consultations with Other Institutions: None

B. Program Description

The Master of Applied Science in Engineering degree is offered with either a thesis or a project option. The degree is expected to attract students from engineering disciplines such as, but not limited to, civil, environmental, structural, and building sciences. The Master of Applied Science (MASc) degree is suited to students who wish to pursue a research-based program in Engineering.

The thesis option has, as a substantial component, the completion of an original research program, culminating in the preparation of a thesis, and will prepare graduates for careers in applied research and engineering or for further academic study. The project option provides training across disciplines particularly suitable to individuals with more defined career objectives, as well as providing a mechanism for non-traditional students (e.g. working students, teachers, and professionals) to upgrade their skills and technological knowledge. Students will, upon successful completion of the degree requirements outlined herein, obtain an MASc in Engineering.

All students must participate in the Graduate Seminar in Engineering course (ENGR 701-1.5) for at least two semesters during their course of studies.

Thesis Option

The Master of Applied Science thesis option is designed for candidates who wish to develop career interests related to applied scientific research or who intend to pursue further academic research degrees. MASc students are required to complete 3 credit hours of the ENGR 701-1.5 Graduate Seminar in Engineering course, along with ENGR 700-3 Technical Writing, a minimum of 9 credit hours of approved electives, and a 12 credit-hour thesis (ENGR 790-12). It is expected that electives will consist of engineering oriented courses, and the thesis will involve an independent investigation resulting in a scientific contribution.

The 9 elective credit hours must be graduate-level study (i.e., at or above the 600 level) selected from the courses available at UNBC. A maximum of 6 credit hours from independent studies can be counted towards the elective requirement. Specific details of course work are determined by the research area undertaken by the student. The supervisory committee ensures an appropriate selection of elective courses is taken and may require a student to complete more than 9 elective credit hours if, for example, weaknesses in the student's background exist (including undergraduate prerequisites for graduate courses) or if additional courses are required for professional accreditation.

As part of the MASc thesis (ENGR 790-12), students are required to (a) make an oral presentation of the thesis proposal to the supervisory committee; (b) write an original thesis based on the-completed research (in accordance with established UNBC guidelines); and (c) present an oral defence of the thesis to the examining committee as per Regulation 4.5 Final Oral Examinations and Examining Committees. All course requirements must have been satisfied prior to the oral defence.

Summary of Thesis Option

ENGR 701-1.5	Graduate Seminar in Engineering	3 credit hours
ENGR 700-3	Technical Writing	3 credit hours
Elective Courses		9 credit hours
ENGR 790-12	MASc Thesis	12 credit hours
Total Required for Degree		27 credit hours

Project Option

The Master of Applied Science project option is designed for candidates who wish to upgrade their skills or who are constrained in their ability to undertake an applied research thesis. MASc students are required to complete 3 credit hours of the ENGR 701-1.5 Graduate Seminar in Engineering course, along with ENGR 700-3 Technical Writing, a minimum of 15 credit hours of approved electives, and a 6 credit-hour project (ENGR 792-6). The project will involve an independent investigation resulting in a scientific contribution, although this contribution need not include original research.

The 15 elective credit hours must be graduate-level study (i.e., at or above the 600 level) selected from available courses. A maximum of 6 credit hours from independent studies (e.g. ENGR 798-3) can be counted towards the elective requirement. Specific details of course work will in part be determined by the nature of the project undertaken by each student. The supervisory committee will ensure an appropriate selection of elective courses is taken and may require a student to complete more than 15 credit hours if weaknesses in the student's background exist (including undergraduate prerequisites for graduate courses) or if additional courses are required for professional accreditation.

In order to complete an MASc project successfully, a student is required to (a) make a presentation of the project proposal to the supervisory committee; (b) write a project report; (c) give a public lecture on the completed project; and (d) pass an evaluation of the project report by the examining committee. All core and elective course requirements must have been satisfied prior to the oral presentation of the Project.

Summary of Project Option

ENGR 701-1.5	Graduate Seminar in Engineering	3 credit hours
ENGR 700-3	Technical Writing	3 credit hours
Electives Courses		15 credit hours
ENGR 792-6	MASc Project	6 credit hours
Total Required for Degree		27 credit hours

Recommended Progression

The normal time for completion of the MASc is two academic years as a full-time student. While this is the recommended timeline, it may be adjusted at the discretion of the supervisory committee to suit a particular student's research and program needs.

The Graduate Seminar in Engineering course is offered during the September and January semesters. Students are expected to enrol in the seminar course at least two times during their degree program.

Electives may be taken at any time. The sequencing of electives is determined by the student in discussion with their supervisor and the supervisory committee. In Year I, the student, under the direction of the supervisory committee, develops a thesis or project proposal. By the end of the second semester after enrolment, the student should have successfully defended their proposal to the supervisory committee. This allows the student to start the collection of data and/or preparation of experiments and models during the last semester of Year I. It is expected that the student will have successfully defended the thesis or completed the evaluation phase of the project by the end of Year II.

Admission, Regulations and Committee Structures

Admission Requirements

In addition to the admission application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants are required to hold a four-year Baccalaureate degree (or equivalent) from a recognized institution in Engineering or related area. Acceptance to the MASc program is contingent upon prospective students finding a faculty member to serve as their supervisor. Applicants must provide a completed Teaching Assistantship Application and a completed Funding Worksheet with their application material for this program.

Applicants are required to provide three letters of recommendation. Normally, at least two of the three letters, exclusive of any letter provided by an intended supervisor, must be from individuals who are able to comment on the applicant's academic and research potential.

Application deadlines are found in this calendar under "Semester Dates" or online at www.unbc.ca/calendar/graduate, under "Semester Dates." The Master of Applied Science Program accepts students for the September, January, and May semesters.

For additional information about graduate admissions or to download application materials, go to the Graduate Programs website at www.unbc.ca/graduateprograms.

Transfer Students

On the recommendation of the program, the Dean of Graduate Programs may accept courses taken at other institutions for credit toward a UNBC graduate program. At the time of application, it is recommended applicants clearly state in a letter their intent to transfer courses and identify the courses to be considered for possible transfer.

Normal Time Required for Completion

Normally, the degree should be completed within two years. Students may take longer to complete the degree depending on their personal circumstances and the nature of their research or project involvement.

Committee Structure

Students are advised by a supervisory committee consisting of at least three members, including the academic supervisor who will serve as the chair of the committee. At least one of the committee members must be from outside the student's program. The committee will be struck during the student's first semester of study.

C. Need for Program

Enrolment Projections: Given the number of faculty that are part of the Program, the initial expected intake is 5-8 student per academic year. Afterwards, the enrolment is expected to increase to 8-10 annually.

Cultural, Social and Economic Needs: An ongoing need for northern British Columbia is the hiring and retention of Engineers in all disciplines. The Conference Board of Canada estimates B.C. is losing out on close to \$6 billion in investments every year due to a lack of professionals. This is particularly apparent within the northern economy where major resource projects dominate. The degree program will enable professional engineers to engage in skills upgrading and advanced education with research opportunities close to their community. This will aid in developing a culture of opportunity among northerners and, in particular, the degree will present opportunities for aboriginal youth in the north.

Labour Market Demands: Engineers Canada estimates British Columbia will need twice as many engineers every year for the next decade than are presently graduating from its Universities. In conjunction with the expansion of the Environmental Engineering degree and the inception of the Civil Engineering degree, the

MASc in Engineering will facilitate meeting the increasing demand for engineers.

Other Benefits:

D. Faculty

Faculty list: (alphabetical, last name)

Dr. Asif Iqbal, Assistant Professor, Integrated Wood Engineering and Design
Dr. Ian Hartley, Professor, Ecosystem Science and Management Program , Physics
Dr. Peter Jackson, Professor, Environmental Science
Dr. Jianbing Li, Professor, Environmental Engineering
Dr. Matt Reid, Professor, Physics
Dr. Jueyi Sui, Professor, Environmental Engineering
Dr. Thomas Tannert, Associate Professor, Integrated Wood Engineering and Design
Dr. Ronald Thring, Professor, Environmental Engineering
Dr. Guido Wimmers, Associate Professor, Integrated Wood Engineering and Design

Expected Teaching Loads: The teaching loads at the graduate level are variable. The distribution of the course instruction will be done through the CSAM Dean's office.

Research Funding: The research funding for students in this degree program can come from a variety of sources that are normally held by faculty members. The sources include, but not limited to, Tri-Council agencies (NSERC, CIHR, SSHRC), MITACS, other national and provincial competitive funding grants and contracts.

E. Program Delivery

Distance Learning Components: At this time, there is no expectation for distance delivery of the required courses for the degree.

Class Size and Structure:

Experiential Learning: As with Master's and Doctoral degrees, the experiential learning is provided to the student through working on the project or thesis research under the guidance of the supervisor and/or course instructors.

F. Program Resources

Administrative Requirements: Using existing resources

Operating Requirements: Using existing resources

Capital Requirements: None

Start-up Costs: None

Special Resource Requirements: None

G. Library Resource Requirements (See attached form)

H. Evaluation

Academic Quality of Program: As required, the degree program will be reviewed according to a schedule provided by the Provost's office; most degree programs at the undergraduate level are reviewed every 5 – 7 years. In the College of Science and Management, external reviews of the Graduate Programs were completed as separate units, that is, for the NRES Graduate Program and MCPM Graduate Program. Therefore, it is expected that this degree program will be reviewed as per Provost's office.

Methods of Internal Institutional Review: See above "Academic Quality of Program"

Relevant External Program Experts:

I. Miscellaneous

Special Features:

Attachment Pages (in addition to required Library Form): # pages

J. Authorization

College: College of Science and Management

College Council Motion Number: CSAM Omnibus Motion 2016:10:13:03

College Council Approval Date: Thursday, October 13, 2016

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.03

Moved by: T. Whitcombe

Seconded by: I. Hartley

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

Approved by SCAAF: November 2, 2016

Date



Acting Chair's Signature

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

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

NEW ACADEMIC PROGRAM PROPOSAL:

Master of Applied Science in Engineering

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

Currently, the Geoffrey R. Weller Library has inadequate resource to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed programs require both one-time funding and additional permanent funding.

See attached document "Library Program Approval_MASc_Engineering"

1. Space Requirements: (i.e. holdings, study/work).

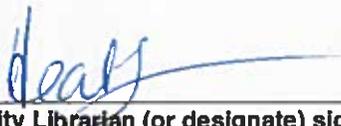
2. Library Administrative Support Requirements

A librarian is also needed as the current engineering programs are suffering from a lack of focused librarian attention. Adding another engineering program will only exacerbate this need.

See attached document "Library Program Approval_MASc_Engineering"

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

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



University Librarian (or designate) signature

Oct 13, 2016

Date

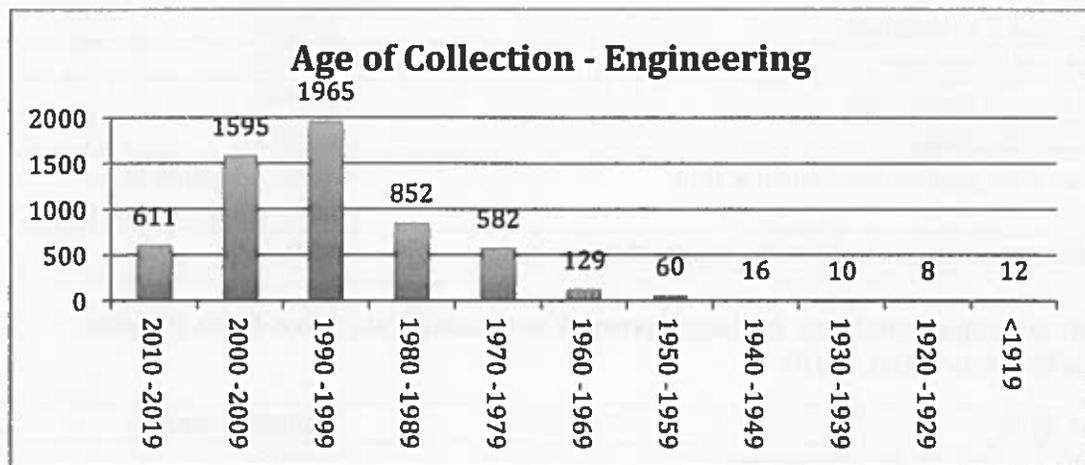
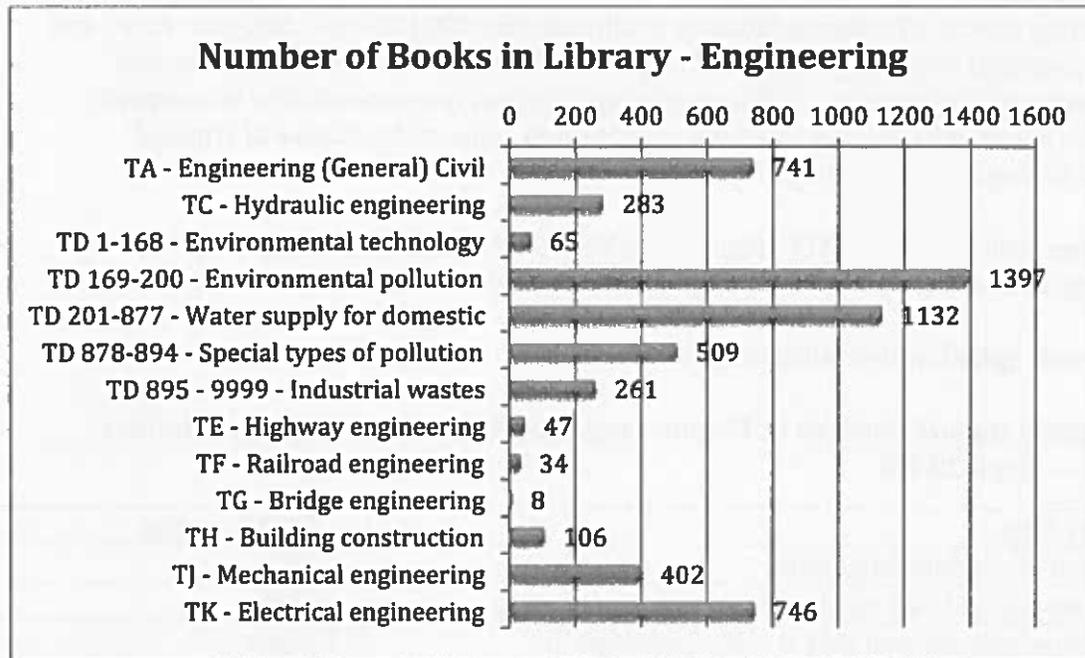
New Program Approval Evaluation of Library Resources

Program: Master of Applied Science in Engineering

Description of library resources:

1. Monographs (print and/or electronic):

Number of items in Library by call number range:



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 programs taught at UNBC. Furthermore, the Library has just started collecting material in support of the new Master of Engineering program and these materials are

**New Program Approval
Evaluation of Library Resources**

highly focused on the subject matter of that program. It should also be noted that any print material for the Master of Engineering program are being collected by the program and are housed in 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. A recommendation to allocate \$29,000 (\$24,000 one-time funds and \$5,000 ongoing) has been put forward as part of the B.A. Sc. Civil Engineering and Environmental Engineering. If this monograph support recommendation is accepted, then the Library will have an adequate allocation to support the Master of Applied Science in Engineering as well.

One-time cost: \$24,000 CAD (included in BSc Civil and Environ. Eng. proposal)
Ongoing annual cost: \$5,000 CAD (included in BSc Civil and Environ. Eng. proposal)

2. Journals (print and/or electronic):

Top highest impact journals in Engineering, Civil (taken from Journal Citation Reports – Sept. 29/16)

Journal Title	UNBC access
Journal of Hazardous Materials	1995-
Computer-Aided Civil and Infrastructure Engineering	1998-
Transportation Research Part B – Methodological	1995-
Journal of Hydrology	1995-
Building and Environment	1995-
Materials and Structures	1992-
Computers and Structures	1995-
Energy and Buildings	1995-
Journal of Composites for Construction	1997-2 years ago No Current Holdings
IEEE Transactions on Intelligent Transportation Systems	2000-

Top highest impact journals in Engineering, Environmental (taken from Journal Citation Reports – Oct. 6/16)

Journal Title	UNBC access
Applied Catalysis B: Environmental	1995-
Water Research	1995-
Environmental Science and Technology	1996-
Journal of Hazardous Materials	1995-
Chemical Engineering Journal	1997-
Journal of Cleaner Production	1995-
Environmental Science and Technology Letters	2014-
International Journal of Greenhouse Gas Control	2007-

**New Program Approval
Evaluation of Library Resources**

Indoor Air	1997-
Environmental Modelling and Software	1997-

Top highest impact journals in Materials Science – Paper and Wood (taken from Journal Citation Reports – Oct. 6/16)

Journal Title	UNBC access
Cellulose	1994-
Journal of Wood Chemistry and Technology	No Holdings
Holzforschung	2009-
Wood Science and Technology	1967-
BioResources	2009-
Journal of Wood Science	1998-
European Journal of Wood and Wood Products	1997-
Nordic Pulp and Paper Research Journal	No Holdings
Wood and Fiber Science	1970-2013
TAPPI Journal	1956-2001

The majority of the journals that we have access to as indicated in these lists are a result of our subscription to **Science Direct**. Journal support for these proposed programs would not be able to continue without a continuing subscription to **Science Direct**.

I recommend getting a subscription to Journal of Composites for Construction for \$1000/yr. A subscription for this title was also recommended as part of the B.A. Sc. Civil Engineering and Environmental Engineering. If the journal support for the B.A. Sc. is approved, then the Library will have an adequate allocation to support the Master of Applied Science in Engineering as well.

Ongoing annual cost: \$1,000 CAD (included in BSc Civil and Environ. Eng. proposal)

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

3. Databases:

The Geoffrey R. Weller Library currently subscribes to over \$500,000 of resources that help to support the current ENGR and IENG programs. However, as the engineering programs continue to grow, I recommend that three engineering-specific subscriptions be added to fully support all engineering programs. These subscriptions will provide access to core literature and research that we are currently lacking. These databases are included in the proposal for the B.A. Sc. for Civil / Env. Engineering programs. If the library support for the B.A. Sc. is approved, then the Library will have an adequate allocation to support the Master of Applied Science in Engineering as well.

New Program Approval Evaluation of Library Resources

3.a Recommended Database subscriptions to support the proposed Engineering program:

Compendex Engineering Village 2

The comprehensive interdisciplinary engineering database covers the core engineering literature with over nine million summaries of journal articles, technical reports, and conference papers and proceedings in all areas of engineering. This is a critical resource to support any engineering program.

One-time cost for backfile: ~\$31,000 (included in BSc Civil/Envir. Eng. proposal)

Ongoing annual cost: ~\$44,000 CAD (included in BSc Civil/Envir. Eng. proposal)

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/yr
- ✓ EnvironmentalENGINEERINGnetBASE: \$5,850 CAD/yr

Ongoing annual cost: \$22,050 CAD/yr (included in BSc Civil/Envir. Eng. proposal)

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 the Civil Engineering/Environmental Engineering/Master of Applied Science in Engineering programs is expected to raise the cost of this subscription by an additional \$10,400 CAD/yr.

Ongoing annual cost: \$10,400 CAD/yr (included in BSc Civil/Envir. Eng. proposal)

3.b Current Database subscriptions that will support 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. The Library would not

**New Program Approval
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be able to support the engineering programs without this subscription.

SpringerLINK

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

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

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

American Chemical Society Digital Editions

Provides online, full-text access to most of ACS's journal titles focusing on chemistry and related disciplines.

Current annual subscription through CRKN: \$27,000 CAD

4. Standards/Codes

The Geoffrey R. Weller Library currently subscribes to over \$30,000 of standards/codes that help to support the current ENGR and IENG programs. However, as the engineering programs continue to grow, I recommend that three engineering-specific subscriptions be added to fully support all engineering programs. These subscriptions are included in the proposal for the B.A. Sc. for Civil / Env. Engineering programs. If the library support for the B.A. Sc. is approved, then the Library will have an adequate allocation to support the Master of Applied Science in Engineering as well.

4.a Recommended Standards/Codes to support the proposed Engineering program:

BC Plumbing Code

Access (5 concurrent users) to the BC Plumbing Code.

Ongoing annual cost: \$275 CAD (included in BSc Civil/Envir. Eng. proposal)

Canadian Code Centre

Access (5 concurrent users) to the Canadian Code Centre.

Ongoing annual cost: \$1,825 CAD (included in BSc Civil/Envir. Eng. proposal)

TechStreet, HIS, 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

New Program Approval Evaluation of Library Resources

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.)

Ongoing annual cost: \$5,000 CAD (included in BSc Civil/Envir. Eng. proposal)

4.b Current Standards/Code subscriptions that will support the proposed Engineering program:

CSA Online

CSA Online provides access to the Canadian Standards Association online library.

Current annual subscription: \$18,000 CAD

BC Building/Fire Codes

Access (5 concurrent users) to the BC Building and Fire Codes.

Current annual subscription: \$1,400 CAD

ASTM Standards and Engineering Digital Library

A vast collection of industry-leading standards and technical engineering information. The Library covers a broad range of engineering disciplines, including aerospace, biomedical, chemical, civil, environmental, geological, health and safety, industrial, materials science, mechanical, nuclear, petroleum, soil science, and solar engineering.

Current annual subscription: \$14,000 CAD

5. Librarian Resources:

A librarian with the knowledge and expertise to support engineering is needed. The current engineering programs are suffering from a lack of focused librarian attention, leading to difficulties for students and faculty in finding and accessing resources. Adding another engineering program will only exacerbate this need.

A new Science & Engineering Librarian position must be created to enable the Library to support the various engineering programs. 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

**New Program Approval
Evaluation of Library Resources**

students. This has led to confusion and frustration on the part of faculty and students as to what resources are available and how to find specialized information.

Master of Engineering in Integrated Wood Design

A librarian with numerous other responsibilities attempted 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, minimal instruction has been provided, and minimal time has been spent liaising with faculty. Since then, that librarian has retired and there has been no replacement.

NMP program

The NMP program is a shining example of a program that is supported by a librarian devoted to major disciplinary field. 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 (included in BSc Civil/Envir. Eng. proposal)

6. Summary

Summary: Currently, the Geoffrey R. Weller Library has inadequate resource to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed programs require both one-time funding and additional permanent funding. A librarian is also needed as the current engineering programs are suffering from a lack of focused librarian attention. Adding another engineering program will only exacerbate this need. If the library support for the B.A. Sc. is approved, then the Library will have an adequate allocation to support the Master of Applied Science in Engineering as well.

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

Total funding required: \$224,550 (one-time and permanent)
(included in BSc Civil/Envir. Eng. proposal)

One-time funding required: \$55,000

Permanent additional funding required: \$ 169,550

Prepared by: Heather Empey

Date: Oct. 13, 2016

Message from the University Librarian regarding BAsC / MASc Engineering and library support (October 12, 2016)

New Program Approval: Master of Applied Science in Engineering

In the evaluation of Library Resources, adequate capital funds can be secured to support engineering in terms of collections, but I am increasingly concerned regarding expertise and the human capital to support a quality program.

At the Geoffrey Weller Library, we have only 6 librarians to support all disciplines at UNBC, one of those dedicated to Northern Health, our other 2 library members are archivists. Due to the past loss of an Associate University Librarian, and the Manager of Access Services, remaining library members have taken on other administrative tasks in addition to serving the needs of students and faculty.

We have a great team, but our librarians tend to be generalists, acting as liaisons in areas of interest, or developing specialty over time as they work with changing resources. As we professionalize and expand our offerings in the sciences and engineering in particular, and the fact we already have a wood engineering program in place, there is an increasing need for a science specialist librarian who can serve faculty in their information needs. We ought to plan for this future.

Science based research and quality information are areas where faculty would find the use of a specialist librarian most useful. Estimated cost of such a person on an annual basis would range from \$75,000 to \$81,000 base salary.

Allan Wilson, University Librarian

Motion Number (assigned by
Steering Committee of Senate): S-201611.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 700-3 Technical Writing be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2017
2. **Academic Program:** MAsC Graduate Program Committee
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 700-3
4. **Course Title:** Technical Writing
5. **Goal(s) of Course:** This course is an introduction to technical writing concepts for graduate students focusing on thesis and report writing. It is intended to help students improve their general writing skills (grammar and organization), while at the same time learning principles and approaches for producing good quality thesis, report, and article manuscripts. Specific topics to be covered include thesis and report writing, improving grammar and organization, literature reviews, and referencing and documentation, including plagiarism and how to avoid plagiarizing. The student will prepare and submit a written report on a topic in Engineering related to his/her field of research.

6. Calendar Course Description:

This course is an introduction to technical writing concepts for graduate students focusing on thesis and report writing. It is intended to help students improve their general writing skills while learning principles and approaches for producing good quality thesis, report, and article manuscripts. Specific topics to be covered include thesis and report writing, improving grammar and organization, literature reviews, and referencing and documentation, including how to avoid plagiarism. Students prepare and submit a written report on a topic in Engineering related to his/her field of research.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* No X

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: #

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes _____ No X

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 3

Seminar _____

Laboratory _____

Other (please specify) _____

9. Prerequisites (taken prior): none

10. Prerequisites with concurrency (taken prior or simultaneously): none

11. Co-requisites (must be taken simultaneously): none

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____

each year X

alternating years _____

16. Proposed text / readings: none

B. Significance Within Academic Program

1. Anticipated enrolment 20

2. If there is a proposed enrolment limit, state the limit and explain: _____

3. Required for: Major: MASc Minor: _____ Other: _____

4. Elective in: Major: _____ Minor: _____ Other: _____

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency: none

7. Toward what degrees will the course be accepted for credit? none

8. What other courses are being proposed within the Program this year? ENGR 798-3 Special Topics;; ENGR 799-3 Special Topics; ENGR 790-12 Master of Applied Science Thesis; ENGR 792-6 Master of Applied Science Project; ENGR 701-1.5 Graduate Seminar in Engineering

9. What courses are being deleted from the Program this year? none

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: none

2. Is a preclusion required? Yes _____ No X

3. If there is an overlap, and no preclusion is required, please explain why not:

4. Has this overlap been discussed with the Program concerned? Yes _____ No _____

5. In offering this course, will UNBC require facilities or staff at other institutions?

Yes _____ No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?

Yes _____ No X

If “yes,” please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

i. College Staffing: none

ii. Space (classroom, laboratory, storage, etc.): none

iii: Library Holdings: See attached form

iv. Computer (time, hardware, software): none

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** _____ No X

* Whether a new course has First Nations content is to be determined by the relevant College Council(s).

**If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. Other Information: none

3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

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

1. **College(s):** Science and Management
2. **College Council Motion Number(s):** CSAM Omnibus Motion 2016:10:03
3. **College Council Approval Date(s):** Thursday, October 13, 2016
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.04

Moved by: T. Whitcombe **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

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

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 700-3 Technical Writing

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes _____ No X

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

Currently, the Geoffrey R. Weller Library has inadequate resources to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed program requires both one-time funding and additional permanent funding of \$224,550 CAD.

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"

c) If no to a), what is the proposed funding source?

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"



University Librarian (or designate) signature

Oct 13/16

Date

Motion Number (assigned by
Steering Committee of Senate): S-201611.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 701-1.5 Graduate Seminar in Engineering be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2017
2. **Academic Program:** Engineering / MASC Graduate Program Committee
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 701-1.5
4. **Course Title:** Graduate Seminar in Engineering
5. **Goal(s) of Course:**

In addition to seminars provided by external speakers on specific engineering disciplines and specializations, the course will cover the important subject areas of Risk Assessment, Safety, Project Management and Law, and ethics for Engineers. All students will be required to register twice and give at least one seminar presentation during these courses.

6. Calendar Course Description:

This course covers important subject areas in specific engineering disciplines and specializations, including, risk assessment, safety, project management and law, and ethics. All MASC students are required to register twice in this course during their degree.

7. **Credit Hours:** 1.5 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* X No

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: 3

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes No X

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture _____ Seminar 1.5
 Laboratory _____ Other (please specify) _____

9. Prerequisites (taken prior): none

10. Prerequisites with concurrency (taken prior or simultaneously): none

11. Co-requisites (must be taken simultaneously): none

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: PASS/FAIL

15. Course to be offered: each semester September & January
 each year _____
 alternating years _____

16. Proposed text / readings: none

B. Significance Within Academic Program

1. Anticipated enrolment 20

2. If there is a proposed enrolment limit, state the limit and explain: _____

3. Required for: Major: MASc Minor: _____ Other: _____

4. Elective in: Major: _____ Minor: _____ Other: _____

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency: none

7. Toward what degrees will the course be accepted for credit? MASc

8. What other courses are being proposed within the Program this year? ENGR 798-3 Special Topics; ENGR 700-3 Technical Writing; ENGR 799-3 Special Topics; ENGR 790-12 Master of Applied Science Thesis; ENGR 792-6 Master of Applied Science Project

9. What courses are being deleted from the Program this year?

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:
2. Is a preclusion required? Yes _____ No X
3. If there is an overlap, and no preclusion is required, please explain why not:
4. Has this overlap been discussed with the Program concerned? Yes _____ No _____
5. In offering this course, will UNBC require facilities or staff at other institutions?
Yes _____ No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?
Yes _____ No X

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: none
 - ii. Space (classroom, laboratory, storage, etc.): none
 - iii: Library Holdings: See attached form
 - iv. Computer (time, hardware, software): none

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** _____ No X
* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If **“yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

2. Other Information: none
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

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

1. **College(s):** Science and Management
2. **College Council Motion Number(s):** CSAM Omnibus Motion 2016:10:03
3. **College Council Approval Date(s):** Thursday, October 13, 2016
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.05

Moved by: T. Whitcombe **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

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

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 701-1.5 Graduate Seminar in Engineering

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes _____ No X

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

Currently, the Geoffrey R. Weller Library has inadequate resources to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed program requires both one-time funding and additional permanent funding of \$224,550 CAD.

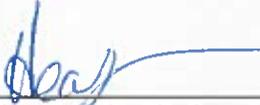
If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"

c) If no to a), what is the proposed funding source?

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"



University Librarian (or designate) signature

Oct 13/16

Date

Motion Number (assigned by
Steering Committee of Senate): S-201611.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 790-12 Master of Applied Science in Engineering Thesis be approved as follows:

A. Description of the Course

- 1. Proposed semester of first offering:** September 2017
- 2. Academic Program:** MASC Graduate Program Committee
- 3. Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 790-12
- 4. Course Title:** Master of Applied Science in Engineering Thesis
- 5. Goal(s) of Course:** Students are required to submit a thesis that must represent the result of the student's original research undertaken after admission to the program. The MASC thesis is prepared under the guidance of the primary supervisor and committee. Students are required to defend the thesis at an oral examination.

6. Calendar Course Description:

Students are required to submit a thesis that represents the result of the student's original research undertaken after admission to the program. The MASC thesis is prepared under the guidance of the primary supervisor and committee. Students are required to defend the thesis at an oral examination as this course is required for graduation in the Master of Applied Science in Engineering thesis option.

- 7. Credit Hours:** 12 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* No

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: _____

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes No

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture _____ Seminar _____
 Laboratory _____ Other (please specify) variable _____

9. Prerequisites (taken prior): none

10. Prerequisites with concurrency (taken prior or simultaneously): none

11. Co-requisites (must be taken simultaneously): none

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: PASS/FAIL

15. Course to be offered: each semester X
 each year _____
 alternating years _____

16. Proposed text / readings: none

B. Significance Within Academic Program

1. Anticipated enrolment 1

2. If there is a proposed enrolment limit, state the limit and explain: _____

3. Required for: Major: MAsc Minor: _____ Other: _____

4. Elective in: Major: _____ Minor: _____ Other: _____

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency: none

7. Toward what degrees will the course be accepted for credit? MAsc

8. What other courses are being proposed within the Program this year? ENGR 798-3 Special Topics; ENGR 700-3 Technical Writing; ENGR 701-1.5 Graduate Seminar in Engineering; ENGR 799-3 Independent Studies

9. What courses are being deleted from the Program this year? none

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:
2. Is a preclusion required? Yes _____ No X
3. If there is an overlap, and no preclusion is required, please explain why not:
4. Has this overlap been discussed with the Program concerned? Yes _____ No _____
5. In offering this course, will UNBC require facilities or staff at other institutions?
Yes _____ No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?
Yes _____ No X

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: none
 - ii. Space (classroom, laboratory, storage, etc.): none
 - iii: Library Holdings: See attached form
 - iv. Computer (time, hardware, software): none

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** _____ No X
* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If **“yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

2. Other Information: none
3. Attachment Pages (in addition to required “Library Holdings” Form): # pages

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

1. **College(s):** Science and Management
2. **College Council Motion Number(s):** CSAM Omnibus Motion 2016:10:03
3. **College Council Approval Date(s):** Thursday, October 13, 2016
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.06
Moved by: T. Whitcombe **Seconded by:** I. Hartley
Committee Decision: CARRIED, with editorial revisions as recommended by the SCCC.

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

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

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 790-12 Master of Applied Science Thesis

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes _____ No X

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

Currently, the Geoffrey R. Weller Library has inadequate resources to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed program requires both one-time funding and additional permanent funding of \$224,550 CAD.

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"

c) If no to a), what is the proposed funding source?

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"



University Librarian (or designate) signature

Oct 13/16

Date

Motion Number (assigned by
Steering Committee of Senate): S-201611.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 792-6 Master of Applied Science in Engineering Project be approved as follows:

A. Description of the Course

- 1. Proposed semester of first offering:** September 2017
- 2. Academic Program:** MASc Graduate Program Committee
- 3. Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 792-6
- 4. Course Title:** Master of Applied Science in Engineering Project
- 5. Goal(s) of Course:** Students are required to submit a project that must represent the result of the student's original research undertaken after admission to the program. The MASc project is prepared under the guidance of the primary supervisor and committee. Students are required to pass an evaluation of the project with the examining committee

6. Calendar Course Description:

Students are required to submit a project that represents the result of their original research undertaken after admission to the program. The MASc project is prepared under the guidance of the primary supervisor and committee. Students are required to pass an evaluation of the project with the examining committee as this course is required for graduation in the Master of Applied Science in Engineering project option.

- 7. Credit Hours:** 6 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* No

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: _____

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes No

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture _____ Seminar _____
 Laboratory _____ Other (please specify) variable

9. Prerequisites (taken prior): none

10. Prerequisites with concurrency (taken prior or simultaneously): none

11. Co-requisites (must be taken simultaneously): none

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: PASS/FAIL

15. Course to be offered: each semester X
 each year _____
 alternating years _____

16. Proposed text / readings: none

B. Significance Within Academic Program

1. Anticipated enrolment 5

2. If there is a proposed enrolment limit, state the limit and explain: _____

3. Required for: Major: MAsc Minor: _____ Other: _____

4. Elective in: Major: _____ Minor: _____ Other: _____

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency: none

7. Toward what degrees will the course be accepted for credit? MAsc

8. What other courses are being proposed within the Program this year? ENGR 798-3 Special Topics; ENGR 700-3 Technical Writing; ENGR 701-1.5 Graduate Seminar in Engineering; ENGR 799-3 Independent Studies; ENGR 790-12 Master of Applied Science Thesis

9. What courses are being deleted from the Program this year? none

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:
2. Is a preclusion required? Yes _____ No X
3. If there is an overlap, and no preclusion is required, please explain why not:
4. Has this overlap been discussed with the Program concerned? Yes _____ No _____
5. In offering this course, will UNBC require facilities or staff at other institutions?
Yes _____ No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?
Yes _____ No X

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: none
 - ii. Space (classroom, laboratory, storage, etc.): none
 - iii: Library Holdings: See attached form
 - iv. Computer (time, hardware, software): none

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** _____ No X
* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If **“yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

2. Other Information: none
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

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

1. **College(s):** Science and Management
2. **College Council Motion Number(s):** CSAM Omnibus Motion 2016:10:03
3. **College Council Approval Date(s):** Thursday, October 13, 2016
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.07

Moved by: T. Whitcombe

Seconded by: I. Hartley

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

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

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

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 792-6 Master of Applied Science Project

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes _____ No X

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

Currently, the Geoffrey R. Weller Library has inadequate resources to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed program requires both one-time funding and additional permanent funding of \$224,550 CAD.

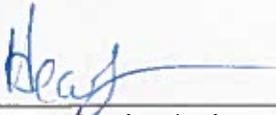
If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"

c) If no to a), what is the proposed funding source?

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"



University Librarian (or designate) signature

Oct 13/16

Date

Motion Number (assigned by
Steering Committee of Senate): S-201611.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 798-(1-6) Special Topics be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2017
2. **Academic Program:** MAsC Graduate Program Committee
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 798-(1-6)
4. **Course Title:** Special Topics
5. **Goal(s) of Course:**
6. **Calendar Course Description:**

This course is intended to fulfill requirements for specialized instruction in any of the disciplines in Engineering. Topics are chosen depending upon student interest and instructor availability, and topic headings vary from year to year and from section to section.

7. **Credit Hours:** variable credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* X No _____

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: 6

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes X No _____

Variable credit is denoted by the following examples:

- i) "**3-6**": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "**3,6**": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture _____
Laboratory _____

Seminar _____
Other (please specify) variable

9. Prerequisites (taken prior): none
10. Prerequisites with concurrency (taken prior or simultaneously): none
11. Co-requisites (must be taken simultaneously): none
12. Preclusions: none
13. Course Equivalencies: none
14. Grade Mode: NORMAL (i.e., alpha grade)
15. Course to be offered: each semester X
each year _____
alternating years _____
16. Proposed text / readings: As required by the Instructor

B. Significance Within Academic Program

1. Anticipated enrolment 10
2. If there is a proposed enrolment limit, state the limit and explain: _____
3. Required for: Major: _____ Minor: _____ Other: _____
4. Elective in: Major: MAsc Minor: _____ Other: _____
5. Course required by another major/minor: none
6. Course required or recommended by an accrediting agency: none
7. Toward what degrees will the course be accepted for credit? MAsc
8. What other courses are being proposed within the Program this year? ENGR 799-3 Independent Studies; ENGR 700-3 Technical Writing; ENGR 701 Graduate Seminar in Engineering; ENGR 790-12 Master of Applied Science Thesis; ENGR 792-6 Master of Applied Science Project
9. What courses are being deleted from the Program this year? none

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: none
2. Is a preclusion required? Yes _____ No X
3. If there is an overlap, and no preclusion is required, please explain why not:

4. Has this overlap been discussed with the Program concerned? Yes _____ No _____

5. In offering this course, will UNBC require facilities or staff at other institutions?

Yes _____ No X _____

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?

Yes _____ No X _____

If "yes," please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

i. College Staffing: none

ii. Space (classroom, laboratory, storage, etc.): none

iii. Library Holdings: See attached form

iv. Computer (time, hardware, software): none

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** _____ No X _____

* Whether a new course has First Nations content is to be determined by the relevant College Council(s).

**If "yes," refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. Other Information: none

3. Attachment Pages (in addition to required "Library Holdings" Form): 0 pages

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

1. College(s): Science and Management

2. College Council Motion Number(s): CSAM Omnibus Motion 2016:10:03

3. College Council Approval Date(s): Thursday, October 13, 2016

4. Senate Committee on First Nations and Aboriginal Peoples Motion Number:

5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.08

Moved by: T. Whitcombe **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

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

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 798-(1-6) Special Topics

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes _____ No X

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

Currently, the Geoffrey R. Weller Library has inadequate resources to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed program requires both one-time funding and additional permanent funding of \$224,550 CAD.

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"

c) If no to a), what is the proposed funding source?

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"



University Librarian (or designate) signature

Oct 13/16

Date

Motion Number (assigned by
Steering Committee of Senate): S-201611.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course ENGR 799-(1-6) Independent Studies be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2017
2. **Academic Program:** MASC Graduate Program Committee
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** ENGR 799-(1-6)
4. **Course Title:** Independent Studies
5. **Goal(s) of Course:** This course provides a concentration on a particular topic or topics agreed upon by the students and a member of the faculty in the MASC Graduate Program. This course may be repeated to a maximum of 6 credit hours, provided that all topics are distinct.
6. **Calendar Course Description:**

This course provides a concentration on a particular topic or topics agreed upon by the student and a member of the faculty in the MASC Graduate Program. This course may be repeated to a maximum of 6 credit hours, provided that all topics are distinct.

Prerequisites: Permission of the Instructor and Chair, MASC Graduate Program

7. **Credit Hours:** variable credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) Can the course be repeated for credit if the subject matter differs substantially?

Yes* No

* If "yes," please indicate the maximum number** of credit hours which may be applied to a student's degree using this course: 6

** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:
"This course may be repeated to a maximum of 6 credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes No

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture _____ Seminar _____
 Laboratory _____ Other (please specify) variable

9. Prerequisites (taken prior): none

10. Prerequisites with concurrency (taken prior or simultaneously): none

11. Co-requisites (must be taken simultaneously): none

12. Preclusions: none

13. Course Equivalencies: none

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester X
 each year _____
 alternating years _____

16. Proposed text / readings: As required by the Instructor

B. Significance Within Academic Program

1. Anticipated enrolment 1

2. If there is a proposed enrolment limit, state the limit and explain: _____

3. Required for: Major: _____ Minor: _____ Other: _____

4. Elective in: Major: MASC Minor: _____ Other: _____

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency: none

7. Toward what degrees will the course be accepted for credit? MASC

8. What other courses are being proposed within the Program this year? ENGR 798-3 Special Topics; ENGR 700-3 Technical Writing; ENGR 701-1.5 Graduate Seminar in Engineering; ENGR 790-12 Master of Applied Science Thesis; ENGR 792-6 Master of Applied Science Project

9. What courses are being deleted from the Program this year? none

C. Relation to Other Program Areas

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance: none
2. Is a preclusion required? Yes _____ No X
3. If there is an overlap, and no preclusion is required, please explain why not:
4. Has this overlap been discussed with the Program concerned? Yes _____ No _____
5. In offering this course, will UNBC require facilities or staff at other institutions?
Yes _____ No X

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?
Yes _____ No X

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
 - i. College Staffing: none
 - ii. Space (classroom, laboratory, storage, etc.): none
 - iii: Library Holdings: See attached form
 - iv. Computer (time, hardware, software): none

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** _____ No X
* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

If **“yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

2. Other Information:
3. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

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

1. **College(s):** Science and Management
2. **College Council Motion Number(s):** CSAM Omnibus Motion 2016:10:03
3. **College Council Approval Date(s):** Thursday, October 13, 2016
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.09
Moved by: T. Whitcombe **Seconded by:** I. Hartley
Committee Decision: CARRIED, with editorial revisions as recommended by the SCCC.

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

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

Library Holdings Form
(to be submitted with SCAAF New Course Approval Motion Form)

PROPOSED NEW COURSE: ENGR 799-(1-6) Independent Studies

Library Holdings (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes _____ No X

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

Currently, the Geoffrey R. Weller Library has inadequate resources to fully support the proposed Master of Applied Science in Engineering program. Improvements to the collection to support the proposed program requires both one-time funding and additional permanent funding of \$224,550 CAD.

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"

c) If no to a), what is the proposed funding source?

If the library support for the B.A. Sc. in Civil and Environmental Engineering programs are approved, then the Library will be able to support the Master of Applied Science in Engineering as well.

See attached document "Library Program Approval_MASc_Engineering"



University Librarian (or designate) signature

Oct 13/16

Date

Motion Number (assigned by
Steering Committee of Senate): S-201611.16

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 612-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 612-3 Project Design I This lab-based course focuses on applied structural design and hands-on experience. Students build their own designs and compete in various tasks such as building a chair, a bridge or other structures.

Prerequisites: IENG 611-3

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

IENG 612-3 Project Design I

This lab-based course focuses on applied structural design and hands-on experience. Students build their own designs and compete in various tasks such as building a chair, a bridge or other structures.

~~Prerequisites~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.10

Moved by: E. Jensen

Seconded by: I. Hartley

Committee Decision: CARRIED as amended.

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.17

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 613-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 613-3 Wood Design I

This lecture-based course focuses primarily on structural design with timber and other wood-based products. Other focuses include the behavior and design of various types of wood-to-wood connections and wood to other material such as steel or concrete. Students design various structural elements such as diaphragms, trusses, rigid frames, arches, and prismatic plates of hyperbolic paraboloids for buildings, bridges and other tall wood structures. Conventional lumber or state-of-the-art engineered wood products are discussed.

Prerequisites: IENG 611-3

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

IENG 613-3 Wood Design I

This lecture-based course focuses primarily on structural design with timber and other wood-based products.

~~Other focuses~~ Topics include the ~~behavior~~ behaviour and design of various types of wood-to-wood connections and wood-to-other material such as steel or concrete. Students design various structural elements such as diaphragms, trusses, rigid frames, arches, and prismatic plates of hyperbolic paraboloids for buildings, bridges and other tall wood structures. Conventional lumber or state-of-the-art engineered wood products are discussed.

~~Prerequisites~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.11

Moved by: E. Jensen

Seconded by: I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201611.18

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 614-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 614-3 Building Science I

This lecture-based course focuses on the fundamentals of building science, such as static and dynamic thermal performance including thermal bridges, hydrodynamic processes in buildings and airtightness and convection-based influences.

Prerequisites: IENG 611-3

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

IENG 614-3 Building Science I

This lecture-based course focuses on the fundamentals of building science, such as acoustic design and sound separation; absorbing and reducing transfer of sound in wooden or hybrid buildings; and other forms of vibration. ~~static and dynamic thermal performance including thermal bridges, hydrodynamic processes in buildings and airtightness and convection-based influences.~~

~~Prerequisites~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.12

Moved by: E. Jensen

Seconded by: I. Hartley

Committee Decision: CARRIED as amended.

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201611.19

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 615-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017
2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None

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

IENG 615-3 Wood Science

This lecture-based course introduces tree growth, macroscopic and microscopic anatomical features of wood, identification of softwoods and hardwoods, wood variability and quality, chemical make-up, physical properties including fire-resistance and structural properties, wood-water interactions, transport phenomena, and wood-drying methods.

Prerequisites: IENG 611-3

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

IENG 615-3 Wood Science

This lecture-based course introduces students to the study of tree growth, macroscopic and microscopic anatomical features of wood, identification of softwoods and hardwoods, wood variability and quality, chemical make-up, physical properties including fire-resistance and structural properties, wood-water interactions, transport phenomena, and wood drying methods.

~~Prerequisites:~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.13

Moved by: E. Jensen

Seconded by: I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201611.20

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 626-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017
2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

IENG 626-3 Sustainable Design I

This lecture-based course presents an array of tools used to assess and manage wood design activities that impact the environment. Tools considered may include: environmental indicators measurement; environmental risk assessment; life-cycle assessment; environmental management systems; and sustainable forest management certification. Further methods and parameters for healthy living, indoor air quality, thermal comfort, as well as analysis of social responsibility in various contexts, are discussed.
Prerequisites: IENG 611-3

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

IENG 626-3 Sustainable Design I

This lecture-based course presents an array of tools used to assess and manage wood design activities that impact the environment. Tools considered may include the following: environmental indicators measurement; environmental risk assessment; life-cycle assessment; environmental management systems; and sustainable forest management certification. Further methods and parameters for healthy living, indoor air quality, thermal comfort, as well as analysis of social responsibility in various contexts, are discussed.
~~Prerequisites~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.14

Moved by: E. Jensen **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.21

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 719-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 719-3 Special Topics

This course focuses on recent developments in the Canadian and/or international wood construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field trip(s) are required.

Prerequisites: IENG 611-3

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

IENG 719-3 Special Topics

This course focuses on recent developments in the Canadian and/or international wood construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field ~~trip(s)~~ trips are required.

~~Prerequisites~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.15

Moved by: E. Jensen **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.22

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 722-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017
2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None

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

IENG 722-3 Project Design 2

This lab-based course is a wood design studio, based on a realistic design task that applies design skills in structural design, building-science, and sustainable design. This course may be offered in the form of a team competition.

Prerequisites: IENG 612-3, IENG 723-3

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

IENG 722-3 Project Design 2

This lab-based course is a wood ~~design studio, based focussing~~ on a realistic design task that applies design skills in structural design, building-science, and sustainable design. This course may be offered in the form of a team competition.

~~Prerequisites:~~ Prerequisites: IENG 612-3, IENG 723-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.16

Moved by: E. Jensen

Seconded by: I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201611.23

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 723-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017
2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None

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

IENG 723-3 Wood Design 2

This lecture-based course focuses on detailed design for structural tasks for large and tall wood structures such as highrises and bridges. Structural connections of wooden components with various materials as well as hybrid systems are discussed in detail.

Prerequisites: IENG 611-3, IENG 612-3, IENG 613-3, IENG 614-3, IENG 615-3, and IENG 719-3

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

IENG 723-3 Wood Design 2

This lecture-based course focuses on detailed design for structural tasks for large and tall wood structures such as highrises and bridges. Structural connections of wooden components with various materials as well as hybrid systems are discussed in detail.

~~Prerequisites: IENG 611-3, IENG 612-3, IENG 613-3, IENG 614-3, IENG 615-3, and IENG 719-3,~~
or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.17

Moved by: E. Jensen

Seconded by: I. Hartley

Committee Decision: CARRIED as amended.

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.24

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 724-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 724-3 Building Science 2

This lecture-based course focuses on the following fundamentals: acoustic design and sound separation; absorbing and reducing transfer of sound in wooden or hybrid buildings; and other forms of vibration.

Prerequisites: IENG 614-3

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

IENG 724-3 Building Science 2

This lecture-based course focuses on the following fundamentals: static and dynamic thermal performance including thermal bridges; hydrodynamic processes in buildings and airtightness; and convection-based influences. ~~acoustic design and sound separation; absorbing and reducing transfer of sound in wooden or hybrid buildings; and other forms of vibration.~~

~~Prerequisites~~ Prerequisites: IENG 614-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.18

Moved by: E. Jensen **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.25

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 727-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017
2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None

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

IENG 727-3 Wood Processing

This course guides students through all stages of construction, starting with design and finishing with the completed building. Faculty select a sample project to guide students through the construction process. Students learn plant layout and state-of-the-art processes of the industry. The course finishes with a small design project, for which the student creates all required documentation from construction drawings, details, schedules of materials, and plant layout, to produce the structure to the highest standard and efficiency. Prerequisites: IENG 611-3, IENG 612,-3, IENG 613-3, IENG 614-3, IENG 615-3, IENG 719-3

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

IENG 727-3 Wood Processing

This course guides students through all stages of construction, starting with design and finishing with the completed building. Faculty select a sample project to guide students through the construction process. Students learn plant layout and state-of-the-art processes of the industry. The course finishes with a small design project, for which ~~the students~~ the student creates all required documentation from construction drawings, details, schedules of materials, and plant layout, to produce the structure to the highest standard and efficiency. ~~Prerequisites: IENG 611-3, IENG 612,-3, IENG 613-3, IENG 614-3, IENG 615-3, IENG 719-3,~~ Prerequisites: IENG 611-3, IENG 612,-3, IENG 613-3, IENG 614-3, IENG 615-3, IENG 719-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.19

Moved by: E. Jensen **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.26

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 729-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 729-3 Special Topics 2

This course focuses on recent developments in the Canadian and international wood and/or sustainable construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field trip(s) are required.

Prerequisites: IENG 611-3

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

IENG 729-3 Special Topics 2

This course focuses on recent developments in the Canadian and international wood and/or sustainable construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field ~~trip(s)~~ trips are required.

~~Prerequisites~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.20

Moved by: E. Jensen

Seconded by: I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.27

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 731-6, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017
2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None

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

IENG 731-6 Project Design 3

This course is the capstone project and can include various fields covered in the program. Students are encouraged to combine several topics to demonstrate integrated design skills.

Prerequisites: IENG 611-3, IENG 719-3, IENG 612-3, IENG 613-3, IENG 614-3, IENG 615-3

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

IENG 731-~~6~~8 Project Design 3

This course is the capstone project and can include various fields covered in the program. Students are encouraged to combine several topics to demonstrate integrated design skills.

~~Prerequisites:~~ Prerequisites: IENG 611-3, IENG 719-3, IENG 612-3, IENG 613-3, IENG 614-3, IENG 615-3
IENG 723-3 and IENG 724-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.21

Moved by: E. Jensen

Seconded by: I. Hartley

Committee Decision: CARRIED as amended.

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.28

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 734-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 734-3 Sustainable Design 2

This lecture-based course focuses on the highest priorities of sustainable design in both energy efficiency and moderate and cold climates. Design of energy-efficient buildings, interconnection of architectural volumes, form, envelope design and healthy living are evaluated. Energy efficiency standards are explored. The integration of building services such as HRV, HVAC and renewable energy generation and their influence on the design are introduced.

Prerequisites: IENG 626-3

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

IENG 734-3 Sustainable Design 2

This lecture-based course focuses on the highest priorities of sustainable design in both energy efficiency and moderate and cold climates. Design of energy-efficient buildings, interconnection of architectural volumes, form, envelope design and healthy living are evaluated. Energy efficiency standards are explored. The integration of building services such as HRV, HVAC and renewable energy generation and their influence on the design are introduced.

~~Prerequisites~~ Prerequisites: IENG 626-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.22

Moved by: E. Jensen

Seconded by: I. Hartley

Committee Decision: CARRIED as amended.

Approved by SCAAF: November 2, 2016
Date



Acting Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201611.29

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 738-3, on page 131 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017
2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

IENG 738-3 Analysis

The course covers the analysis of one or more of the following aspects of wood or hybrid structures: structural design; specific modern wood based, composite or hybrid materials; envelope design; building science; and sustainable design. It focuses on environmental impact and energy efficiency. The student presents the results of this analysis in the form of a case study.

Prerequisites: IENG 611-3, IENG 612-3, IENG 613-3, IENG 614-3, IENG 626-3, IENG 719-3, IENG 724-3, IENG 727-3, IENG 731-6

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

IENG 738-3 Analysis

The ~~In this course, students learn~~ course covers the analysis of one or more of the following aspects of wood or hybrid structures including the following: structural design; specific modern wood based, composite or hybrid materials; envelope design; building science; and sustainable design. ~~It~~ The analysis focuses on environmental impact and energy efficiency. ~~The student~~ Students presents the results of this analysis in the form of a case study.

~~Prerequisites~~ Prerequisites: IENG 611-3, ~~IENG 612-3, IENG 613-3, IENG 614-3, IENG 626-3, IENG 719-3, IENG 724-3, IENG 727-3, IENG 731-6,~~ or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.23

Moved by: E. Jensen

Seconded by:

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201611.30

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the course prerequisites for IENG 739-3, on page 131 in the print or PDF calendar accessible on the UNBC web page of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

2. **Rationale for the proposed revisions:** Based on the student and Faculty feedback from the first cohort of students in the MEng program, a number of minor revisions in the degree and course structure are proposed to improve and strengthen the degree

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

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

IENG 739-3 Special Topics 3

This course focuses on recent developments in the Canadian and international wood and/or sustainable construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field trip(s) are required.

Prerequisites: IENG 611-3

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

IENG 739-~~3~~32 Special Topics 3

This course focuses on recent developments in the Canadian and international wood and/or sustainable construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field ~~trip(s)~~trips are required.

~~Prerequisites~~Prerequisites: IENG 611-3, or by permission of the Program Chair

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: CSAM

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**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.24

Moved by: E. Jensen **Seconded by:** I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201611.31

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Integrated Wood Design program description for on pages 70 and 71 of the 2016/17 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2017

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

Based on the student and Faculty feedback, revisions to the program are required to provide a better learning experience. The main change is a reduction of the number of required courses to reduce the overall credit count for the degree from 51 credit hours to 46 credit hours. This change provides more time for other courses in this very intensive program. In addition, there are minor editorial changes.

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

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

Integrated Wood Design (MEng Program)

*Applicable Supervisors:

Guido Wimmers, Associate Professor and Chair

Thomas Tannert, Associate Professor and BC Leadership Chair in Tall Wood Building Constructor

Asif Iqbal, Assistant Professor

Maik Gehloff, Senior Lab Instructor

Website: www.unbc.ca/engineering/master-engineering-integrated-wood-design

Wood is the world's most common and sustainable building material. Known for its aesthetic beauty, durability, and ease of machinability, wood is becoming the leading building material in a new paradigm of sustainable and healthy building practices. Significant renewable wood resources in British Columbia and a wood culture in British Columbia provide a strong impetus for UNBC, the province, and industrial partners to develop a leading education program centred on sustainable healthy building practices using wood.

Built to meet the needs of the profession, the Master of Engineering, Integrated Wood Design develops students' skills in understanding wood as a versatile and sustainable building component that can be used in applications far beyond what could be achieved using concrete and steel. Students investigate wood at the micro and macro level and explore the science and art of designing and building wood structures. The one-year interdisciplinary Master's program is built on four main pillars:

1. **Wood Mechanics and Timber Structures** – Students gain a deep understanding of wood. Starting with an understanding of the supply chain, students come to appreciate the sustainable nature of wood, its unique structure, its living nature, and its strengths and weaknesses, all in the context of other commonly used building materials.
2. **Hands-on Experience** – As it is one of the most complex building materials, the only way to experience wood is to work with it. Students build small-scale structures to explore the versatility and complexity of wood structures. Community or industry internships may be included.
3. **Team Work** - At the core of successful design teams is the ability to communicate effectively and integrate different points of view. Students undertaking this program are immersed in the science and art of design team work. Multi-disciplinary teams work together throughout the program to build effective communication

skills by working with individuals with diverse backgrounds and a wide range of experts such as technical experts, professional engineers, architects, and community members.

4. Sustainability – Students study and come to appreciate a range of state-of-the-art sustainable designs and how they fit within the broader social and political context of sustainability

Admission Requirements

In addition to the admission application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants are required to hold a four-year (120 credit hours) baccalaureate degree from a recognized institution in Civil Engineering.

In addition to the English Language Requirements outlined in Section 1.1 of the calendar, for entry into the MEng degree program one of the tests listed below must have been taken within the last 24 months at the time of application. In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar. No test waiver is allowed for the admission to the Master of Engineering.

Score requirements must meet one of the following criteria:

IELTS (International English Language Testing System) score of at least 7.0 overall, with not less than 6.5 in any of the four modules.

TOEFL (Test of English as a Foreign Language) score of 100 in the internet-based test, with not less than 25 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score.

LPI (Language Proficiency Index) score of 6 (essay score of at least 36).

Exceptional Admission

Applicants who have a four-year (120 credit hours) baccalaureate degree (or equivalent) may be granted admission to the program if sufficient related engineering content can be demonstrated. The Pre-Entry program as outlined in Section 1.7.2 is not applicable for applicants to gain entry to the MEng Program.

Requirements

Semester 1

IENG 611-3 Introduction to Wood as a Building Material

IENG 612-3 Project Design 1

IENG 613-3 Wood Design 1

IENG 614-3 Building Science 1

IENG 615-3 Wood Science

IENG 719-3 Special Topics 1

Semester 2

IENG 626-3 Sustainable Design 1

IENG 722-3 Project Design 2

IENG 723-3 Wood Design 2

IENG 724-3 Building Science 2

IENG 727-3 Wood Processing

IENG 729-3 Special Topics 2

Semester 3

IENG 731-6 Design Project 3

IENG 734-3 Sustainable Design 2

IENG 738-3 Analysis

IENG 739-3 Special Topics 3

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

Integrated Wood Design (MEng Program)

*Applicable Supervisors:

Guido Wimmers, Associate Professor and Chair

Thomas Tannert, Associate Professor and BC Leadership Chair in Tall Wood ~~Building Constructor~~ and Hybrid Structures Engineering

Asif Iqbal, Assistant Professor

Maik Gehloff, Senior Lab Instructor

Website: www.unbc.ca/engineering/master-engineering-integrated-wood-design

Website: <http://www.unbc.ca/graduate-engineering>

Wood is the world’s most common and sustainable building material. Known for its aesthetic beauty, durability, and ease of machinability, wood is becoming the leading building material in a new paradigm of sustainable and healthy building practices. Significant renewable wood resources in British Columbia and an international wood culture in British Columbia provide a strong impetus for UNBC, the province, and industrial partners to develop a leading education program centred on sustainable healthy building practices using wood.

~~In order Built~~ to meet the needs of the profession, the Master of Engineering, Integrated Wood Design develops students’ skills in understanding wood as a versatile and sustainable building component that can be used in applications far beyond what could be achieved using concrete and steel. Students investigate wood at the micro and macro levels and explore the science and art of designing and building wood structures. The one-year interdisciplinary Master’s program is built on four main pillars:

1. Wood Mechanics and Timber Structures – Students gain a deep understanding of wood. Starting with an understanding of the supply chain, students come to appreciate the sustainable nature of wood, its unique structure, its living nature, and its strengths and weaknesses, ~~all in the context of~~ in relationship to other commonly used building materials.
2. Hands-on Experience – The only way to experience wood is to work with it, as it is one of the most complex building materials. ~~As it is one of the most complex building materials, the only way to experience wood is to work with it.~~ Students build small-scale structures to explore the versatility and complexity of wood structures. Community or industry internships may be included.
3. Team Work - At the core of successful design teams is the ability to communicate effectively and integrate different points of view. Students undertaking this program are immersed in the science and art of design team work. Multi-disciplinary teams work together throughout the program to build effective communication skills by working with individuals with diverse backgrounds and a wide range of experts such as technical experts, professional engineers, architects, and community members.
4. Sustainability – Students study and come to appreciate a range of state-of-the-art sustainable designs and how those designs ~~they~~ fit within the broader social and political context of sustainability.

Admission Requirements

In addition to the admission application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants are required to hold a four-year (120 credit-hours) baccalaureate degree from a recognized institution in Civil Engineering.

~~In addition to the English Language Requirements outlined in Section 1.1 of the calendar, for~~ For entry into the MEng degree program, students must fulfill the English Language Requirements outlined in Section 1.1 of the calendar, and they must have also passed one of the tests listed below ~~must have been taken~~ within the last 24 months at the ~~time~~ time of application. In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar. ~~No test waiver is allowed for the admission to the Master of Engineering.~~

Score requirements must meet one of the following criteria:

IELTS (International English Language Testing System) score of at least 7.0 overall, with not less than 6.5 in any of the four modules.

TOEFL (Test of English as a Foreign Language) score of 100 in the internet-based test, with not less than 25 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score.

LPI (Language Proficiency Index) score of 6 (essay score of at least 36).

Exceptional Admission

Applicants who have a four-year (120 credit-hours) baccalaureate degree (or equivalent) may be granted admission to the program if ~~sufficient~~ sufficient related engineering content can be demonstrated. The Pre-Entry program as outlined in Section 1.7.2 is not applicable for applicants to gain entry to the MEng Program.

Requirements

Semester 1

IENG 611-3 Introduction to Wood as a Building Material

~~IENG 612-3 Project Design 1~~

IENG 613-3 Wood Design 1

IENG 614-3 Building Science 1

IENG 615-3 Wood Science

IENG 719-3 Special Topics 1

Semester 2

IENG 626-3 Sustainable Design 1

IENG 722-3 Project Design 2

IENG 723-3 Wood Design 2

IENG 724-3 Building Science 2

IENG 727-3 Wood Processing

IENG 729-3 Special Topics 2

Semester 3

~~IENG 731-68~~ Design Project 3

IENG 734-3 Sustainable Design 2

~~IENG 738-3 Analysis~~

IENG 739-3~~2~~ Special Topics 3

6. Authorization:

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

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: 0

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201611.25

Moved by: E. Jensen

Seconded by: I. Hartley

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

Approved by SCAAF: November 2, 2016
Date


Acting Chair's Signature

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



Motion Number (assigned by SCS): SCSB20161026.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new terms and conditions for the UNBC Tuition Award for Excellence be approved.

Effective Date: 2017-2018 Academic Year

Rationale:

- To enhance the recruitment goals of the University in terms of attracting students from high schools located outside of northern British Columbia. For the first year it is expected that there will be approximately 30 awards offered.

Proposed By: Linda Fehr, Coordinator – Awards & Financial Aid

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: October 26, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20161026.03

Moved by: Payne

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: October 26, 2016
Date


Chair's Signature

For information of Senate.

UNBC Tuition Award for Excellence

Value: Full waiver of tuition fees:

- * 85% - 90% average - tuition waiver for one academic year
- * 91 – 100% average - tuition waiver for two academic years

Number: Variable. The Vice Provost of Student Recruitment or designate will determine which schools will nominate recipients in accordance with the University's recruitment goals.

Eligibility: These tuition remission scholarships are available each year to students who have completed Grade 11 in Canadian schools located outside of northern British Columbia and who have demonstrated academic excellence. The scholarship will take the form of a waiver of full tuition fees to a maximum of two academic years. The recipients must meet UNBC admission requirements and be Canadian citizens or Permanent Residents. The award is tenable upon registration as a full time student at UNBC, with minimum of 12 credit hours in both September and January Semesters.

Criteria: Academic Excellence. Leadership skills and community service will be considered.

Application Instructions: No application is required. High schools located outside of northern British Columbia will be invited to nominate the student or students at the end of Grade 11 (minimum 85% average).

Conditions: Two-year tuition scholarships are renewable for the second consecutive academic year subject to the recipients registering in 24 credit hours each academic year at UNBC and attaining at least an annual GPA of 3.00 ('B' average) in their first academic year.

*Averages will be calculated on the basis of the highest grade received in either English 11 or 12 or English First Peoples 11 or 12, and the highest grade received in any Math 11 or 12, and the next three highest academic 11 or 12 courses, and one elective.

Established 2016



SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Nordic Sport Leadership Awards be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To revise the Nordic Sport Leadership Awards commencing the 2017-2018 Academic Year with revisions to the Awards Guide Description/Intent and Conditions sections as follows:

Awards Guide Description/Intent: This award will recognize and reward athletic achievement and/or leadership in cross country skiing or biathlon and will be provided to a student who demonstrates continued pursuit of excellence in Nordic sport while pursuing academic studies at UNBC.

Eligibility: Available to a full time undergraduate Canadian student with proven academic proficiency. Recipient must have experience in training within Nordic sport at a National level. Alternatively, recipient will have relevant high level coaching experience in Nordic sport. The award is available for renewal based on the candidate's demonstration of excellence in Nordic sport through involvement at the Caledonia Nordic Ski Club and UNBC. Excellence will be acknowledged through the student's continuing athletic and academic achievements and/or giving back to the sport through leadership, volunteer coaching, and building varsity involvement in cross country skiing or biathlon.

Conditions: This award is renewable for up to three (3) years subject to the student maintaining the criteria academic standing and meeting the eligibility requirements for renewal of this award. The recipient will be required to submit a 1-2 page essay on/before May 31st each year that outlines: how he/she has demonstrated excellence in Nordic sport as outlined in the Eligibility section; and his/her long-term academic plans. This essay will be evaluated by the committee, along with academic standings to determine renewal of the award. This award will provide support to one student for up to four (4) academic years. If the recipient discontinues their studies at UNBC, does not maintain the academic standards as set out, or becomes ineligible based on the Committee's annual review, the award may be provided to another eligible applicant.

Note: Applicants must submit a short essay outlining how they can pursue excellence in Nordic sport while studying at UNBC. Applicants must include: their experience and accomplishments to date in Nordic sport; his/her long-term academic plans; and also describe their vision for how they will inspire others.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: October 26, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20161026.04

Moved by: Jensen

Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: October 26, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Nordic Sport Leadership Awards

Awards Guide Description/Intent: This award will recognize and reward athletic achievement and/or leadership in cross country skiing or biathlon and will be provided to a student who demonstrates continued pursuit of excellence in Nordic sport while pursuing academic studies at UNBC.

Donor: Friends of the Caledonia Nordic Ski Club

Value: \$5,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate Canadian student with proven academic proficiency. Recipient must have experience in training within Nordic sport at a National level. Alternatively, recipient will have relevant high level coaching experience in Nordic sport. The award is available for renewal based on the candidate's demonstration of excellence in Nordic sport through involvement at the Caledonia Nordic Ski Club and UNBC. Excellence will be acknowledged through the student's continuing athletic and academic achievements and/or giving back to the sport through leadership, volunteer coaching, and building varsity involvement in cross country skiing or biathlon.

Criteria: Academic Proficiency.

Conditions: This award is renewable for up to three (3) years subject to the student maintaining the criteria academic standing and meeting the eligibility requirements for renewal of this award. The recipient will be required to submit a 1-2 page essay on/before May 31st each year that outlines: how he/she has demonstrated excellence in Nordic sport as outlined in the Eligibility section; and his/her long-term academic plans. This essay will be evaluated by the committee, along with academic standings to determine renewal of the award. This award will provide support to one student for up to four (4) academic years. If the recipient discontinues their studies at UNBC, does not maintain the academic standards as set out, or becomes ineligible based on the Committee's annual review, the award may be provided to another eligible applicant.

Note: Applicants must submit a short essay outlining how they can pursue excellence in Nordic sport while studying at UNBC. Applicants must include: their experience and accomplishments to date in Nordic sport; his/her long-term academic plans; and also describe their vision for how they will inspire others.

Effective Date: Endowed 2014

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by a committee comprised of the UNBC Athletics Director, the Vice Provost of Student Engagement and an appointee of the Caledonia Nordic Ski Club.



Motion Number (assigned by SCS): SCSB20161026.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the TransCanada Corporation Indigenous Community Development Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To revise the TransCanada Corporation Indigenous Community Development Award commencing the 2016-2017 Academic Year with revisions to the Eligibility section as follows:

Eligibility: Available to a full or part time undergraduate or graduate student from any of the following First Nations communities along the Coastal GasLink Project corridor: West Moberly First Nations; Saulteau First Nations; McLeod Lake Indian Band; Ts'il Kaz Koh (Burns Lake Band); Haisla Nation; Lheidli-T'enneh First Nation; Moricetown Indian Band; Nadleh Whut'en; Nak'azdli Whut'en; Nee-Tahi-Buhn Band; Hagwilget Village; Saik'uz First Nation; Skin Tyee Nation; Stelat'en First Nation; Wet'suwet'en First Nation; Cheslatta Carrier Nation; Kitselas First Nation; Blueberry River First Nation; Halfway River First Nation Doig River First Nation; or Yekooche First Nation. Preference will be given to students enrolled in: Environmental Engineering; Environmental Planning; Natural Resources Management; First Nations Studies; Northern Studies; Public Administration and Community Development; Northern Medical Program; Nursing; or other health sciences program.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: October 26, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20161026.05

Moved by: Payne

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: October 26, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: TransCanada Corporation Indigenous Community Development Award

Awards Guide Description/Intent: This award was established to assist aboriginal students to realize their educational ambitions and thereby contribute to the capacity of their communities.

Donor: TransCanada Corporation

Value: \$3,000

Number: Max. 10

Award Type: Award

Eligibility: Available to a full or part time undergraduate or graduate student from any of the following First Nations communities along the Coastal GasLink Project corridor: West Moberly First Nations; Saulneau First Nations; McLeod Lake Indian Band; Ts'il Kaz Koh (Burns Lake Band); Haisla Nation; Lheidli-T'enneh First Nation; Moricetown Indian Band; Nadleh Whut'en; Nak'azdli Whut'en; Nee-Tahi-Buhn Band; Hagwilget Village; Saik'uz First Nation; Skin Tyee Nation; Stelat'en First Nation; Wet'suwet'en First Nation; Cheslatta Carrier Nation; Kitselas First Nation; Blueberry River First Nation; Halfway River First Nation Doig River First Nation; or Yekooche First Nation. Preference will be given to students enrolled in: Environmental Engineering; Environmental Planning; Natural Resources Management; First Nations Studies; Northern Studies; Public Administration and Community Development; Northern Medical Program; Nursing; or other health sciences program.

Criteria: Satisfactory academic standing and demonstrated financial need.

Effective Date: Established 2016

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



Motion Number (assigned by SCS): SCSB20161026.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised terms and conditions for the UNBC Scholars Award be approved.

Effective Date: 2017-2018 Academic Year

Rationale:

- To better align the UNBC Scholars Program with the recruitment goals of the University;
- To update “landed immigrant status” to “Permanent Residents”; and
- To change the annual credit hour requirements from 30 to 24 in order to reduce the number of course load appeals, and to provide students with more flexibility in terms of course schedules and completion of degree requirements.

Proposed By: Linda Fehr, Coordinator – Awards & Financial Aid

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: October 26, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20161026.06

Moved by: Reimer

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: October 26, 2016
Date


Chair's Signature

For information of Senate.

UNBC Scholars Award

Value: Full waiver of tuition fees up to 120 credit hours (or the number of credit hours required for a bachelor's degree).

Number: Variable. The number of awards allocated to each school will be determined annually by the Vice Provost of Student Recruitment or designate.

Eligibility: These tuition remission scholarships are available each year to students who have completed Grade 11 in northern British Columbia and Yukon high schools and who have attained the highest academic average in their high school. The scholarship will take the form of a waiver of full tuition fees to a maximum of 120 credit hours (or the number of credit hours required for a Bachelor's degree). The recipients must meet UNBC admission requirements and be Canadian citizens or ~~have landed immigrant status~~ Permanent Residents. The award is tenable upon registration ~~in a full course load at~~ as a full time student at UNBC, with minimum of 12 credit hours in ~~both~~ each of the September and January Semesters. ~~Students must complete a minimum of 30 credit hours each academic year (September-August) in order to retain this scholarship.~~

Criteria: Academic Excellence.

Application Instructions: No application is required. Each high school in northern British Columbia will nominate the student or students with the highest GPA at the end of Grade 11 (minimum 80%). In the event that two or more students have an equal GPA at the end of Grade 11 and the high school is unable to break the tie, a subcommittee of the Senate Committee on Scholarships and Bursaries may ask the candidate for additional information to enable UNBC to break the tie and determine the recipient.

Note: These scholarships are renewable annually subject to the recipients registering in ~~a full course load (30 credit hours)~~ 24 credit hours each academic year at UNBC and attaining at least an annual GPA of 3.00 ('B' average) in the academic year.

~~Established 1998~~ Revised 2016

UNBC Scholars Award
Historical Data - Past Five Years
Available nominations vs. awards taken up

Academic Year	Nominations Available	Nominations received	Awards Taken	Percent Yield*
2011/2012	68	43	33	48%
2012/2013	69	45	32	46%
2013/2014	68	43	36	53%
2014/2015	65	37	34	52%
2015/2016	65	40	33	51%

* available vs. taken

Average Yield: 50%