

SENATE MEETING PUBLIC SESSION AGENDA

March 22, 2017
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

1.0 S-201703.01

Approval of the Agenda †

Page 1 That the agenda for the March 22, 2017 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-201703.02

Approval of Senate Minutes

Page 5 That the minutes of the February 22, 2017 Public Session of Senate be approved as presented.

3.0 Business Arising from Previous Minutes of Senate

3.1 Changes to the Official Policies and Procedures for Senior Administrator Appointment Selection Committees

Regular

S-201703.03

Changes to the Official Policies and Procedures for Senior Administrator Appointment Selection Committees

Page 31

That Senate directs the University Secretary to bring to the Board of Governors for its consideration changes to the official Policies and Procedures for Senior Administrator Appointment Selection Committees consistent with the following compositions:

- a) Search Committee Membership for the President (11 members)
 - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the Faculty as a whole
 - Two students (one undergraduate and one graduate) elected by NUGSS and NCBGSS, respectively
 - One staff member elected by CUPE
 - Four members selected by the Board of Governors (two Board members, one of whom will Chair the committee, and two Senior Administrators)

- b) Search Committee Membership Senior Administrators who report to the President (e.g. Provost, VP-Research, VP-Advancement, VP-Finance) (11 members)
- President (Chair)
 - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the respective Colleges
 - Two students (one undergraduate and one graduate) elected by NUGSS and NBCGSS, respectively
 - One staff member elected by CUPE
 - Three Senior Administrators (or designates) selected by the President
- c) Search Committee Membership Senior Administrators who report to the Provost (e.g. Deans) (11 members)
- Provost (Chair)
 - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the respective Colleges
 - Two students (one undergraduate and one graduate) elected by NUGSS and NBCGSS
 - One staff member elected by CUPE
 - Three Senior Administrators chosen by the Provost in consultation with the President, one of whom holds a Decanal position or its equivalent.

Effective Date: April 2017

4.0	President's Report	
5.0	Report of the Provost	Dr. Ryan
6.0	Report of the Registrar	Ms. McKenzie
7.0	Question Period	Dr. Keen
8.0	Removal of Motions from the Consent Agenda	Dr. Keen
9.0	Presentation - 2017/2018 Proposed Budget	Dr. Ryan
10.0	Committee Reports	
10.1	Senate Committee on the University Budget	Dr. Whitcombe

Presentation - 2017 Annual Report from the Senate Committee on the University Budget

S-201703.04

2017 Annual Report from the Senate Committee on the University Budget

Page 33 That the 2017 Annual Report from the Senate Committee on the University Budget be received.

10.2	Senate Committee on Academic Affairs	Dr. Ryan
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"For Approval" Items:

Regular **S-201703.05**
New Course Approval - FSTY 403 – 3

Page 42 That, on the recommendation of the Senate Committee on Academic Affairs, the new course FSTY 403 – 3 (Timber Harvest Planning and Operations) be approved as proposed. Proposed semester of first offering: September 2017

Regular **S-201703.06**
Changes to Program Requirements - Minor in Natural Resources Planning and Operations

Page 48 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Minor in Natural Resources Planning and Operations on pages 163 and 164, of the 2016/2017 undergraduate calendar, be approved as proposed. Effective date: September 2017

“For Information” Item:

Instructional Method Language for Course Scheduling **Dr. Smith**

Page 51 A document outlining the revisions to instructional method language for course scheduling has been included for information.

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

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

10.5 Senate Committee on Honorary Degrees and Other Forms of Special Recognition **Dr. Ryan**

“For Approval” Item:

Regular **S-201703.07**

The UNBC Senate Student Leadership Award

Page 54 That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition, Senate approves the UNBC Senate Student Leadership Award proposal.
Effective Date: Upon the approval of Senate

10.6 Senate Committee on Regional Policy and Inter-Institutional Relations **Dr. Schorcht**

“For Approval” Item:

Regular **S-201703.08**

Memorandum of Understanding Between Langara College and the University Of Northern British Columbia

Page 59 That, on the recommendation of the Senate Committee on Regional Policy and Inter-Institutional Relations, the memorandum of understanding between Langara College and the University Of Northern British Columbia on guaranteed admissions pathways be approved as proposed.
Effective Date: Upon the approval of Senate

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

“For Information” Item:

SCSB20170222.03 (approved)

New Chartwells Award

Page 66 That the new Terms and Conditions for the Chartwells Award be approved as amended.
Effective Date: 2017-2018 Academic Year

SCSB20170222.04 (approved)

New Donaldson Heaney Bursary

Page 68 That the new Terms and Conditions for the Donaldson Heaney Bursary be approved.
Effective Date: 2017-2018 Academic Year

SCSB20170222.05 (approved)

New NMP Trust UNBC MScN FNP Program Rural Practice Graduate Award

Page 70 That the new Terms and Conditions for the Northern Medical Program Trust UNBC MScN Family Nurse Practitioner (FNP) Program Rural Practice Graduate Award be approved as amended.
Effective Date: 2016-2017 Academic Year

SCSB20170222.06 (approved)

New Rod and Wendy Lecher Athletics Award

Page 75 That the new Terms and Conditions for the Rod and Wendy Lecher Athletics Award be approved.
Effective Date: 2017-2018 Academic Year

SCSB20170222.08 (approved)

Revisions of the Industrial Forestry Service Ltd. Scholarship and Bursary

Page 77

That the revised Terms and Conditions for the Industrial Forestry Service Ltd. Scholarship and Bursary be approved.

Effective Date: 2017-2018 Academic Year

SCSB20170222.09 (approved)

Revisions of the Jim and Noreen Rustad and Family Award

Page 80

That the revised Terms and Conditions for the Jim and Noreen Rustad and Family Award be approved.

Effective Date: 2017-2018 Academic Year

SCSB20170222.10 (approved)

Revisions of the Prince George Retired Teachers' Association Bursary

Page 82

That the revised Terms and Conditions for the Prince George Retired Teachers' Association Bursary be approved.

Effective Date: 2017-2018 Academic Year

10.8 Senate Committee on Nominations *(no material)*

Dr. Casperson

10.9 Students as Partners (Ad Hoc Committee)

Ms. Blanding

"For Approval" Item:

Regular

S-201703.09

Environmental Scan of Students as Partners Work Being Done at UNBC

Page 84

That, on the recommendation of the Senate ad hoc committee on Students as Partners, Senate tasks the CTLT with conducting an environmental scan of students as partners work being done at UNBC in a manner similar to the CTLT exemplar's project (informal survey and self-identification) and present the work back to Senate for information during the October meeting of Senate.

Effective Date: Upon the approval of Senate

11.0 Information

11.1 Sexual Violence and Misconduct Draft Policy

Dr. Wilson

Page 85

The draft of the Sexual Violence and Misconduct Policy is included in the meeting package for information.

Page 92

The draft of the Sexual Violence and Misconduct – Response Procedures is included in the meeting package for information.

12.0 S-201703.10

Approval of Motions on the Consent Agenda

Dr. Keen

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

13.0 Other Business

13.1 The Health of Senate (discussion)

13.2 Election of the Vice Chair of Senate

14.0 S-201703.11

Move to In Camera Session

That the meeting move In Camera.

15.0 S-201703.15

Adjournment

That the Senate meeting be adjourned.

SENATE

PROPOSED MOTION

Motion: That Senate directs the University Secretary to bring to the Board of Governors for its consideration changes to the official Policies and Procedures for Senior Administrator Appointment Selection Committees consistent with the following compositions:

- a) Search Committee Membership for the President (11 members)
 - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the Faculty as a whole
 - Two students (one undergraduate and one graduate) elected by NUGSS and NCBGSS, respectively
 - One staff member elected by CUPE
 - Four members selected by the Board of Governors (two Board members, one of whom will Chair the committee, and two Senior Administrators)

- b) Search Committee Membership Senior Administrators who report to the President (e.g. Provost, VP-Research, VP-Advancement, VP-Finance) (11 members)
 - President (Chair)
 - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the respective Colleges
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 - Three Senior Administrators (or designates) selected by the President

- c) Search Committee Membership Senior Administrators who report to the Provost (e.g. Deans) (11 members)
 - Provost (Chair)
 - Four faculty members (two from each College) who do not hold senior administrative positions, elected by the respective Colleges
 - Two students (one undergraduate and one graduate) elected by NUGSS and NCBGSS
 - One staff member elected by CUPE
 - Three Senior Administrators chosen by the Provost in consultation with the President, one of whom holds a Decanal position or its equivalent.

Effective Date: April 2017

Rationale:

Under the University Act of British Columbia, UNBC is governed by a bi-cameral governance structure with both a Board of Governors and an academic Senate. Within this structure, Senior Administrators are critical to the successful operation of any university.

As described in the University Act (section 27 (f)) the Board of Governors has the following power:

(f) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;

Faculty, staff and students represent important stakeholders in UNBC's future. In order to ensure collegial governance and embody a bi-cameral governance structure, students, faculty and staff must be represented and fully participatory on appointment selection committees for Senior Administrators. In particular, faculty work closely with many of these administrators and may provide insights into the characteristics that make a good Senior Administrator. The proposed structure achieves two major objectives. The first is to trim the size of these committees to manageable proportions as large committee present challenges in achieving quorum and finding suitable meeting times. The second is to ensure that faculty, staff, students, and administration are represented in fair proportions.

Motion proposed by: Brian Menounos, Senator



Motion Number (assigned by SCS): S-201703.04

SENATE COMMITTEE ON THE UNIVERSITY BUDGET (SCUB)

PROPOSED MOTION

Motion: That the 2017 Annual Report from the Senate Committee on the University Budget be approved and forwarded to Senate for information.

Effective Date: March 22, 2017

Proposed by: Todd Whitcombe, Chair of the Senate Committee on the University Budget

Faculty / Academic Department: N/A

Implications for Other Programs / Faculties: None

Rationale: SCUB is providing its annual report to Senate in accordance with the committee's terms of reference.

Faculty Council /

Committee Motion: N/A

Date: N/A

Date: March 22, 2017

TO BE COMPLETED AFTER SCUB MEETING

Brief Summary of Committee Debate:

Motion No.: SCUB20170314

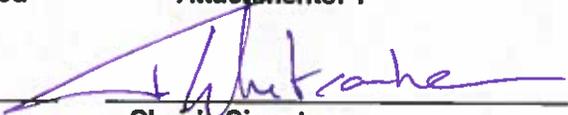
Moved by: M. Bouchard

Seconded by: J. Keryluik

Committee Decision: Carried as Amended

Attachments: 1

Approved by SCUB: March 14 2017
Date


Chair's Signature

For recommendation to _____, or information of Senate.

SCUB REPORT 2017/18: Recruitment and Retention

The Senate Committee on the University Budget (SCUB) is a standing committee of Senate constituted by legislation and empowered by the University Act to: *“meet with the president and assist in the preparation of the university budget.”* The membership of the present committee is noted at the end of this report. The committee began meeting to discuss the 2017/18 Budget right after the approval of the budget for 2016/17 as the committee has met consistently on a year round basis.

SCUB’s role is not to develop an alternative budget or to duplicate the work carried out by the budget office. SCUB also does not provide a critique of the spending patterns or allocations within each unit of the institution. It is important to realize SCUB is not involved in setting budgets nor does it act in the capacity of an “audit committee”.

Rather, SCUB’s role is to provide commentary and advice with regard to the development of the draft budget both prior to and during the final consolidation of the various budget councils and reporting units. It provides advice directly to the President, either through direct contact or through meetings with the President’s Executive Committee. SCUB is also charged with providing a report on the budget to Senate for discussion and information. Perhaps SCUB’s most important role is to act as a conduit for information flow about the budget and budgeting process between the President and Senate (and beyond).

It should be noted that the committee is deeply grateful for all the hard work provided by Ms. Kellie Howitt and Mr. Adam Cullum during the course of SCUB’s deliberations.

Process:

This year’s report is a little different than reports for the previous three years. Mr. Robert Knight assumed the role of Vice-President Finance and Business Operations in April 2016 and was new to the institution. Normally, SCUB would have had fewer meetings during the summer but instead met on a monthly or more frequent basis for discussions with the new Vice-President. This coincided with the Strategic Planning framework developed by the Academic Planning Groups and the Integrated Planning exercise. The new Strategic Planning framework includes specific consultations in the planning process with SCUB and extensive engagement on the budget with the larger UNBC community through town hall meetings.

It was SCUB’s original intention to engage in a series of community consultations, similar to those which have served us well in the past. However, given the restructuring of the budget process’s timeline and the shift in the philosophical point of view (moving towards letting the academic demands drive the budget – a recommendation made by SCUB in a previous report), PEC requested SCUB to reconsider this approach as it has led to some confusion in the past about the role SCUB plays in the budget process. That said, the committee has been actively engaged in discussions with the President and the Vice-Presidents about the budget and its work has been included in the Integrated Planning process.

Further, the recommendations from the five Academic Planning Groups are still in progress. Their recommendations will not inform this budget cycle. Any discussion of the budgetary implications of the results of the Academic Planning Groups with SCUB will need to be considered through ongoing meetings during the summer and fall, leading to the next report.

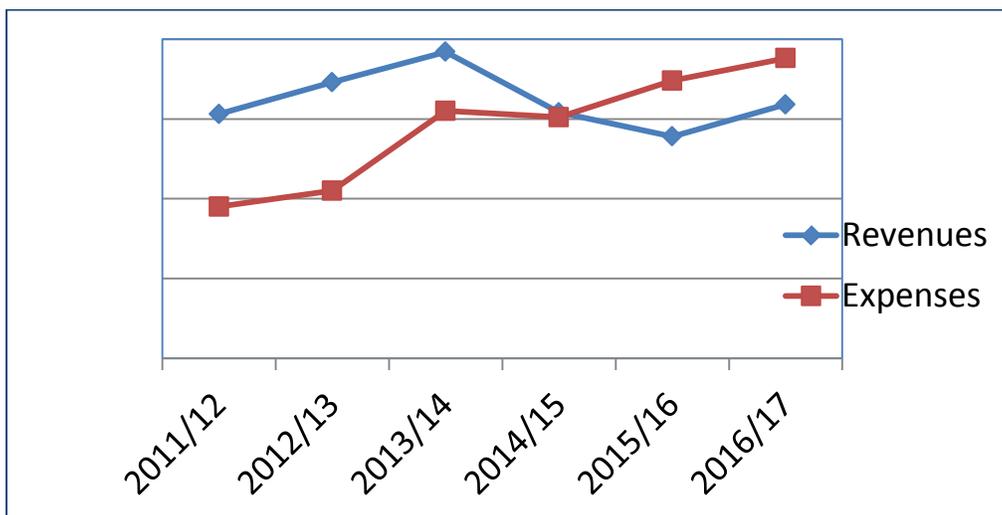
The committee has been presented, as always, with financial information as it becomes available and any additional information we have requested. All of the financial details are maintained on the SharePoint site for SCUB. We owe a thank you to Ms. Colleen Smith for all of her efforts in support of SCUB.

Budget Context:

Over the past two years, UNBC has significantly refocused several aspects of its budgeting process. In particular, it has moved from predominantly considering just its “Operating Budget” to a consideration of its “Consolidated Budget” which includes not only General Operating but Research, Special Purpose, Capital, and Ancillary funding. This has resulted in a more complex budget structure and brought into play many more funds, some of which are externally restricted and cannot be accessed for operational expenditures. There are also a number of internally restricted funds, some of which have been set up with intergenerational equity issues in mind or designated for special purposes. It is our understanding that an analysis and risk assessment of the current amounts is in progress. However, from a budgeting perspective, perhaps the most significant change brought about through a consolidated overview of the University’s finances is to effectively merge the University’s funding into a single “bottom line”.

As a consequence, the consolidated financial statements for the University in 2015/16 ended up with a \$3.469 million shortfall, before endowment contributions, on an overall consolidated budget of slightly more than \$100 million. This was after a \$336,000 surplus the previous year (Detailed Schedule of Operations, Oct. 27/16). As revenues have remained relatively static or declined over the past few years and expenses have increased, a deficit was inevitable. The University has not funded a number of areas (i.e. scholarships, capital equipment replacement, salary savings), relying on accumulated funds, to stave off running a deficit and balance the budget. However, these funds are no longer sufficient to manage the issue.

In January, at the joint meeting of the Senate with the Board of Governors, Mr. Raman Dale, Director, Post-Secondary Finance, Ministry of Advanced Education presented the University with a stark picture of our consolidated budget. Based on the data that UNBC provide, Mr. Dale presented a PowerPoint showing that our revenue and expense lines had crossed and the University was in deficit:



Indeed, the projection for fiscal 2016/17 is for a continuation of our deficit for the Consolidated Budget prior to accounting for endowment contributions. Mr. Dale went on to comment on our financial position drawing from the results of a consultant's report commissioned by the Ministry:

"Financial accountability and reporting at UNBC was not historically given a high priority and that has continued during the last two years."

Other notable recommendations include:

- establish a policy framework that supports and defines/delegates financial accountability
- strengthen reporting processes to include senior management
- upgrade financial reporting tools to support the new accountability framework
- invest in additional staff and training to build financial management capacity

It is important to recognize the Ministry's role in our budget and the dictates under which we operate. We annually receive a "Mandate letter", and in 2016, the letter stipulated we "meet or exceed the financial targets identified in the Ministry's three-year Service Plan as tabled under Budget 2016, including maintaining balanced or surplus financial results." Further, we are legislated as an institution to have an annual balanced or surplus financial position, excluding new endowment contributions. A deficit does not mean we are insolvent but it is clear that for UNBC to thrive, we must address the shortfall in our Consolidated Budget as continued deficits will hamper our ability to plan our future.

From the financial picture presented by the President in Budget 2017/18 it would appear the only way to truly "right the ship" and set us off in a new direction is to grow the overall enrolment at the institution. The decisions to proceed with static operating budgets for the past three years and to lead with an academic first strategy have not yet had an impact – either negative or positive – on the University's present financial position. Ultimately it is enrolments which need to drive growth.

Unfortunately, our enrolment growth is hampered by external demographic factors and government decisions. While the population of B.C. increased by 1.2% in between 2015 and 2016, the population of cities, towns, and villages throughout the north decreased with Terrace leading the way at -4.53% but Kitimat (-3.46%) and Quesnel (-3.19%) not far behind (Population Estimates, BCStats). Much of the loss in northern population can be attributed to changes in the local industrial base. On top of overall population declines, the aging population and declining birthrates have led to lower enrolments in schools throughout the region. As was discussed in the 2014/15 SCUB Report, we are facing a declining pool of graduating students for at least the next 8 years. (The good news is enrolments in K-3 are up throughout School District #57.)

At the same time, both the facilitation of transfer between institutions and the creation of a number of "Teaching Universities" throughout the province have resulted in students having more option from which to draw. The three largest Universities remain well ahead of their mandated Ministry targets for enrolments but most of the rural Universities are below expectations. The picture is even worse for the northern colleges.

The net result is that our present financial predicament can only truly be answered by a growth in enrolment numbers at a time when we are fighting demographic and structural trends which restrain any growth. A number of scenarios were reviewed with varying degrees of risks and a variety of assumptions, particularly around recruitment and retention. **SCUB endorses the scenario labelled as the**

preferred option for the Proposed 2017/18 UNBC Budget. This option balances the need for increases in revenue with increasing expenses through a targeted enrolment growth initiative, primarily focused on the recruitment of additional FTEs. Further, in the 2016/17 academic year, the University did realize increased growth in student numbers and enrolment modeling strongly suggests the University will meet the projected enrolment growth of 5% above last year’s enrolment required by Budget 2017/18.

The Caveat:

But there is more work to do, particularly with regard to the retention of students as it is not enough to “get them in the door”. We need to focus a concerted effort on retaining students once they have enrolled at the University. It is in this context that SCUB undertook to revisit some of the data presented in previous reports. It is our intention to help provide an overview to our enrolment picture.

In the 2014/15 SCUB Report, we provided an analysis of student enrolments from 2000 to 2013 based upon course data provided by the office of institutional research. The picture that emerged for this longitudinal analysis indicated a steep decline in enrolments between 100-level and 200-level courses (32.42%) followed by a rebound at the 300-level and then a further decline (38.96%) at the 400-level:

Table 1. Historic enrolment records for 2000 to 2013

Level	Total [cumulative course] Enrolment	Yearly Average [course] Enrolment	Total [number of] Courses offered	Yearly Average [number of] Courses	Section Average Size
100	100,965	7766.5	1781	137	56.7
200	68,224	5248.0	2303	177	30.0
300	94,931	7302.4	3726	287	25.5
400	57,946	4457.4	4271	328	13.6

Source: SCUB Report 2014/15

This pattern is indicative of our enrolment structure and the way students manage their degree programs. It is robust in that a similar pattern was observed in the data from 2015/16:

Table 2. Enrolment record for 2015/16

Level	Enrolment in courses	Yearly Average Number of Courses	Section Average Size
100	6116	113	43.1
200	3938	167	22.9
300	5625	304	17.9
400	4197	383	9.4

Source: FastPortal Student Reporting

The decline in student numbers from 100-level to 200-level courses was 35.6% with a rebound at the 300-level and a decline of 25.4% at the 400-level. (Note: another way to look at this data is in terms of retention rates. For 1st year to 2nd year would appear to be 64.4% but see Table 4.)

This pattern emerges, in part, because a number of students transfer to the institution at the end of their second year of college and a few programs (i.e. Nursing, Social Work, Education) are completion

programs run in conjunction with the regional community colleges. Furthermore, the Environmental Engineering students transfer to UBC for their third and fourth year, so they do not take as many 300-level and 400-level courses.

A second major component of leading to this enrolment structure is the propensity of students in upper year courses to take 100-level and 200-level courses as credits towards fulfilling the total credit requirements of their degrees. From 2008 to 2012, the division between lower and upper level courses for new students (directly from high school to UNBC), based on their degrees at UNBC, was:

Degree	Total Headcount	Lower Division	Upper Division
Arts (CASHS)	284	70.7	46.2
Education	114	7.8	73.8
Health Sciences	28	81.6	44.9
Sciences (CASHS)	85	70.6	50.9
Nursing	264	16.8	62.3
Social Work	22	49.6	68.1
Applied Science	25	71.6	20
Arts (CSAM)	41	65.7	57.7
Commerce	270	61.3	58.3
Planning	25	65.6	56.6
Science (CSAM)	334	79.3	50.7

Source: UNBC Institutional Research, 2013

From the above table, it is clear that a significant number of the new students completing degrees in this time period utilized lower division credits to meet graduation requirements and this is even seen in the professional programs of Nursing and Education where the students transfer into their third year.

The third major component of the enrolment structure for the institution is the attrition rate between first and second year – between the 100-level and 200-level courses. Provincially, the attrition rates for transition between first and second year, as reported to BC HEADset (Office of Institutional Research) for 2015 Academic year, are:

Table 4. Institutional retention rates between first and second year

Institution	1 st year	2 nd year	Retention
Simon Fraser University	1912	1692	88%
The University of British Columbia (Vancouver)	5342	4961	93%
The University of British Columbia (Okanagan)	1298	1146	88%
The University of Northern British Columbia	304	231	76%
Thompson Rivers University	529	381	72%

Note: No data for UVic.

Overall, UNBC has a retention rate of only 76% or an attrition rate of 24%. Only TRU has a lower rate and if Nursing is removed from their calculated attrition, it has a retention rate which matches UNBC's. (Full data is provided in Appendix 1). Of the three factors outlined which lead to the enrolment profile UNBC maintains, retention is the one issue which is, in our opinion, critically important for the long-term health of the institution, period. There is little point in recruiting students only to lose them a year later.

An increase in retention to the 88% rate achieved by UBC-O (or a decrease in attrition to 12%) would result in 62 FTE in second year students alone. Presuming similar patterns of behaviour to our present student enrolment profile, addressing the retention issue and ensuring a successful transition for students from first to second year would increase overall institutional FTE by approximately 170 students (if not more) across all years as students would be more likely to continue in third and fourth year courses to graduation.

Conclusion:

Clearly, while “recruitment” is a critical target for the University, “retention” of students can have a significant impact upon the overall health of the institution. Recruiting students to first year only to lose them at the end of it is a bit like filling a bathtub without a plug in the drain hole. Our financial situation and future budgets are ultimately dependent upon increasing the student population to a healthy and sustainable level. In the past year, this has led to a commitment to meet the Ministry of Advanced Education’s target of 3443 FTE. The approach taken must be a two prong approach – getting more students in the door through recruiting and addressing issues of retention. The decreasing average class sizes for 200-, 300- and 400-level classes despite comparable numbers of courses is a further indication of the attrition within the institution. Addressing the retention issue may require a number of significant academic and administrative changes but we would respectfully suggest they are necessary if UNBC is to return to a balanced and healthy budget.

Respectfully submitted:

Todd Whitcombe, Faculty Member (Chair)	Michel Bouchard, Senator (CASHS)
Andrew Agbonigha, Graduate Student	Robert Knight, Committee Co-Secretary (non-voting)
Balbinder Deo, Faculty Senator (CSAM)	Wendy Fellers, Faculty Association Representative
John Orłowsky, CUPE Staff Representative	Jennifer Keryluik, Exempt Staff Representative
Colleen Smith, Committee Co-Secretary (non-voting)	

Adam Cullum, Recording Secretary

Appendix 1

HEADstart Data for Academic Year 2015. The “COHORT_COUNT” is the number of students registered in specific degree programs in first year. The “RETAINED_YEAR2” is the number of those students still at the same institution in the following year. The final column is the percent retention. The data is broken down to the level of degree program to simplify inter-institutional comparisons. For example, the Bachelor of Arts degree at SFU (88%), UBC-O (89%), UBC-V (92%), and TRU (73%) can be compared with the Bachelor of Arts degree at UNBC (71%).

INSTITUTION_NAME	CREDENTIAL	Sum of COHORT_COUNT	Sum of RETAINED_YEAR2	
Simon Fraser University				
	BACHELOR OF APPLIED SCIENCE	218	190	87%
	BACHELOR OF ARTS	789	695	88%
	BACHELOR OF BUSINESS ADMINISTRATION	228	212	93%
	BACHELOR OF ENVIRONMENT	9	8	89%
	BACHELOR OF FINE ARTS	59	54	92%
	BACHELOR OF GENERAL STUDIES	28	26	93%
	BACHELOR OF SCIENCE	581	507	87%
Simon Fraser University Total		1912	1692	88%
The University of British Columbia (Okanagan)				
	BACHELOR OF APPLIED SCIENCE	233	211	91%
	BACHELOR OF ARTS	299	267	89%
	BACHELOR OF FINE ARTS	12	11	92%
	BACHELOR OF HUMAN KINETICS	133	120	90%
	BACHELOR OF MANAGEMENT	143	122	85%
	BACHELOR OF SCIENCE	418	360	86%
	BACHELOR OF SCIENCE IN NURSING	60	55	92%
The University of British Columbia (Okanagan) Total		1298	1146	88%
The University of British Columbia (Vancouver)				
	B.A.SC VANTAGE ONE	37	30	81%
	B.D.SC.(DENTAL HYGIENE)	14	14	100%
	BA VANTAGE ONE	107	89	83%
	BACH OF SCI(WOOD PRODS PROC)	11	8	73%
	BACH OF SCIE(NATURL RES CONS)	43	39	91%
	BACHELOR OF APPLIED SCIENCE	727	675	93%
	BACHELOR OF ARTS	1767	1630	92%
	BACHELOR OF COMMERCE	577	538	93%
	BACHELOR OF INTL ECONOMICS	83	78	94%
	BACHELOR OF KINESIOLOGY	143	136	95%
	BACHELOR OF MEDIA STUDIES	36	31	86%
	BACHELOR OF MUSIC	48	45	94%
	BACHELOR OF SCIE (FNH)	118	108	92%
	BACHELOR OF SCIENCE	1403	1344	96%

	BACHELOR OF SCIENCE (APBI)	77	65	84%
	BACHELOR OF SCIENCE FORESTRY	38	33	87%
	BACHELOR OF SCIENCE(FOREST SC)	18	17	94%
	BMGT VANTAGE ONE	15	15	100%
	BSC VANTAGE ONE	80	66	83%
The University of British Columbia (Vancouver) Total		5342	4961	93%
The University of Northern British Columbia				
	BACHELOR OF APPLIED SCIENCE	24	21	88%
	BACHELOR OF ARTS	35	25	71%
	BACHELOR OF ARTS GENERAL	13	8	62%
	BACHELOR OF COMMERCE	31	24	77%
	BACHELOR OF HEALTH SCIENCES	47	40	85%
	BACHELOR OF PLANNING	2	1	50%
	BACHELOR OF SCIENCE	132	100	76%
	BACHELOR OF SCIENCE INTEGRATED	20	12	60%
The University of Northern British Columbia Total		304	231	76%
Thompson Rivers University				
	BACHELOR OF ARTS	150	110	73%
	BACHELOR OF BUSINESS ADMINISTRATION	121	87	72%
	BACHELOR OF COMPUTING SCIENCE	25	23	92%
	BACHELOR OF FINE ARTS	9	7	78%
	BACHELOR OF JOURNALISM	13	9	69%
	BACHELOR OF NATURAL RESOURCE SCIENCE	12	9	75%
	BACHELOR OF SCIENCE	164	127	77%
	BACHELOR OF SCIENCE IN NURSING	25	0	0%
	BACHELOR OF TOURISM MANAGEMENT	10	9	90%
Thompson Rivers University Total		529	381	72%

Motion Number (assigned by
Steering Committee of Senate): S-201703.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course FSTY 403 – 3 (Timber Harvest Planning and Operations) be approved as follows:

A. Description of the Course This course provides students with an understanding of operational practices in timber harvest planning and implementation. Topics are focused on supply chain flow: planning (operational and strategic), field operations and permitting, operations including logging, hauling and road building, and finally manufacturing and marketing. This course has mandatory field trips.

1. **Proposed semester of first offering:** September 2017

2. **Academic Program:** ESM

3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** FSTY 403-3

4. **Course Title:** Timber Harvest Planning and Operations

5. **Goal(s) of Course:**

6. **Calendar Course Description:** This course provides students with an understanding of operational practices in timber harvest planning and implementation. Topics focus on supply chain flow: planning (operational and strategic); field operations and permitting; operations including logging, hauling and road building; and finally manufacturing and marketing. This course has mandatory field trips.

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: na

** 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): 60 credit hours

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

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

12. Preclusions: FSTY 498 (Forest Planning and Operations)

13. Course Equivalencies:

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 This course has been delivered as a FSTY 498 for several years. The course provides forest operations content that is important for students who will be involved in harvest operations in their career, and is being proposed as a required course in the Natural Resource Planning and Operations minor, which is taken primarily by Forest Ecology and Management majors.

1. Anticipated enrolment 6-10

2. If there is a proposed enrolment limit, state the limit and explain: none

3. Required for: Major: _____ Minor: x (NRPO) Other: _____

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

5. Course required by another major/minor: none

6. **Course required or recommended by an accrediting agency:** Canadian Forestry Accreditation Board (recommended)
7. **Toward what degrees will the course be accepted for credit?** Forest Ecology and Management
8. **What other courses are being proposed within the Program this year?** none
9. **What courses are being deleted from the Program this year?** none

C. Relation to Other Program Areas not applicable

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 previously offered as FSTY 498
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?** Not applicable
5. **In offering this course, will UNBC require facilities or staff at other institutions?**
No

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?**
No

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

D. Resources required none, using existing

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**
- i. **College Staffing:** 1 SCH may be necessary for Faculty Member to coordinate course
 - ii. **Space (classroom, laboratory, storage, etc.):**
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):**

E. Additional Attached Materials none

F. Other Considerations

1. **First Nations Content*:** 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):** CSAM
2. **College Council Motion Number(s):**
3. **College Council Approval Date(s):**
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable
6. **Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)**

Program / Academic / Administrative Unit: Department of Mathematics and Statistics

College: College of Science and Management

College Council Motion Number: CSAM Omnibus Motion 2017:02:09:03

College Council Approval Date: Thursday, February 9, 2017

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 BY RECORDING SECRETARY AFTER SENATE
COMMITTEE ON ACADEMIC AFFAIRS MEETING**

Brief Summary of Committee Debate:

Motion No.: SCAAF201703.03

Moved by: E. Searle

Seconded by: E. Jensen

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

Approved by SCAAF: March 1, 2017

Date



Chair's Signature

For recommendation to ✓, or information of _____ Senate.

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

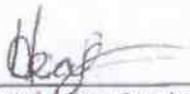
PROPOSED NEW COURSE: FSTY 403 (Forest Planning and Operations)

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

a) Are current library holdings adequate? Yes x No

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

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



University Librarian (or designate) signature

Dec 15/16

Date

Motion Number (assigned by
Steering Committee of Senate): S-201703.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Minor in Natural Resources Planning and Operations on pages 163 and 164, of the 2016/2017 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2017
2. **Rationale for the proposed revisions:** We have been offering a course in Timber Harvest Operations and Planning (FSTY 403-3, formerly FSTY 498-3) for several years as a trial and it has been very successful. Currently students who take the Natural Resources Planning and Operations Minor are allowed to count this course towards their minor requirements but this is done individually for each student. The content of the course is highly relevant for this minor, so we would like to make it a required course in the minor. At the same time we are removing ENVS 326 from the list of required courses, and moving it to the list of courses from which students select four, as we are making ENVS 326 required in the Forest Ecology and Management major, and it is mostly these students who take the Natural Resources Planning and Operations minor.
3. **Implications of the changes for other programs, etc., if applicable:**
4. **Reproduction of current Calendar entry for the item to be revised:**

Minor in Natural Resources Planning and Operations

The Natural Resources Planning and Operations minor is designed for students primarily interested in planning and operations (and their governing policies) related to the management of forested and non-forested lands. Students will learn about natural resource policy, forest-management planning and operations, environmental impacts of management practices, forest productivity and timber supply, and resource sustainability along with current computer-based management tools. It is strongly recommended that students taking this minor have a background in forest ecology and management. The minor in Natural Resources Planning and Operations requires the completion of 19 credit hours, of which 12 credit hours must be at the upper-division (i.e., 300 or 400) level. Courses used to fulfill major requirements may not be applied toward the minor in Forest Planning and Operations. It is the student's responsibility to ensure that they have the required prerequisites.

Required Courses

NREM 210-4 Integrated Resource Management
ENVS 326-3 Natural Resources, Environmental Issues, and Public Engagement

Four from the following courses (with no more than two courses in any single program [e.g., ENPL]):

BIOL 325-3 Ecological Analysis
BIOL 413-3 Wildlife Management

ECON 305-3 Environmental Economics
 ECON 411-3 Cost-Benefit Analysis
 ENPL 204-3 Principles and Practices of Planning
 ENPL 303-3 Spatial Planning with GIS
 ENPL 304-3 Mediation, Negotiation and Public Participation
 ENPL 305-3 Environmental Impact Assessment
 ENPL 410-3 Land Use Planning
 ENPL 411-3 Planning Theory, Process and Implementation
 ENSC 453-3 Environmental Resource Management / Decision Making
 FSTY 310-3 Forest Economics
 FSTY 405-3 Forest Growth and Yield
 FSTY 407-3 Forest Products
 FSTY 415-3 Forest Soils
 GEOG 413-3 Advanced GIS
 NREM 306-3 Society, Policy and Administration
 NREM 410-3 Watershed Management
 NREM 413-3 Agroforestry

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

Minor in Natural Resources Planning and Operations

The Natural Resources Planning and Operations minor is designed for students primarily interested in planning and operations (and their governing policies) related to the management of forested and non-forested lands. Students ~~will~~ learn about natural resource policy, forest-management planning and operations, environmental impacts of management practices, forest productivity and timber supply, and resource sustainability along with current computer-based management tools. It is strongly recommended that students taking this minor have a background in forest ecology and management. The minor in Natural Resources Planning and Operations requires the completion of 19 credit hours, of which 12 credit hours must be at the upper-division (i.e., 300 or 400) level. Courses used to fulfill major requirements may not be applied toward the minor in Forest Planning and Operations. It is the student’s responsibility to ensure that they have the required prerequisites.

Required Courses

NREM 210-4 Integrated Resource Management
~~ENVS 326-3 Natural Resources, Environmental Issues, and Public Engagement~~
FSTY 403-3 Timber Harvest Planning and Operations

Four ~~from~~ of the following courses (with no more than two courses ~~in~~ from any single program [e.g., ENPL]):

BIOL 325-3 Ecological ~~Analysis~~ Analyses
 BIOL 413-3 Wildlife Management
 ECON 305-3 Environmental Economics and Environmental Policy
 ECON 411-3 Cost-Benefit Analysis
 ENPL 204-3 Principles and Practices of Planning
 ENPL 303-3 Spatial Planning with ~~GIS~~ Geographical Information Systems (GIS)
 ENPL 304-3 Mediation, Negotiation and Public Participation

ENPL 305-3 Environmental Impact Assessment
 ENPL 410-3 Land Use Planning
 ENPL 411-3 Planning Theory, Process and Implementation
 ENSC 453-3 Environmental Resource Management / and Decision Making
ENVS 326-3 Natural Resources, Environmental Issues and Public Engagement
 FSTY 310-3 Forest Economics
 FSTY 405-3 Forest Growth and Yield
 FSTY 407-3 Forest Products
 FSTY 415-3 Forest Soils
 GEOG 413-3 Advanced GIS
 NREM 306-3 Society, Policy and Administration
 NREM 410-3 Watershed Management
 NREM 413-3 Agroforestry

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

Program / Academic / Administrative Unit: Ecosystem Science and Management

College: College of Science and Management

College Council Motion Number: CSAM Omnibus Motion 2017:02:09:03

College Council Approval Date: Thursday, February 9, 2017

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.: SCAAF201703.04

Moved by: E. Jensen **Seconded by:** A. Blanding

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

Approved by SCAAF: March 1, 2017
Date


Chair's Signature

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



MEMORANDUM

To: Deans' Council

From: Shelley McKenzie (Interim Registrar and Secretary to Senate) and Heather Smith (Director, Centre for Teaching, Learning and Technology)

Date: October 17, 2016

Re: Revision to Instructional Method Language for Course Scheduling

The Issue:

The Instructional Technology Action Group of the Provost's Committee on Pedagogical Practices regards the current articulation of instructional method on the UNBC class schedule as lacking clarity and unable to capture the innovative teaching that is taking place across UNBC. Most classes seem to indicate they are 'blackboard' blended but this may mean little to the students. They recommended that a member of their group be included in the scheduling committee as a means by which to facilitate changes.

In lieu of a meeting of the scheduling committee, meetings between the Office of the Registrar and the CTLT have been taking place. Kevin Stewart from ITS has also been part of the conversations.

Outline of current UNBC practice:

Students visiting UNBC's online course schedule (https://ssb.unbc.ca/banprod/bwckschd.p_disp_dyn_sched) will see that courses have 2 types of instructional methods listed: *Blackboard Blended* and *Blackboard Full*

Here are examples of September 2015 course listings:

Blackboard Blended

CRN 50001
Anthropology: A World of Discovery - ANTH 102 - A1

Using a thematic approach, this course explores what defines the human species. Some of the themes explored may include human evolution and our primate biological kin; archaeology and digging for the past; culture in a global world; communication or the essentials of being a talking and increasingly texting primate; health as social and biological; production and consumption, from the first stone tools to the Big Mac; and other topics that deal with humanity past and contemporary.

Levels: Undergraduate

Campus: Prince George

Schedule Type: Lecture

Instructional Method: Blackboard Blended

Credits: 3.000

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:30 am - 12:50 pm	MW	Agora 7-212	Sep 09, 2015 - Dec 04, 2015	Lecture	Erin S L Gibson (P) 
Class	TBA		TBA	Dec 08, 2015 - Dec 18, 2015	Final Exam	TBA

Blackboard Full

CRN 50929
Introduction to Canadian Business - COMM 100 - Z1

This courses is an overview of the Canadian business environment, forms of organizations, the management function, and an introduction to the functional areas of business management. The course includes the challenges and opportunities facing small business.

Levels: Undergraduate

Campus: World Wide Web

Schedule Type: World Wide Web

Instructional Method: Blackboard Full

Credits: 3.000

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		TBA	Sep 09, 2015 - Dec 04, 2015	World Wide Web	Julius Adeniyi Bankole (P) 
Class	TBA		TBA	Dec 08, 2015 - Dec 18, 2015	World Wide Web	Julius Adeniyi Bankole (P) 

These categories have been generally interpreted as:

Blackboard Blended

Students and instructor meet for the course in a UNBC campus classroom. The instructor will be using learn.unbc.ca to share class resources, possibly administer assessments and assignments, or employ online forum discussions to extend classroom topics.

Blackboard Full

Students and instructor very likely never meet in person. All resources, communication, and assessment take place online & almost always via learn.unbc.ca. Courses with this designation sometimes arrange for web-conferences, allowing live, online communication between students and instructor. Student access to such web-conferences are facilitated via learn.unbc.ca.

There are also Schedule Type and Campus Codes in the Banner Student system to consider as they also display on the course schedule.

Proposed Revised Instructional Method Language (Adapted from:
http://prodinteract.indstate.edu/pls/prod/bwckgens.p_proc_term_date)

Face to Face

A face to face course is in-person, on-campus delivery. Class activity is organized around scheduled class meetings. They are measured by the number of hours spent in required class meetings. Online activity may complement class sessions without materially reducing the number of required in-person class meetings. The primary use of online assignments is to provide out-of-class activities to encourage greater student engagement with class content.

Hybrid

Online activity is mixed with classroom meetings. When the technologies used for education and communication outside the classroom are used to supplant some of the classroom work, reducing the time actually spent in the classroom, the result is a hybrid class. Total amount of student work time is ultimately equivalent to a face-to-face course and outcomes are identical to traditional classes.

Online

100% of all class activity is done online. Online classes are those in which all of the instruction and interaction occurs via online communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

Value of Proposed Change:

The proposed changes are more student-centered because they provide greater clarity to students about the instructional methods in their classes. These changes also allow provide us with a means by which to capture some of the more innovative teaching taking place at UNBC and thus these changes respond to faculty concerns and provide the faculty with more agency in clearly communicating the teaching and learning modalities students can expect in their classes.

Timeline:

- October 2016 – For discussion at Deans' Council
- November 2016 – For discussion with College Councils
- Mid-December/early January – Lunch time sessions for department and program administrative assistants responsible for entering course schedule data
- Target implementation: May 2017 Semester (with the DCU opening mid-January 2017)
- Assessment of implementation: TBD



Motion Number (assigned by SCS): S-201703.07

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

PROPOSED MOTION

Motion: That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition, Senate approves the UNBC Senate Student Leadership Award proposal.

Effective Date: Upon the approval of Senate.

Proposed by: Dr. Daniel Weeks, President and Chair of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR)

College/Academic Department: N/A

Implications for Other Programs/Faculties: N/A

Rationale: On February 22, 2017 Senate tasked the SCHDSR to review and find solutions to recommendation C.2 from the February 22, 2017 Students as Partners Ad Hoc Committee report to Senate.

The UNBC Senate Student Leadership Award recognizes full-time students who have made outstanding extra-curricular contributions to their academic program, to the campus, or to the greater community.

Faculty Council/Committee Motion: N/A **Date:** N/A

TO BE COMPLETED AFTER SCHDSR MEETING			
Brief Summary of Committee Debate:			
Motion No.:	SCHDSR201703.03	Seconded by:	G. Payne
Moved by:	T. Whitcombe	Attachments:	Proposal and nomination form
Committee Decision:	CARRIED as amended.		
Approved by SCHDSR:	<u>March 8, 2017</u>		
	Date	Chair's Signature	
For recommendation to <input checked="" type="checkbox"/> _____, or information of _____ Senate.			

UNBC SENATE STUDENT LEADERSHIP AWARD PROPOSAL

1.0 PREAMBLE

The UNBC Senate Student Leadership Award recognizes full-time students who have made outstanding extra-curricular contributions to their academic program, to the campus, or to the greater community. Each student nominated has demonstrated leadership, initiative, commitment and an ability to motivate and influence others consistent with the motto of the University of Northern British Columbia; *En Cha Huna*.

This award is a prestigious, non-monetary award in recognition of the dedication, commitment and service demonstrated by the Senate of the University of Northern British Columbia in establishing one of the great universities in Canada. These are the qualities that are embodied in the students recognized for this award.

2.0 AWARD CATEGORIES

Awards will be presented to students noted for their exceptional leadership within three different categories: Academic, Students may be considered for multiple awards in each of the categories at the discretion of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition.

2.1 ACADEMIC

Nominations

Students may be selected in recognition of their significant contributions as leaders within their area of study.

To be nominated in this category, students must demonstrate the potential to further pursue their area of study and be involved with scholarly work that will result in the advancement of their discipline. Therefore, students must be engaged in research or some other scholarly activity that is exceptional and outside the normal expectations of their program.

Nomination Criteria

Faculty will normally nominate a student in this category.

Nominees must be full-time students beyond their first year who are in good academic standing.

2.2 CAMPUS

Nominations

To be nominated in the campus category, students must use their leadership to influence campus affairs to create a sense of community on a UNBC campus. Students enhance the campus culture by encouraging others to become involved and attempts to improve the quality of life for all students. Students must be actively and meaningfully engaged in a club or student organization, student government, athletics, and/or student support services.

Nomination Criteria

Faculty, administration/support staff, alumni and/or peers will normally nominate a student in this category.

Nominees must be full-time UNBC students beyond their first year who are in good academic standing.

2.3 COMMUNITY

Nominations

To be nominated in the community category, students must have made a significant contribution to an external community organization or group. As volunteers, students used their knowledge gained at UNBC to affect the success of the community organization. Their leadership and participation must provide a demonstrated benefit and show a concern for local issues and/or residents.

Nomination Criteria

Faculty, administration/support staff, alumni, peer, an external organization or community group will normally nominate a student in this category.

Nominees must be full-time UNBC students beyond their first year who are in good academic standing.

3.0 SELECTION PROCESS

Each person wishing to nominate a student must complete and submit the UNBC Senate Student Leadership Award Nomination Form. Nominators should articulate students' leadership qualities and initiatives within the context of one of the categories.

The President will acknowledge, in writing, the receipt of each nomination.

The Senate Committee on Honorary Degrees and Other Forms of Special Recognition will review the information from the nomination forms and the students' academic record to determine and select those students to be recognized for the UNBC Senate Student Leadership Award. The deliberations will take place in a closed session of the Committee.

The Committee will evaluate the proposed nomination(s) and select names deemed acceptable in compliance with the criteria listed under Section 2.0.

Strict confidentiality will be maintained at all times.

4.0 RECOGNITION

Each selected candidate will receive an Award Certificate and a letter of commendation from the University President. All award recipients will be profiled on the UNBC website and a historic record of recipients will also be archived on the UNBC website. Award recipients will be invited to a reception with the UNBC Senate.

NOMINATION FORM

UNBC SENATE STUDENT LEADERSHIP AWARD

Instructions:

1. Complete one form for each student nomination.
2. Complete all sections.
3. Submit your nomination form and supporting documentation electronically (as WORD document –NOT PDF) to XXXX@unbc.ca by 4:00 PM on DATE
4. If you have additional information, require additional space to answer the questions below, or would prefer to write a letter, please attach it to the nomination form.

1. Information about the student you wish to nominate.

I wish to nominate: _____
(First and last name of student)

Student's UNBC ID number: _____
(Required to verify academic status)

Current Mailing Address of Student: _____

Home Phone Number: _____
Mobile Phone Number: _____
Email address: _____

2. This nomination is based on the student's leadership in the following category:
(circle one of the categories)

- a. Academic b. Campus c. Community

Please ensure that category criteria, as listed, is met

3. Your name: _____

Name of your organization: _____

Mailing Address of Your Organization: _____

Work Phone Number: _____
Mobile Phone Number: _____
Email address: _____

Please select which one best describes you:

- a. Administration b. Faculty c. Support Staff d. Peer e. External Organization f. Community Group

4. Your relationship to the nominee: _____
(Peer, supervisor, professor...)

5. **What was the student's role/position?** _____

6. **How many years of service has the student completed?** _____

7. **Was the student a volunteer?** _____

8. **Contribution:** Describe how this student contributed to academic research/scholarly activity or to enhancing the campus culture or the community organization).

9. **Effect:** Give a brief example to demonstrate the effect of their leadership.

10. **Impact:** Give a brief example of the impact of the student's initiative and commitment.

11. **Character:** Please write general comments on the student's character.

12. PRIVACY

Under section 27(1)(a)(i) of the Freedom of Information and Protection of Privacy Act RSBC 1996 c.165 ("the Act"), a public body must collect personal information directly from the individual the information is about unless another method of collection is authorized by that individual. Under section 31 of the Act, UNBC is required to keep the personal information collected through nominations for one year. By checking this box, you are confirming that you have records available showing the student has consented to UNBC collecting that student's personal information on this form through your nomination and retaining it for a year. UNBC cannot collect the personal information on this nomination form if the student has not consented to the collection which may impact the student's eligibility for the reward.

Nominator's Signature (*typed signatures are accepted)



Motion Number (assigned by SCS): S-201703.08

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

PROPOSED MOTION

Motion: That the memorandum of understanding between Langara College and the University Of Northern British Columbia on guaranteed admissions pathways be approved as proposed.

Effective Date: Upon the approval of Senate

Proposed by: Dr. Mark Dale, Dean of Regional Programs

Faculty / Academic Department: Regional Programs

Implications for Other Programs / Faculties: None

Rationale: Provides clarity for students and encourages transfer. (No change to rules)

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

TO BE COMPLETED AFTER SCRPIIR MEETING

Brief Summary of Committee Debate:

Motion No.: SCRPIIR201703.03

Moved by: Mark Dale

Seconded by: Erik Jensen

Committee Decision: CARRIED

Attachments: MOU between Langara and UNBC

Approved by SCRPIIR: March 10, 2017
Date

Chair's Signature

For recommendation to or information of _____ Senate.

Memorandum of Understanding

***Guaranteed Admission Pathways
For students from Langara College to
The University of Northern British Columbia
2017 – 2022***

**Memorandum of Understanding
between
The University of Northern British Columbia (UNBC)
and
Langara College
2017 – 2022**

This Memorandum of Understanding (MOU) has been established between The University of Northern British Columbia (UNBC), Prince George, British Columbia, and Langara College, Vancouver, British Columbia. Both institutions are committed to improving the success and attainment of baccalaureate degrees by students transferring from Langara College to UNBC. To assist students with the process and to help them understand the requirements of transferring, UNBC and Langara College agree to collaborate in facilitating the transition of students from Langara College to UNBC.

As well, both institutions may agree to pursue other initiatives that will enrich the global education experience for their students and faculty. To this end, the parties have established the following agreement.

- a) The parties mutually agree to work in partnership to implement the specific terms of this agreement, for students transferring to UNBC as of September 2017;
- b) Each institution shall designate a liaison officer to develop and coordinate the activities identified. Either party may change the liaison officer at any time upon notice to the other party;
- c) The parties agree to work together to improving transfer student success and attainment of baccalaureate degrees;
- d) The parties agree to explore other activities of mutual interest as agreed upon by both institutions;
- e) The parties agree to consult annually on the status of the collaboration and any relevant matters;
- f) Projects developed under the MOU will be subject to all internally and legislatively required polices, practices and approvals at both institutions prior to implementation;
- g) The parties agree that this MOU will remain in effect for five (5) years from the date of signature, or until one of the parties requests its termination, whichever comes first. Notice of termination shall be given at least three (3) months prior, and shall not impact on any initiative already in the implementation phase. The duration of this MOU may be extended upon mutual agreement.

Purpose

The purpose of this agreement is to provide guaranteed pathways for students to continue their studies at UNBC, and to outline the terms and conditions for students from Langara College transferring to UNBC.

1. Academic and Non-Academic Regulations/Policies

- 1.1 Students will be subject to all academic and non-academic regulations/policies of UNBC, including those related to transfer students.

2. Admission Requirements

- 2.1 Langara College applicants who have completed the Associate of Arts or Associate of Science degree will be considered for admission to Year 3 of Bachelor's programs at UNBC as external transfer students. Such students will be admitted to a specified degree program

and must meet the eligibility requirements as specified in 2.3. UNBC currently guarantees priority admission and full transfer credit (60 credit hours) to students who have completed an Associate of Arts or Science degree, but they must complete all outstanding requirements of the baccalaureate degree not completed in the associate degree.

2.2 Langara College applicants who have not completed the Associate of Arts or Associate of Science degree will be considered for admission as external transfer students on a credit-by-credit basis, based on the assessment of transfer credits for the courses completed. Students will be admitted to a specified degree program and must meet the eligibility requirements as specified in 2.3. The number of transfer credits granted will determine the year of study into which the students are admitted.

2.3 To be eligible for admission to UNBC, student applicants from Langara College must meet the following academic requirements:

- a) A minimum cumulative GPA of 2.00, as determined by UNBC, in all university transfer courses ; admission is guaranteed for those with a cumulative GPA of 3.00 or higher; and
- b) Any specific departmental requirements for entry to a particular program of study.

3. Application Procedures

3.1 All applicants from Langara College who seek full-time admission to baccalaureate degree study at UNBC, whether they have completed an Associate of Arts or Science degree or not, apply through UNBC.

4. Programs

4.1 Langara College students who have completed the Associate of Arts or Associate of Science degree will be considered for admission to various programs at UNBC that lead to Bachelor of Arts, Bachelor of Science, or Bachelor of Health Sciences degrees. These programs and their admission criteria are provided in Appendix A. UNBC will update Appendix A annually.

4.2 Langara College applicants who do not hold an Associate of Science degree will be considered for admission to various programs at UNBC on a credit-by-credit basis. In addition to meeting the minimum cumulative GPA required for admission to UNBC. Applicants may have to meet specific courses and minimum grade requirements for some programs.

5. Transfer of Courses

5.1 University transfer courses successfully completed by Langara College applicants will be transferred at the time of admission to UNBC.

5.2 There will be no fee assessed to transfer courses that form part of this agreement.

5.3 In order to be considered eligible for transfer, a minimum grade of C must be obtained in each course and the student must be in good academic standing, as defined by The UNBC academic regulations.

5.4 A maximum of 60.0 credit hours of transfer course work will be allowed.

5.5 The BC Transfer Guide specifies the transferability of individual courses between the two institutions. The Transfer Guide is updated regularly. *Students with questions about the transferability of individual courses are encouraged to contact an advisor at UNBC.*

6. Transfer Student Support

6.1 UNBC commits to providing advising material to Langara Advisors and students.

6.2 UNBC will award a minimum of five 2-course tuition waiver to Langara students that transfer to UNBC. These awards will be based on academic excellence, with a waiver provided in each of the first two semesters.

6.3 UNBC recruiters and advisors will provide an information session at Langara College each year of this agreement.

7. General

Each of the parties agrees:

7.1 To communicate with the other party about possible or anticipated changes to the program/Plan on a timely basis so that accurate Appendices are maintained.

7.2 To facilitate changes mutually agreed upon, in a timely fashion.

7.3 To evaluate and update this MOU prior to the end of the listed period of validity or sooner as needed.

7.4 To develop a collaborative marketing strategy to promote the program(s). This will include regular visits to Langara College by UNBC faculty and staff. Langara College faculty and staff may also visit UNBC to learn more about eligible transfer programs .

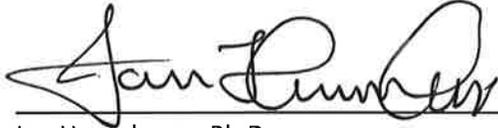
8. Duration of Agreement

- 8.1 This agreement will come into effect on 1 September 2017 for a period of five (5) years and may be renewed by mutual consent.
- 8.2 This agreement will be reviewed by the parties after each academic year (no later than August).
- 8.3 This agreement may be terminated by either partner with a minimum of three (3) months written notice.
- 8.4 If the agreement is terminated, UNBC will make provision to allow any transfer students currently enrolled at the time of termination to complete their program.

Signatures:

Dan Ryan, Ph.D.
Vice-President, Academic and Provost
University of Northern British Columbia

Date



Ian Humphreys, Ph.D.
Provost and Vice-President, Academic and
Students, Langara College

Date

February 8, 2017

APPENDIX A
Degree Programs

The following degree program majors, minimum GPA for entry, and associated course requirements (if any), will apply to Langara College applicants for the 2017-18 admission cycle:

a) Bachelor of Arts

Major	Minimum GPA	Required Course(s)	Required Grade
Geography	2.0*		
Psychology	2.0*		
Environmental Studies	2.0*		

b) Bachelor of Science

Major	Minimum GPA	Required Course(s)	Required Grade
Biology	2.0*		
Chemistry	2.0*		
Computer Science	2.0*		
Environmental Science	2.0*		
Health Sciences	2.0*		
Mathematics	2.0*		
Physics	2.0*		

* subject to annual review and possible revision.

* 3.0 provides guaranteed admission



Motion Number (assigned by SCS): SCSB20170222.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Chartwells Award be approved as amended.

Effective Date: 2017-2018 Academic Year

Rationale: To activate the Chartwells Award commencing the 2017-2018 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

Office of University Advancement Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 22, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee made an amendment to the eligibility section of the award to make it broad enough to enable the reference to the "study of food and/or nutrition" to encourage as many students as possible to apply for the award.

Motion No.: SCSB 20170222.03

Moved by: Erasmus

Committee Decision: CARRIED.

Seconded by: Schorcht

Attachments: 1 Page

Approved by SCSB: February 22, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Chartwells Award

Awards Guide Description/Intent: The donor has established this award to support students interested in food and/or nutrition studies.

Donor: Compass Group Canada Ltd.

Value: \$1,000

Number: Ten

Award Type: Award

Eligibility: Available to full or part-time undergraduate or graduate students in any UNBC program who are interested in the study of food and/or nutrition, broadly defined.

Criteria: Satisfactory academic standing.

Effective Date: Established 2016

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



Motion Number (assigned by SCS): SCSB20170222.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Donaldson Heaney Bursary be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To activate the Donaldson Heaney Bursary commencing the 2017-2018 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

University Advancement Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 22, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20170222.04

Moved by: Payne

Seconded by: Olasanmi

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 22, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Donaldson Heaney Bursary

Awards Guide Description/Intent: Nedinska and Lincoln are both UNBC Alumni and in the spirit of “giving back”, they have established this award to support students who are supporting a family.

Donor: Nedinska Donaldson and Lincoln Heaney

Value: \$500

Number: One

Award Type: Bursary

Eligibility: Available to a full time undergraduate student enrolled in their 2nd, 3rd or 4th year of studies in the BA Program with a Major in Political Science. First preference will be given to a student with dependent child(ren).

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Established 2017

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



Motion Number (assigned by SCS): SCSB20170222.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Northern Medical Programs Trust UNBC MScN Family Nurse Practitioner (FNP) Program Rural Practice Graduate Award be approved as amended.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Northern Medical Programs Trust UNBC MScN Family Nurse Practitioner (FNP) Program Rural Practice Graduate Award commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

University Advancement Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 22, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee amended the Value and Conditions sections of the award to clarify the intent of the donor.

Motion No.: SCSB20170222.05

Moved by: Murphy

Seconded by: Dale

Committee Decision: CARRIED.

Attachments: 4 Pages

Approved by SCSB: February 22, 2017
Date


Chair's Signature

For information of Senate.

**Northern Medical Programs Trust UNBC
MScN Family Nurse Practitioner
Program Rural Practice Graduate Award**

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**Office of University Advancement
February 2017**



**Terms and Conditions for the
Northern Medical Programs Trust UNBC MScN Family Nurse
Practitioner (FNP) Program Rural Practice Graduate Award
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to establish the Northern Medical Programs Trust UNBC MScN Family Nurse Practitioner (FNP) Program Rural Practice Graduate Award with the Northern Medical Programs Trust and the UNBC Nursing Program. This document outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Northern Medical Programs Trust UNBC MScN Family Nurse Practitioner (FNP) Program Rural Practice Graduate Award

Awards Guide Description/Intent: The Northern Medical Programs Trust has allocated a rural practice graduation award for graduating UNBC MScN FNP students who accept a family nurse practitioner position within the Northern Health Authority (NHA)/North Central Local Government Association (NCLGA) Region.

Donor: Northern Medical Programs Trust

Value: \$16,000 (normally an award of \$8,000 to two graduates)

Number: variable

Award Type: Award

Eligibility: Available to a student graduating from the UNBC MScN FNP Program. Must have demonstrated professional, clinical, and academic excellence throughout the program. Must have demonstrated an interest in rural and remote health care and practice. Graduate(s) must provide official proof of current permanent full time or part time employment within the Northern Health Authority/NCLGA Regional in a family nurse practitioner position.

Criteria: Academic Excellence.

Conditions: If there is only one eligible graduate in any given year, the award will be for \$16,000.

Note: Those accepting positions in communities outside larger centres will be given priority for the award.

Effective Date: Established 2017

Recipient Selection: Recipient selection is made by the UNBC School of Nursing Awards Committee.

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

The Northern Medical Programs Trust will:

- Provide the award funds in the amount of \$16,000 to the University by June 30 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award. This provides UNBC time to withdraw advertising of the award in the Awards Guide for the upcoming year.

UNBC will:

- Promote and advertise the Northern Medical Programs Trust UNBC MScN Family Nurse Practitioner (FNP) Program Rural Practice Graduate Award in all appropriate UNBC materials and publications.
- Ensure student recipients provide a letter to the donor thanking them for their support.
- Provide an annual update on the student recipient(s).
- Provide recognition to Northern Medical Programs Trust as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).

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

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

Signatory
Northern Medical Programs Trust

Daniel Weeks, President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office

Manager of Treasury Services

Office of University Advancement (2)

First award available in the January semester of 2017.



Motion Number (assigned by SCS): SCSB20170222.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Rod and Wendy Lecher Athletics Award be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To activate the Rod and Wendy Lecher Athletics Award commencing the 2017-2018 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

University Advancement Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 22, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20170222.06

Moved by: Erasmus

Seconded by: Palmer

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 22, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Rod and Wendy Lecher Athletics Award

Awards Guide Description/Intent: The donors wish to support the UNBC men's varsity basketball team.

Donor: Rod and Wendy Lecher

Value: \$1000

Number: Two

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a member of the men's varsity basketball team. First preference will be given to a student athlete who demonstrates team leadership and is involved in volunteer initiatives that promote strong communities.

Criteria: satisfactory academic standing.

Effective Date: Established 2017

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the men's basketball coach and the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20170222.08

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Industrial Forestry Service Ltd. Scholarship and Bursary be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To revise the Industrial Forestry Service Ltd. Scholarship and Bursary commencing the 2017-2018 Academic Year with revisions to the Value and Eligibility sections as follows:

Award Name: Industrial Forestry Service Ltd. Scholarship

Value: ~~\$1,000~~ \$1250

Award Name: Industrial Forestry Service Ltd. Bursary

Value: ~~\$500~~ \$625

Eligibility: Available to a full time undergraduate student who is a resident of northern British Columbia and is enrolled in the ~~Faculty of Natural Resources and Environmental Studies, focusing on Forestry.~~ Natural Resources Management program with a major in Forest Ecology and Management.

Proposed By: Jennifer Hicke, Administrator - Development Awards
University Advancement Contact: Jennifer Hicke, Administrator - Development Awards
Faculty/Academic Department: N/A
Date: February 22, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20170222.08

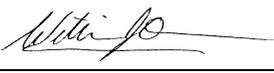
Moved by: Jensen

Seconded by: Erasmus

Committee Decision: CARRIED.

Attachments: 2 Pages

Approved by SCSB: February 22, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Industrial Forestry Service Ltd. Scholarship

Awards Guide Description/Intent: Established in 1952, based in Prince George, BC, the employee-owned company has grown with the forest industry to become a leading forestry consulting firm. IFS recognizes the benefits of providing motivated individuals with opportunities and challenges, and hopes to participate in the development of future skilled and innovative leaders through the awarding of this scholarship.

Donor: Industrial Forestry Service Ltd.

Value: \$1,000 \$1250

Number: One

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student who is a resident of northern British Columbia and has completed at least 60 credit hours towards a degree program with a declared major leading to certification with the BC Forest Professionals.

Criteria: Academic excellence.

Note: The College will review the applications and nominate the recipient.

Effective Date: Established 1997

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

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Industrial Forestry Service Ltd. Bursary

Awards Guide Description/Intent: Established in 1952, based in Prince George, BC, the employee-owned company has grown with the forest industry to become a leading forestry consulting firm. IFS recognizes the benefits of providing motivated individuals with opportunities and challenges, and hopes to participate in the development of future skilled and innovative leaders through the awarding of this bursary.

Donor: Industrial Forestry Service Ltd.

Value: \$500 \$625

Number: One

Award Type: Bursary

Eligibility: Available to a full time undergraduate student who is a resident of northern British Columbia and is enrolled in the ~~Faculty of Natural Resources and Environmental Studies, focusing on Forestry.~~ Natural Resources Management program with a major in Forest Ecology and Management.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 1997

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



Motion Number (assigned by SCS): SCSB20170222.09

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Jim and Noreen Rustad and Family Award be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To revise the Jim and Noreen Rustad and Family Award commencing the 2017-2018 Academic Year with revisions to the Award Category, Value, Eligibility, Conditions, and Note sections as follows:

Award Category: ~~Entrance~~ In-course

Value: ~~\$20,000~~ \$15,000 (\$5,000 per year x ~~four~~ three years)

Eligibility: Available to a full time undergraduate student with proven academic excellence and who is entering into his or her 2nd year of studies.

Conditions: This award is renewable for ~~three (3)~~ two (2) years, subject to the recipient maintaining the required academic criteria.

Note: If the student recipient withdraws from UNBC, or does not meet the academic criteria, then the award will be offered to a new student. The remaining funds will be divided by ~~four~~ three years for the new award. (The donors may choose to top up the funding.)

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 22, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion and was advised by the Development Office that the donors are shifting their contributions to other existing awards as well as creating a new Discretionary Fund (to be used to support students experiencing extraordinary difficulties who may be at risk of not continuing their post-secondary education at UNBC). The Discretionary Fund can be assessed through the UNBC Awards & Financial Aid Unit, located within the Office of the Registrar.

Motion No.: SCSB20170222.09

Moved by: Schorcht

Committee Decision: CARRIED.

Seconded by: Erasmus

Attachments: 1 Page

Approved by SCSB: February 22, 2017

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: ~~Entrance~~ In-course

Award Name: Jim and Noreen Rustad and Family Award

Awards Guide Description/Intent: This award was established by Mr and Mrs Rustad, who understand the importance of higher education and would like to provide one promising student with the opportunity to achieve his/her dreams.

Donor: Jim and Noreen Rustad

Value: ~~\$20,000~~ \$15,000 (\$5,000 per year x ~~four~~ three years)

Number: One only

Award Type: Award

Eligibility: Available to a full time undergraduate student with proven academic excellence and who is entering into his or her 2nd year of studies.

Criteria: Academic proficiency and demonstrated financial need.

Conditions: This award is renewable for ~~three (3)~~ two (2) years, subject to the recipient maintaining the required academic criteria.

Note: If the student recipient withdraws from UNBC, or does not meet the academic criteria, then the award will be offered to a new student. The remaining funds will be divided by ~~four~~ three years for the new award. (The donors may choose to top up the funding.)

Effective Date: Established 2012

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



Motion Number (assigned by SCS): SCSB20170222.10

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Prince George Retired Teachers' Association Bursary be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To revise the Prince George Retired Teachers' Association Bursary commencing the 2017-2018 Academic Year with revisions to the Award Name, Donor, and Value sections as follows:

Award Name: ~~Prince George Retired Teachers' of Prince George Association~~ Bursary

Donor: ~~Prince George Retired Teachers' of Prince George Association~~

Value: ~~\$1,500~~ \$1000

Proposed By: Jennifer Hicke, Administrator - Development Awards

University Advancement Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 22, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20170222.10

Moved by: Erasmus

Seconded by: Olasanmi

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: February 22, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: ~~Prince George Retired Teachers' of Prince George Association~~ Bursary

Awards Guide Description/Intent:

Donor: ~~Prince George Retired Teachers' of Prince George Association~~

Value: ~~\$1,500~~ \$1000

Number: One

Award Type: Bursary

Eligibility: Available to a full time undergraduate student enrolled in the Bachelor of Education degree (BEd) program. First preference will be given to a student entering his or her second year.

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Established 2012

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

Motion Number (assigned by
Steering Committee of Senate): S-201703.09

AD HOC COMMITTEE ON STUDENTS AS PARTNERS

PROPOSED MOTION

Motion: That Senate tasks the CTLT with conducting an environmental scan of students as partners work being done at UNBC in a manner similar to the CTLT exemplar's project (informal survey and self-identification) and present the work back to Senate for information during the October meeting of Senate.

Effective Date: Upon the approval of Senate

Rationale: The motion is based on the Recommendation A from the Students as Partners Ad Hoc Committee report received by Senate on February 22, 2017.

Motion proposed by: Students as Partners Ad Hoc Committee

Academic Program: Not Applicable

Implications for Other Programs / Faculties? None

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 0 pages

**INFORMATION TO BE COMPLETED AFTER AD HOC COMMITTEE TO REVIEW THE
STUDENTS AS PARTNERS REPORT MEETING**

Brief Summary of Committee Debate:

Motion No.:

Moved by: A. Blanding

Seconded by: E. Searle

Committee Decision: CARRIED

Approved by committee: March 14, 2017
Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

DRAFT POLICY

Policy No:

Approval Date:

Approving Authority: Board of Governors

Responsible Executive: President

Title: **Sexual Violence and Misconduct Policy**

If you are reading this Policy and are in need of support or need assistance, please go to www.unbc.ca/sexual-violence for a list of UNBC support contacts and local community resources.

PURPOSE

This document sets out the University of Northern British Columbia's Policy and Response Procedures for allegations of Sexual Violence or Misconduct.

The Policy and Response Procedures will help ensure that those who choose to Disclose or Report an incident of Sexual Violence or Misconduct have the opportunity to be heard and to have their rights and needs respected. The Policy and Response Procedures are intended to protect and support the rights of Survivors/persons affected by Sexual Violence or Misconduct and hold persons accountable who have been proven to have committed an act of Sexual Violence or Misconduct.

UNBC is committed to educating the University Community on this Policy and Response Procedures.

The Policy and Response Procedures will be strengthened by a Prevention and Response Plan that will help ensure a swift, coordinated, consistent, fair, and transparent response to Disclosures and Reports of allegations of Sexual Violence and Misconduct.

POLICY

1. POLICY STATEMENT

The University of Northern British Columbia (UNBC) is committed to providing a safe and positive work and learning environment where Members of the University Community feel safe to work, teach, live, learn, and express themselves in a space free from all forms of Sexual Violence and Misconduct. UNBC recognizes that all persons have an inherent right to exercise control over their own bodies and to engage only in consensual sexual activity.

UNBC does not tolerate behaviour that contributes to a hostile, inequitable and/or unsafe learning, teaching, living, and working environment. UNBC expects that all Members of the University Community will abide by the provisions of the *Criminal Code of Canada* and all of the laws of Canada, and of the Province of British Columbia, including those regarding Sexual Violence and Misconduct.

UNBC recognizes that Sexual Violence and Misconduct can occur between individuals regardless of sexual orientation, gender and gender identity or relationship status. It is also recognized that individuals who have experienced Sexual Violence and Misconduct may experience physical, emotional, academic or other difficulties.

As such, all incidents of Sexual Violence or Sexual Misconduct that are reported, as per the definition of “Report” provided below, will be investigated to the best of the University’s ability, and in a manner that ensures due process and natural justice.

UNBC will strive to create an environment in which making a Report of Sexual Violence and Misconduct is as safe and as comfortable as possible. While making a Report of Sexual Violence or Misconduct may be difficult for an individual, the University aims to foster an environment in which no one feels uncomfortable or unsafe about making a Report in good faith about Sexual Violence or Misconduct that they have experienced or witnessed.

The Board delegates authority to the President to enact Procedures to give effect to this Policy.

2. DEFINITIONS

Accommodations – academic and non-academic interventions intended to support individuals who have experienced Sexual Violence or Misconduct.

Complainant – a person who makes a Report alleging a violation of this Policy.

Confidentiality – the ethical duty of a person not to affirmatively disclose information related to the representation of a person.

Consent – active, direct, voluntary, unimpaired, and conscious choice and agreement between adults to engage in sexual activity. The use of drugs or alcohol does not provide any relief from these required elements of consent. If any person involved in sexual activity is under the influence of drugs or alcohol, consent is not valid. Any impaired judgment that leads an individual to think or believe there was agreed upon consent is not an excuse. Further explanation regarding consent is found in the following points:

- i. Consent cannot be obtained if an individual abuses a position of trust, power, or authority.
- ii. Consent is never assumed or implied.
- iii. Consent can never be obtained through coercion or threats.

- iv. Consent cannot be given if the persons involved are impaired by alcohol or drugs, are unconscious, or incapable of consenting to the activity.
- v. Consent is not silence or the absence of the word “No.”
- vi. Consent must be given at the outset and at all stages of physical contact or sexual activity.
- vii. The person involved expresses, by words or conduct, a lack of agreement to engage in the activity.
- viii. An individual, having initially consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the sexual activity.
- ix. The *Canadian Criminal Code* age of consent is 16 years of age. A child under the age of 12 is never able to give consent.

Disclosure – a person chooses to share information with another person about an instance of Sexual Violence or Misconduct. A Disclosure does not initiate an investigation unless a Report is made or any of the following conditions exist:

- I. An individual is deemed to be at imminent risk of self-harm.
- II. An individual is deemed to be at imminent risk of harming others.
- III. Reporting is required by Law.

Incapacitated – a person who does not have the capacity to give consent due to that person being impaired by alcohol or drugs, asleep or unconscious, experiencing a traumatic response, or being otherwise incapacitated.

Members of the University Community include the following:

- I. Students
- II. Staff
- III. Academic Services (Postdoctoral Fellows, Research Associates, Research Managers)
- IV. Faculty
- V. Volunteers
- VI. Administrators
- VII. Members of the Board of Governors or of the Senate
- VIII. Visitors of the University
- IX. Contractors to the University
- X. Employees of organizations representing University employees when on University property

Report –making a formal Report to the police or to a Member of the University Community of an allegation of Sexual Violence and/or Misconduct with the intention of initiating an investigation process.

Respondent – a person who is alleged to have violated this Policy.

Response and Support Team – a small team of highly trained Members of the University Community who have been selected based on their experience. The Response and Support team will respond to Reports of violations of this Policy. This team would not necessarily be involved if the Survivor/person affected by Sexual Violence or Misconduct is only Disclosing.

Retaliation – an adverse action or threatened action taken or made through any means, including through social or other electronic media, against a person who is seeking redress or who is otherwise engaged in a process under this Policy, or who is associated with such a person. Retaliation includes threatening, intimidating, or harassing conduct that could discourage a person from seeking support or other services, Disclosing or Reporting Sexual Violence and Misconduct, participating in an investigation, or otherwise engaging with this Policy.

Sexual Misconduct – includes sexual assault; sexual exploitation; sexual harassment; stalking; coercion; indecent exposure; voyeurism; the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video; the attempt to commit an act of Sexual Misconduct; or the threat to commit an act of Sexual Misconduct.

Sexual Violence - includes any form of unwanted sexual contact or activity performed on a person with any object or body part without consent, or by force. Any sexual activity that is without consent is sexual assault and includes sexual contact such as nonconsensual kissing, grabbing, caressing, fondling, and oral, anal, or vaginal penetration.

Student – as per the *University Act of BC*, a student is a person presently enrolled in a credit course or who is designated by a resolution of the Senate as a student.

Survivor/person affected by Sexual Violence or Misconduct – Survivors, witnesses, family and friends of survivors, those who have experienced Sexual Violence or Misconduct, and those who have received Disclosures. The University recognizes that some people impacted by Sexual Violence or Misconduct may not identify with the term Survivor, and have the right to determine how they will be referred to.

Trauma Informed – an organizational structure and systems approach that involves understanding, recognizing, and responding to the effects of all types of trauma. Trauma-informed practice does not require the specific disclosure of trauma; rather, it is a systems-wide lens focusing on safe practices and collaborative relationships to assist with healing from adverse life events.

3. UNBC IS COMMITTED TO

a. Treating individuals who Disclose and Report Sexual Violence or Misconduct, with compassion, dignity, and respect, and acknowledging there is no single approach to handling Sexual Violence and Misconduct. This means that Survivors/persons affected by Sexual Violence and Misconduct

need to be supported in sometimes different manners, and require different services, resources, and supports at different stages in their recovery.

- b. Providing Survivors/persons affected by Sexual Violence and Misconduct with timely safety planning assistance.
- c. Providing Survivors/persons affected by Sexual Violence and Misconduct with non-judgmental and empathic support.
- d. Providing Survivors/persons affected by Sexual Violence and Misconduct with academic and work accommodations as appropriate.
- e. Providing Survivors/persons affected by Sexual Violence and Misconduct with information to help them decide whether, and to whom, they wish to Report an incident of Sexual Violence or Misconduct, and whether to pursue criminal or non-criminal reporting options.
- f. Allowing Survivors/persons affected by Sexual Violence and Misconduct to be the final decision-makers about their own best interests.
- g. Ensuring that on-campus (internal) investigation processes are available for those Survivors/persons affected by Sexual Violence and Misconduct who choose not to make a Report to the police.
- h. Engaging in appropriate procedures for the investigation and adjudication of an alleged Sexual Violence and Misconduct which respect University Policies, procedures, and employee agreements in a fair manner and with due process that ensures natural justice.
- I. Coordinating a Response and Support Team that is responsible for responding to Reports of Sexual Violence and Misconduct on campus.
- j. Supporting a safe environment where Members of the University Community can work, teach, live, learn, and express themselves in a space free from all forms of Sexual Violence and Misconduct.
- k. Coordinating education and training programs pertaining to preventing and responding to incidents of Sexual Violence and Misconduct for the Members of the University Community.
- l. Education and training that will ensure the following:
 - i. A proactive and sustained prevention focus on consent and respect.
 - ii. That intersectional barriers, power relationships, and other relevant factors are taken into account.
 - iii. The dissemination of common definitions, principles, and shared values across the University Community.
 - iv. That a regular review and assessment of education and training needs is conducted.

- m. Ensuring that all members of units and offices most likely to receive Sexual Violence or Misconduct Disclosures or Reports undergo training.
- n. Ensuring a trauma-informed response to Disclosure is available to all Members of the University Community.
- o. Implementing harm reduction education in relation to alcohol and other substance use.
- p. Providing information to the University Community about Sexual Violence and Misconduct on any of UNBC's campuses, through the appropriate and allowable collection of data.
- q. Ensuring appropriate steps are taken during and following an investigation to ensure the continued safety of the Respondent and Complainant involved in an investigation.

4. PROHIBITED CONDUCT

- a. All acts of Sexual Violence and Misconduct are prohibited under the Sexual Violence and Misconduct Policy and Response Procedures.
- b. Retaliation of any kind is prohibited, including through social or other electronic media. Any Member of the University Community found to have engaged in retaliation, or threatened or attempted retaliation, may be sanctioned under this Policy or other University Policies.
- c. Breaching the confidentiality of a Disclosure or Report from a Survivor/person affected by Sexual Violence and Misconduct is prohibited.

5. SCOPE AND JURISDICTION

- a. This Policy and the Response Procedures apply to all Members of the University Community.
- b. All Members of the University Community impacted by Sexual Violence and Misconduct may access support under this Policy. However, the University only has jurisdiction to investigate reports of actions, interactions, and behaviours that are alleged to have occurred in any of the following situations:
 - I. On any property that is controlled by the University and used for University purposes.
 - II. When the respondent is, or was, in a position of power or influence over the persons impacted by Sexual Violence and Misconduct.
 - III. At an event or during an activity sponsored or under the auspices of the University, including but not limited to the following:
 - a. Athletic events
 - b. Field schools
 - c. Distance and online courses
 - d. Co-op and practicum placements
 - e. Academic or professional conferences

- f. Volunteer activities
- g. Academic or research field work

c. If an incident does not meet the above criteria, the University may still take actions to mitigate the impact of the incident on the learning, living, or working environment.

6. SAFETY - THE OBLIGATION TO INVESTIGATE AND TO NOTIFY POLICE

UNBC has an obligation to Members of the University Community to make all reasonable efforts to protect them from harm. As such, UNBC has the right and the obligation to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the consent of the Survivor/person affected by Sexual Violence and Misconduct. Confidentiality cannot be assured if any of the following conditions exist:

- I. An individual is deemed to be at imminent risk of self-harm.
- II. An individual is deemed to be at imminent risk of harming others.
- III. Reporting is required by Law.

7. INTERPRETATION AND RELATED POLICIES AND PROCEDURES

This Policy and these Procedures are to be read and interpreted in conjunction with the relevant provisions of related Policies and Procedures in effect at UNBC, including, but not limited to the following:

- I. Student Conduct Statement of Principles (Undergraduate and Graduate Regulations and Policies)
- II. Harassment and Discrimination Policy
- III. Respect in the Workplace Policy
- IV. Standards of Conduct (Employee Policy)
- V. Emergency Response to Inappropriate, Disruptive or Threatening Behaviour

To the extent that any of these Policies conflict with the provisions and subject matter in this Policy, this Policy shall prevail.

Notwithstanding the above, should any of the provisions of this Policy or of the Response Procedures under this Policy intersect or conflict with complaint or discipline procedures in any bargained employee agreement, it is the intention that the provisions of the bargained agreement will be followed with respect to the rights and involvement in the matter of the member of the bargaining unit.

SEXUAL VIOLENCE AND MISCONDUCT - RESPONSE PROCEDURES

1. Disclaimer

An investigation under the Sexual Violence and Misconduct Policy and under these Procedures will neither replace nor impede a criminal investigation of Sexual Violence or Misconduct. All persons have the right to pursue legal avenues whether or not they choose to proceed under the Policy. All persons also have the right to forgo criminal and University reporting avenues in opting to choose confidential Disclosure to a counselor or other support person. Criminal processes and findings in respect of the alleged Sexual Violence and Misconduct do not limit or prohibit the ability of UNBC to act under the Policy and its associated processes as well as other Policies and Procedures of the non-academic disciplinary system.

2. Statement on Concurrent Process

The University may proceed with an investigation into a Report of Sexual Violence or Misconduct while the incident is also being investigated by the police. The investigation process under the Sexual Violence and Misconduct Policy may occur simultaneously to, prior to, or following any criminal, employment, or other proceeding. The University may suspend its investigation pending the outcome of another process, or based on a participant's health or ability to participate.

3. Scope

If an individual is unsure as to whether an incident is within the scope of the Policy, that individual is encouraged to contact the Response and Support Team.

- a. The University may accept Disclosures or Reports from individuals who are not Members of the University Community if the person who is alleged to have violated the Sexual Violence and Misconduct Policy (respondent) is a Member of the University Community, or if the incident occurred on University property or in connection with a University activity.
- b. The University does not have jurisdiction to investigate allegations against a person who is not a member of the University Community or who is not currently affiliated with the University. However, under certain circumstances, the University can revoke visitors' access to University property.
- c. The Sexual Violence and Misconduct Policy and Response Procedures are separate from any criminal or civil proceedings. The University is responsible for determining whether a University Community Member has violated the Policy, and is not responsible for determining violations of

criminal or civil law. University processes under the Policy or associated procedures may be suspended when criminal proceedings are underway; the University will continue to provide support to Members of the University Community as described in the Policy and Response Procedures.

4. Disclosures and Reports

The University encourages, but does not require, Survivors/persons affected by Sexual Violence or Misconduct to seek immediate assistance. Seeking assistance promptly may be important to ensure physical safety, obtain medical care and/or emotional support, or to preserve evidence. Full information on accessing immediate assistance and external and internal resources is available at www.unbc.ca/sexual-violence.

5. Choice of Process

a. Survivors/persons affected by Sexual Violence or Misconduct are entitled to choose the process that is best for them. Members of the Response and Support Team are available to assist Survivors/persons affected by Sexual Violence or Misconduct in understanding their options.

b. Survivors/persons affected by Sexual Violence or Misconduct may choose to proceed with any, all, or none of the following:

- i. Disclose their experience to a Member of the University Community.
- ii. Make a Report to the University.
- iii. Report to the University through a Third Party or Anonymously.
- iv. File a grievance under the applicable collective agreement.
- v. Make a Report to the police.
- vi. Make a human rights complaint with the BC Human Rights Tribunal and/or file a civil suit.

c. The University will make a mechanism available online to Survivors/persons affected by Sexual Violence or Misconduct to anonymously Disclose their experiences to the University, so that the University has a record of what happened but not the identity of the person making the Disclosure. The University response to an anonymous disclosure may be limited if the University cannot follow up with the person making the Disclosure.

d. The University recognizes that Survivors/persons affected by Sexual Violence or Misconduct may not be ready to Disclose or Report immediately after an incident. There is no time limit to an individual disclosing or reporting their experiences and accessing support under the Policy. University support systems will be designed to be flexible and open to a diversity of experiences

and needs. However, the University may not have jurisdiction to investigate an incident if persons involved are no longer affiliated with the University, or the lapse of time makes it impossible to investigate.

6. Disclosures

a. Individuals may disclose for a variety of reasons, including the need to access support. Individuals who Disclose will be taken seriously. A Disclosure is not a Report and will not initiate an investigation.

b. A Member of the University Community may be required to share information disclosed if any of the following circumstances apply:

- I. An individual is deemed to be at imminent risk of self-harm.
- II. An individual is deemed to be at imminent risk of harming others.
- III. If disclosure is otherwise required by law.

Unless one of the exceptions listed above applies, Members of the University Community who receive a Disclosure must obtain the written consent of the person who disclosed to them before sharing any information about the person who disclosed. In the above instances, the minimum amount of information needed to meet legal or other obligations will be disclosed. Any University Community Members who are unsure about their responsibility to Disclose should seek advice from the Response and Support Team. Members of the University Community who receive a Disclosure should ensure that the individual Disclosing to them is aware of the Policy and Response Procedures in order to assist and support the needs of the Survivors/persons affected by Sexual Violence or Misconduct.

d. Members of the University Community who receive a Disclosure may contact a member of the Response and Support Team, or the appropriate person in their unit, for advice and personal support.

7. Reports

a. Members of the University Community who wish to make a Sexual Violence or Misconduct Report should contact the Response and Support Team at www.unbc.ca/sexual-violence. A report may be made at any time.

b. Members of the Response and Support Team may make a Report on their own initiative when required to comply with the University's legal obligations listed under **Disclosures 6b**.

c. The University will promptly respond to Reports of Sexual Violence or Misconduct made under this or any other University Policy. All University investigations and adjudicative processes will follow principles of fairness and natural justice, and will protect the rights of the complainant, the respondent, and the witnesses involved. Investigators will apply the **balance of probabilities standard of proof** (i.e. whether the information shows that it is more likely than not that a violation of Policy has occurred).

d. Individuals have the right to involve a support person of their choice, a union representative, and/or legal counsel in any meetings or processes related to a report of Sexual Violence or Misconduct.

e. If, after reviewing a Report of Sexual Violence and Misconduct, the University decides not to investigate, this should not be seen as a judgment against any person or a denial that the incident occurred. There are many reasons why the University may not investigate. In all cases, the University will support the complainant even if the University does not investigate the complainant's Report.

f. Complainants have the right to withdraw a Report at any stage in the process. However, there are circumstances when the University will be compelled to proceed without a complainant's involvement, such as those listed in **Disclosures 6b**.

g. Complainants have the right to choose how they participate in the investigation, including the right not to participate; however, if the complainant decides to not participate, the University's investigation may be limited. Complainants may choose to be kept informed about the investigation whether or not they participate.

h. Formal University Reporting options include the following:

- I. Making a Report under the Sexual Violence and Misconduct Policy.
- II. Making an informal or formal complaint of Sexual Harassment under the Discrimination and Harassment Policies.
- III. For faculty and staff - reporting the incident to their supervisor.
- IV. For unionized faculty and staff - filing a grievance through their union.

i. The University recognizes that being involved in an investigation process can be difficult. The University is committed to treating all individuals involved in a manner that is respectful, trauma-informed, and procedurally fair.

j. All participants have the right to the following:

- i. To have the complaint process explained to them.
- ii. To ask questions about the process.
- iii. To receive information about available supports and accountability options.
- iv. To communicate their own experiences.

8. Anonymous/Third-Party Reports

a. Information received anonymously or through a third party will be retained for the limited purposes of assessing whether the University should take action, and for compiling statistics. Personal information contained in anonymous or third-party Reports that are not subject to an investigation will not be retained for longer than necessary to accomplish the above purposes.

b. Reports may be made anonymously or through third parties. Please note the following:

- I. Where sufficient information exists, the Response and Support Team may decide to proceed with an investigation. In such cases, the Survivors/persons affected by Sexual Violence or Misconduct have the right to not participate in the investigation. The University will act in a Survivor-centred manner. The University may be unable to investigate an anonymous or third-party Report due to a lack of information from the Survivor/person affected by Sexual Violence or Misconduct.
- II. If the University does not investigate, a record of the anonymous or third-party Report will be retained in the UNBC Human Resources Office under restricted access. Access will be restricted to the Response and Support Team.
- III. The Response and Support Team will consider whether any other steps can and should be taken, which may include increased Campus Security presence at certain times or in certain places, or, in appropriate cases, contacting the third party who submitted a third-party Report to find out if the Survivors/persons affected by Sexual Violence or Misconduct would consider submitting a Report or participating in an investigation.

9. Interim Measures

a. Where the University receives information that requires it to act to protect the health and safety of the Members of the University Community, or University property, the University may impose interim measures before an investigation is concluded.

b. Interim measures seek to protect the safety of all parties involved and to protect the integrity of the ongoing investigation or disciplinary process. The need for interim measures,

and which measures are imposed, will be determined on a case-by-case basis taking into account the nature of the allegations and the circumstances of each situation.

c. Any decision to impose interim measures will be made without prejudice to the rights of both parties, and will not be construed as being against the complainant or respondent. Interim measures will remain in effect for as long as is reasonably required pending the outcome of an investigation. Individuals affected by interim measures may request, in writing, a review of such measures.

10. Response and Support Team

The University will form an on-campus Response and Support Team to review risks, coordinate supports and services, conduct investigations, and consider recommendations for interim measures. The Response and Support Team will include appropriate individuals depending on the nature of the Report.

11. Confidentiality and Privacy

a. Confidentiality is an important part of fostering an environment in which individuals feel safe Disclosing or Reporting incidents of Sexual Violence and Misconduct. UNBC respects the privacy of all Members of the University Community, and will honour requests for confidentiality to the extent possible.

b. The information and records created and received to administer this Policy are subject to the access to information and protection of privacy provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* (FIPPA), and the University Protection of Privacy Policy (GV0235). Information and records will be treated as highly confidential, in compliance with FIPPA, with applicable University policies, and with the relevant collective agreement if applicable.

c. University faculty and staff who receive a Disclosure or a Report of Sexual Violence or Misconduct, or who are involved in addressing or investigating a Report, must do the following:

- i. Make every reasonable effort to protect personal information and maintain confidentiality.
- ii. Collect the minimum information about individuals that relates directly to and is necessary to respond to a disclosure or report, which is considered to be supplied in confidence.
- iii. Use the information about individuals only for the purposes of, or those consistent with, addressing the situation, investigating, or taking disciplinary action.

- iv. Limit use of information about individuals to those within the University who need to know to perform their duties.
- v. Disclose personal information in all other circumstances only as permitted under FIPPA.

d. The University may use or disclose personal information, including when any of the following conditions exist:

- I. The use or disclosure is authorized in writing by the affected individual.
- II. The University determines compelling circumstances exist that affect the health and safety of any Member of the University Community as authorized by the University.
- III. A law or University Policy authorizes or requires its use or disclosure; for example, an incident involving a minor, occupational health and safety legislation, and human rights legislation.
- IV. The University prepares or obtains legal advice for the University.
- V. The University complies with a subpoena, warrant, or order issued by a court, person, or body in Canada with jurisdiction to compel the production of information.
- VI. The University uses or discloses the information for the purpose for which the information was obtained or compiled or for a use or disclosure consistent with that purpose (for example, where it is necessary to fulfill its duty of procedural fairness or where necessary for the conduct of the investigation).
- VII. A faculty or staff member needs the information to perform their employment duties.
- VIII. The disclosure is to a law enforcement agency in Canada to assist in a specific investigation.

e. Should the University be compelled to disclose confidential information, Survivors/persons affected by Sexual Violence or Misconduct will be informed to the extent permitted or compatible with the purpose of the demand for information, and can choose to be supported at every step.

f. Should the University be compelled to disclose confidential information, respondents may be informed to the extent permitted or compatible with the purpose of the demand for information, and can choose to be supported.

g. Information may be used among University faculty and staff only if they have demonstrated a need to know the information, to respond to a Report, to implement this Policy, or to take corrective action resulting from these processes.

h. The University may disclose information in order to ensure that reporting processes are fairly conducted, in accordance with the following principles:

- I. The respondent has the right to know the identity of the person who made the report, the identity of any witnesses, and the material details of the allegations being made.
- II. The complainant has the right to know the outcome of the investigation, but not the details of any disciplinary actions that may have been taken against the respondent unless disclosing that information is necessary for health or safety reasons or because it affects the Survivor/person affected by Sexual Violence or Misconduct.
- III. Other persons normally do not have the right to know any confidential information except to the extent required to give effect to this Policy or where it is necessary for health or safety reasons.

i. Witnesses must keep in confidence any information that they learn solely as a result of the Reporting or investigation process.

j. Where interim measures impose restrictions on the respondent's movement or activities, if for health or safety reasons, or where restrictions otherwise affect the complainant or others (e.g. witnesses), the University will inform them of the relevant restrictions.

12. Public Statements

a. Survivors/persons affected by Sexual Violence or Misconduct are free to tell the story of their own experiences.

b. Individuals are advised that should they choose to make public statements about the investigation (including on social or other electronic media), they may be putting themselves at risk of civil lawsuits by those who believe they have been defamed or have had their privacy rights violated. Individuals should exercise care and judgment when deciding to make public statements, and should seek legal or other advice if unsure.

d. Any public statements made by the University about a Disclosure or Report, including campus safety bulletins and statements to the media, will be trauma-informed, Survivor-centred, and will not disclose the personal information of the Survivors/persons affected by Sexual Violence or Misconduct. The University reserves the right to correct misleading or inaccurate public information.

13. Annual Report

The President will provide information to the Board of Governors each year on the implementation of the Policy.

14. Policy Review

The University will continue to monitor best practices and research, and will review and update the Policy whenever it is reasonable to do so. The University is committed to reviewing the Policy at least once every three years and/or when directed to do so by the Minister of Advanced Education.

15. Relevant Legislation

- a. Sexual Violence and Misconduct Policy Act, SBC 2016, c 23;
- b. Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165;
- c. Human Rights Code, RSBC 1996, c 210;
- d. Workers Compensation Act, RSBC 1996, c 492.

This Policy and these Procedures were developed in consultation with UNBC students and the broader UNBC Community, and through the work of the UNBC Steering Committee on Sexual Violence. UNBC acknowledges that the Procedures were developed by drawing, in part, on the work done by many members of British Columbia's post-secondary institutions, and more specifically, members of the Research Universities' Council of British Columbia.

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