

**SENATE MEETING
PUBLIC SESSION
MINUTES**

January 25, 2017
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

Present: S. Beeler, M. Bouchard, A. Blanding, S. Brown, D. Casperson, B. Deo, G. Deo, D. Erasmus, E. Ezedebego, W. Fellers, A. Fordjour, L. Handfield, L. Haslett, K. Howitt (Recording Secretary), E. Jensen, K. Keen (Vice Chair), H. Lowe, J. MacDonald, S. McKenzie (Interim Secretary of Senate), B. Menounos, J. Moore, M. Murphy, G. Nixon, I. Olasanmi, B. Owen, A. Palmer, G. Payne, K. Reimer, M. Romanets, D. Ryan, P. Sanborn, B. Schorcht, E. Searle, T. Summerville, T. Whitcombe

Regrets: M. Dale, M. Peterson, M. Prevost, G. Schmidt, A. Stroet, N. Thompson, D. Weeks (Chair), C. Whalen

Absent: A. Aravind, S. Bach, A. Clay, D. Nyce, R. Robinson

The meeting commenced at 3:32 p.m. with the Vice Chair in the Chair.

1.0 S-201701.01

Approval of the Agenda

Deo

That the agenda for the January 25, 2017 Public Session of Senate be approved as presented.

Amendment

Casperson

That the following motion be added to the agenda immediately after motion S-201701.13:

Recommendation of Regional Faculty Member to Serve on the Search Committee for the Provost and Vice President Academic

That, on the recommendation of the Senate Committee on Nominations, Dr. Phil Burton, who has met all eligibility requirements to serve on the Search Committee for the Provost and Vice President Academic as a Regional Faculty Member, be appointed as proposed.

Effective date: Immediately upon approval by Senate

CARRIED as amended.

2.0 S-201701.02

Approval of Senate Minutes

Menounos

That the minutes of the December 14, 2016 Public Session of Senate be approved as presented.

CARRIED

3.0 Business Arising from Previous Minutes of Senate

3.1 Students as Partners: Considerations for UNBC Report

Dr. Ryan

Dr. Ryan noted that this item was on the agenda, at the request of Senate, to allow for further discussion of the recommendations in the Report.

Ms. Blanding reported that the Ad Hoc Committee on Students as Partners had met twice and are committed to meeting once a week for the foreseeable future. An initial report will be presented to Senate on February 22, 2017. Ms. Blanding suggested Senators familiarize themselves with the literature referenced in the *Students as Partners Report*.

Dr. Summerville noted that the Leadership and Governance course for students will start soon and a course syllabus has been developed.

There was a discussion of a motion that the Ad Hoc Committee on Students as Partners had submitted to the SCS to change the timing of student elections to Senate, so that new Senators would be elected earlier and there would be time for shadowing outgoing Senators.

The Motion is to be referred to the Senate Committee on Nominations for consideration of the current election rules in the Senate Handbook, logistics and timing. The motion may then come back to the SCS for the Senate agenda. The SCS did not put the motion on the agenda for the January meeting because of practical issues in implementing the change in election date.

Action Item: Ms. Howitt is to forward the motion from the Ad Hoc Committee on Students as Partners to the Senate Committee on Nominations for review.
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3.2 Notice of Motion

Dr. Casperson

Notice of Motion – December 14, 2016

Casperson

To remove “or designate” in multiple places under motion S-201612.09 at the January 25, 2017 Senate meeting.

Motion S-201612.09 was included in the meeting package for information.

S-201701.03

Changes Introduced by Senate motion S-2016.12.09 - Section 4.3, Academic Performance

Casperson

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In the paragraph Section 4.3, Academic Performance, “Vice-President, Research and Graduate Programs or designate” is replaced by “Vice-President, Research and Graduate Programs”.

Effective date: on approval by Senate

CARRIED

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

4.3 Academic Performance

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily, may be required to withdraw by the Vice President, Research and Graduate Programs ~~or designate~~ on the advice of the supervisor and supervisory committee

Motions S-201701.04 to S-201701.08 were dealt with as an omnibus motion.

S-201701.04

Changes Introduced by Senate motion S-2016.12.09 - Paragraph 4.3.1

Whitcombe

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.1, remove “or designate” from the change “Vice-President , Research and Graduate Programs or designate”.

Effective date: on approval by Senate

CARRIED

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

4.3.1 Students must attain a Semester GPA of at least 3.0 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a Semester GPA below 3.0 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee. Continuation in their Graduate Program is recommended by the supervisory committee subject to approval by the Vice President, Research and Graduate Programs ~~or designate~~.

S-201701.05

Changes Introduced by Senate motion S-2016.12.09 - Paragraph 4.3.2

Whitcombe

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.2, remove “or designate” from the change “Vice-President , Research and Graduate Programs or designate”.

Effective date: on approval by Senate

CARRIED

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

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

S-201701.06

Changes Introduced by Senate motion S-2016.12.09 - Paragraph 4.3.4

Whitcombe

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.4, remove both occurrences of “or designate” in the change “Vice-President, Research and Graduate Programs or designate”.

Effective date: on approval by Senate

CARRIED

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

4.3.4 *The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Vice President, Research and Graduate Programs or designate for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student's continuation in a formal continuance review meeting and submits recommendations to the Vice President, Research and Graduate Programs or designate for final decision.*

S-201701.07

Changes Introduced by Senate motion S-2016.12.09 - Section 4.4.1

Whitcombe

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In Section 4.4.1, remove both occurrences of "or designate" in the change "Vice-President , Research and Graduate Programs or designate".

Effective date: on approval by Senate

CARRIED

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

.4.1 Supervisor *Each Master's student shall have, at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Vice President, Research and Graduate Programs or designate.*

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the chair of the program, or if applicable the chair of the graduate committee for the continued supervision of the student or the nomination of another supervisor. All changes of this nature must be approved by the Vice President, Research and Graduate Programs or designate who can recommend further changes of the supervisor or supervisory committee.

S-201701.08

Changes Introduced by Senate motion S-2016.12.09 - Section 4.4.2

Whitcombe

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In Section 4.4.2, remove both occurrences of "or designate" in the change "Vice-President, Research and Graduate Programs or designate".

Effective date: on approval by Senate

CARRIED

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

4.4.2 Supervisory Committee *Each student shall have a supervisory committee nominated by the Program and approved by the Vice President, Research and Graduate Programs or designate. The chair of this committee shall be the supervisor.*

....

All such changes require the approval of the Vice President, Research and Graduate Programs or designate who may recommend further changes of the supervisor or supervisory committee

4.0 President's Report

The Provost delivered a report on behalf of the President, which included an update on international strategies: UNBC is considering an opportunity to partner with an external party to host an international high school on campus. This would provide an opportunity for international students to study in English, in Prince George, and provide a potential pathway for international students to study at UNBC. This would also provide practicum opportunities for UNBC education students here and internationally. There would be a pilot project for 3-4 years. The partner would run the high school. Space on campus would be leased out appropriately. It is also potentially an economic driver for the community as well. The partner will be visiting the campus again, to further discuss feasibility of the initiative.

5.0 Report of the Provost

Dr. Ryan

Dr. Ryan noted that the new Registrar, Mr. Bert Annear, will begin March 1, 2017.

The Provost and the President continue to meet with various academic Programs.

Dr. Ryan reported that the Academic Planning Action Planning Groups are meeting on a regular basis. Reports from these groups should be ready in time for the April Senate meeting, and they are looking at opportunities to report to the entire University community, including Town Halls which are planned for February and March.

There will be a Budget Town Hall in early February to present ideas for the next budget.

Shad Valley is an organization that hosts students at summer camps at various universities across the country. They are considering UNBC as a potential host location.

Dr. Owen added that Winter 2017 semester head counts and FTEs are up by approximately 3%. For the Fall 2017 semester, applications are up 18-19%, and admissions are up 16.5% compared to the same time last year. Registration opens April 1, 2017.

6.0 Report of the Registrar

Ms. McKenzie

The Report of the Registrar has been attached to the minutes as Appendix I.

7.0 Question Period

Dr. Keen

A question was raised with respect to speakers for the joint Board and Senate workshop and whether one of the speakers could be chosen by faculty.

The University Secretary noted that ideas were solicited and provided to the Chair and Vice Chair of Senate who met to discuss speakers.

The intent is that the Joint session will happen each year at the same time, and Senators can forward their ideas for speakers again in the fall.

A question was raised about the ratio of faculty members on search committees for senior administrators, The Senator noted that, at some of the other BC institutions, 40% of the search

committees are made up of faculty, and the Senator asked about the process for making changes to increase the faculty representation on the search committees.

The Vice Chair noted that the *University Act*, provides, at section 27 (2) (f)

with the approval of Senate, the Board establishes procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate.

It was suggested that Senate could discuss selection committees and their concerns at the February or March meeting under Other Business.

A Senator asked for more information about the proposal for the international high school initiative.

Dr. Ryan provided additional information: it would be a partnership. The partner runs many other schools like this outside of Canada. The intent is to have more international students enrolled at the University in the future who are well prepared to study in English.

A concern was expressed about English proficiency and a question was raised as to whether additional resources would be put into place to support students.

Dr. Ryan noted that these high school students would be taught for four years in English and primarily by Canadian teachers.

A Senator expressed a concern about space and asked how many students would attend this high school.

Dr. Ryan noted that during the pilot phase there could initially be 50-100 students, that space would be leased, and if the project is successful the partner would build their own facility at the Prince George campus.

A Senator asked who is responsible for recruitment of students in the USA. He asked if anything had been done to advertise more in the USA.

Dr. Owen replied that they are working with the Office of University Advancement. There is a meeting scheduled later in the week to address that question, and there has been an increase in the number of American students wanting to study at UNBC.

8.0 Removal of Motions from the Consent Agenda Dr. Keen

There were no motions on the consent agenda.

9.0 Committee Reports

9.1 Senate Committee on Academic Affairs *(no material)* Dr. Ryan

Dr. Ryan reported that SCAAF met on January 4, 2017, but the motions presented to the Committee were referred back to the program chairs for clarification and revision.

9.2 Senate Committee on Admissions and Degrees Dr. Owen

“For Approval” Items:

S-201701.09

**Change(s) to the Graduate Calendar For the PhD in Health Sciences Admission Criteria
Whitcombe**

That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to the Graduate calendar For the PhD in Health Sciences admission criteria on pg 67 of the pdf calendar be approved as proposed.

Effective date: Immediately

CARRIED

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

Admission Students are normally expected to hold a Master's degree from an accredited post-secondary institution. Normally, applicants must hold a cumulative GPA of ~~3.33 (B+)~~ 3.67 (A-) from the Baccalaureate and Master's degree, ~~to be calculated over the last 30 credits of graded academic work.~~ to be calculated over the last 30 gradable credits.

9.3 **Senate Committee on First Nations and Aboriginal Peoples** **Dr. Ryan**
No report

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

"For Approval" Item:

S-201701.10

Revisions to the Youth in Care Tuition Waiver

Summerville

That, on the recommendation of the Senate Committee on Scholarships and Bursaries, the revised Terms and Conditions for the Youth in Care Tuition Waiver be approved.

Effective Date: 2017-2018 Academic Year

CARRIED

"For Information" Items:

SCSB20161214.03 (approved)

Project Friendship Society Award in Memory of Bob & Barbara Harkins

That the new Terms and Conditions for the Project Friendship Society Award in Memory of Bob & Barbara Harkins be approved.

Effective Date: 2017-2018 Academic Year

SCSB20161214.04 (approved)

Revisions to the Houston Scholarship

That the revised Terms and Conditions for The Houston Scholarship be approved.

Effective Date: 2017-2018 Academic Year

9.5 **Senate Committee on Nominations** **Dr. Casperson**

"For Approval" Items:

S-201701.11

Recommendation of Senate Committee Member to Senate

Casperson

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

Effective date: Immediately upon approval by Senate

SENATE COMMITTEE POSITION TO BE FILLED

CANDIDATE

(except as otherwise noted, all terms begin immediately)

STEERING COMMITTEE OF SENATE

Faculty Senator (March 31, 2018)

Ms. Wendy Fellers

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

S-201701.12

Recommendation of CASHS Faculty Member to Serve on the Search Committee for the Provost and Vice President Academic to Senate

Casperson

That, on the recommendation of the Senate Committee on Nominations, that Senate appoint to the Search Committee for the Provost and Vice President Academic one of the following people (who have met all eligibility requirements):

- Dr. Robert Budde
- Dr. Shannon Freeman
- Dr. Andrew Kitchenham
- Dr. Paul Siakaluk

Effective date: Immediately upon approval by Senate

The biographies for the above CASHS Faculty candidates were uploaded to the Senate SharePoint site as a separate document available to Senators for information.

Dr. Casperson reviewed the election process.

Further nominations were sought from the floor, and there being none, an election was held by secret ballot for one CASHS Faculty Member to serve on the Search Committee for the Provost and Vice President Academic.

Dr. Robert Budde was elected by a majority to the position of the CASHS Faculty Member to serve on the Search Committee for the Provost and Vice President Academic.

S-201701.1301

Recommendation of CSAM Faculty Member to Serve on the Search Committee for the Provost and Vice President Academic to Senate

Casperson

That, on the recommendation of the Senate Committee on Nominations, Dr. Art Fredeen, who has met all eligibility requirements to serve on the Search Committee for the Provost and Vice President Academic as a CSAM Faculty Member, be appointed as proposed.

Effective date: Immediately upon approval by Senate

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

S-201701.1302

Recommendation of Regional Faculty Member to Serve on the Search Committee for the Provost and Vice President Academic to Senate

That, on the recommendation of the Senate Committee on Nominations, Dr. Phil Burton, who has met all eligibility requirements to serve on the Search Committee for the Provost and Vice President Academic as a Regional Faculty Member, be appointed as proposed.

Effective date: Immediately upon approval by Senate

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

The Chair declared a recess for 5 minutes at 5:02 p.m.

The meeting was called back to order at 5:10 p.m.

9.6 Senate Committee on the University Budget

Dr. Whitcombe

No report

S-201701.14**Changes to the Terms of Reference for the Senate Committee on Nominations**

Erasmus

That, on the recommendation of the Steering Committee of Senate, the terms of reference for the Senate Committee on Nominations be approved as proposed.

Effective Date: January 25, 2017

CARRIED

S-201701.15**Amendment to Policy – Selection Procedures for the Search Committee for the Provost and Vice President**

Erasmus

That the amendment of the Selection Procedures for the Search Committee for the Provost and Vice-President Academic, by the removal of Dean-Graduate Programs, from the Search Committee, and by the addition of Dean-Regional Programs be approved as proposed.

Effective date: Upon approval of Senate as per s. 27(2)(f) of the University Act

CARRIED

The Board of Governors should update the title “Vice President, Research” to “Vice President Research and Graduate Programs.” The motion should come forward to the next Senate meeting for approval.

10.0 Information

None

11.0 Approval of Motions on the Consent Agenda

Dr. Keen

There were no motions on the consent agenda.

12.0 Other Business**12.1 Additional Onboarding for Students Interested in Serving on Senate**

Ms. Sanford

Ms. Sanford noted that it was decided at the SCS that a light dinner (pizza) and refreshments would be offered at the next two Senate meetings to encourage students interested in serving on Senate to attend and observe.

Action item: In the student call for nominations, Ms. Howitt is to include an invitation for students to attend upcoming Senate meetings to learn more about Senate.

A Senator reported that student leaders will hold a Town Hall in February or March to talk about students involved in university governance at UNBC.

13.0 S-201701.17**Move to In Camera Session**

Whitcombe

That the meeting move In Camera.

CARRIED

14.0 S-201701.23**Adjournment**

Whitcombe

That the Senate meeting be adjourned.

CARRIED

The meeting ended at 5:21 p.m.

SENATE - REPORT OF THE (Interim) REGISTRAR

Senate Date: January 25, 2017

- **Joint Senate/Board of Governors Dinner and Workshop:** A reminder for Senators...

Thursday February 2nd

5:00 – 6:15 pm – Dr. Julia Eastman (University of Victoria) “Governing Universities in Perilous Times”

6:15 – 7:30 pm (Bentley Centre) Joint Board & Senate Dinner (closed event - guests will include Dr. Julia Eastman and representatives of the Ministry of Advanced Education)

Friday February 3rd

8:30 – 11:00 am (Senate Chambers)– Joint Board and Senate Workshop and discussion (CLOSED session) – guest presenters from the Ministry of Advanced Education – DQAB (Degree Quality Assessment Board)

Please RSVP to Shari Hoff by 12:00 noon January 26th

- **Senate Vacancy:** Andrew Robinson has resigned as Regional Senator - Aboriginal/First Nations Communities. Kellie Howitt, Governance Officer, will put a call out for nominations within the next week or so.
- **Staffing updates:** The Registrar Services Officer (Articulation) has now been filled. Tamara Sweet started this week, and will take some time to become fully trained. Dawn Stevens, our long-time Scheduling Coordinator, has taken a new opportunity in the Lower Mainland. Her last day was Friday, January 20. We are moving expeditiously to post for her replacement. Please continue to email scheduling@unbc.ca with any related questions and requests. We do have an employee assisting in this area that is familiar with scheduling. We are still on target to meet schedule release dates. Thank you for your support and patience.

Sincerely,



Shelley McKenzie