

**SENATE MEETING
PUBLIC SESSION
MINUTES**

November 22, 2017

3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

Present: B. Annear (Secretary of Senate), S. Beeler, A. Blanding, D. Casperson, R. Chowdhury, M. Dale, B. Deo, L. Dohler, H. Empey, M. Erickson, I. Hartley, L. Haslett, K. Hirsh-Pearson, S. Horianopoulos, K. Howitt (Recording Secretary), N. Huynh, P. Jackson, A. Larsen, M. Mandy, H. Massingham, M. Murphy, A. Oguntola, A. Palmer, G. Payne, M. Peterson, T. Ritchie, L. Roodenburg, A. Saenz, E. Searle (Vice Chair), B. Schorcht, A. Stroet, T. Tannert, D. Weeks (Chair), D. Wessell Lightfoot, C. Whalen, R. Wheate, T. Whitcombe

Regrets: S. Barton, M. Bouchard, E. Jensen, J. Moore, G. Nixon, R. Robinson, D. Ryan, T. Summerville,

Absent: L. Handfield, B. Menounos, D. Nyce, M. Prevost

The meeting commenced at 3:30 p.m.

1.0 Acknowledgement of Territory

Senator Whitcombe acknowledged the Senate meeting was taking place on traditional unceded territory of the Lheidli T'enneh Nation.

**2.0 S-201711.01
Approval of the Agenda**

Hartley

That the agenda for the November 22, 2017 Public Session of Senate be approved as presented.

Amendment

Weeks

That the Procedures for Search Committees for Academic Vice-Presidents and other Senior Academic Administrators (draft) be included for information as agenda item 13.1 under Other Business.

CARRIED as amended

**3.0 S-201711.02
Approval of Senate Minutes**

Blanding

That the minutes of the October 25, 2017 Public Session of Senate be approved as presented.

CARRIED

4.0 Business Arising from Previous Minutes of Senate

None

5.0 President's Report

Dr. Weeks

The President presented outgoing Senator Amy Blanding with a certificate of appreciation in recognition of her service on Senate.

The Joint Board and Senate dinner and workshop will take place January 25th and 26th. The Chair and University Secretary have some ideas for speakers/topics and, if Senators have suggestions, they can forward them to the University Secretary.

The search for the next Vice President, Research and Graduate Programs commenced. The advertisement and position profile went live on November 22, 2017.

6.0 Report of the Provost

Dr. Ryan

None

7.0 Report of the Registrar

Mr. Annear

The Education Planner BC Application project is moving forward and applications have moved through the system to UNBC's student application system. They are looking at more dedicated UNBC parts of the application process and are working to streamline the process and make it easier for students to apply. Phase 2 will look at graduate applications.

The deadline for graduate applications is soon and applications are live.

8.0 Question Period

8.1 Written questions submitted in advance:

- 8.1.1 When would section 37(1) (j) of the *University Act* not apply to University money being given to University students on a competitive academic basis? Does section 37(1) (j) of the *University Act* apply to the awarding of Undergraduate Research Awards?

The Chair explained that the Undergraduate Research Experience Awards (UREA) are not "awards" in the same sense as other scholarships, bursaries and prizes. They are funded student research positions awarded by the Office of Research through a competitive application process, in which the merits of research proposals are assessed. Scholarships, bursaries and prizes approved and awarded by Senate generally recognize academic accomplishment or service, or respond to financial need. They are given as incentives or to support continued studies with the condition of enrollment, or if on completion of study, without conditions. Senate's involvement is fairly finite: Approval of criteria (consistent with donor's requirements where applicable) and the awarding of the prize. The Undergraduate Research Experience by comparison, requires the identification of a willing faculty supervisor and on-going support and supervision to ensure the progress of the research. Funds are either paid over time as a modest salary or as a stipend to the student. The Office of Research is looking at alternate titling for the UREA to better reflect the nature of these research positions.

A Senator stated there are instances where student assistantships have been considered to be awarded as scholarships or compensated through wages.

The President reiterated that the Undergraduate Research Experience Awards are not considered scholarships because of the supervision and responsibilities that go along with the position and this falls outside the purview of Senate.

A Senator stated UNBC has a commitment to be student centred and there was an abrupt change to the conditions of the Undergraduate Research Experience Awards.

The Interim Vice President, Research and Graduate Programs noted that the submission deadline was changed based on feedback received by the Office of Research.

8.2 Questions from the floor:

The call for members for the Provost's Advisory Committee on the Academic Plan was sent out to the University community on November 22nd. Since the committee will not meet until January, a Senator wanted to know what was in place to ensure the upcoming budget will be informed by the Academic Plan.

The President stated that the Provost was clear in the first Budget Town Hall that the Academic Plan will have more of an impact informing the upcoming budget than in previous years however, the impact will be limited this coming year because of the timelines around finalization of the Plan.

A Senator wanted to know the next steps in changes to the Cooperative Education Program and when Senate will discuss proposed models?

The President reported the University secured some provincial funding for further development of the Cooperative Education Program. That funding provided some support for Senator Whitcombe to write the Cooperative Education Report that has been posted to the Senate SharePoint site for information. The University will look at different models and ways to engage and move forward. Some of the funding will be used to do a one-time hiring of a position to will help develop and facilitate the engagement. The Office of University Advancement is trying to secure additional, philanthropic funding, to help launch the Cooperative Education program. Something should come to Senate for consideration in late 2018.

9.0 Removal of Motions from the Consent Agenda Dr. Weeks

None

10.0 Committee Reports

10.1 Senate Committee on Academic Affairs Dr. Payne

"For Approval" Items:

S-201710.04

Change(s) to Program Requirements - Biochemistry & Molecular Biology (BSc Program)

Roodenburg

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the Program Requirements for Biochemistry & Molecular Biology (BSc Program), on page 68-69 of the 2017/2018 graduate / undergraduate calendar, be approved as proposed.

Effective date: September 2018

CARRIED

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

Major in Biochemistry and Molecular Biology

The major in Biochemistry and Molecular Biology requires students to take at least 74 credit hours of Biochemistry and Molecular Biology-oriented courses, of which 33 credit hours must be upper division (i.e., 300 or 400 level). The minimum requirement for completion of a Bachelor of Science with a major in Biochemistry and Molecular Biology is 127 credit hours.

Program Requirements

Lower-Division Requirements

100 Level

BIOL 103-3 Introductory Biology I

BIOL 104-3 Introductory Biology II

BIOL 123-1 Introductory Biology I Laboratory

BIOL 124-1 Introductory Biology II Laboratory

CHEM 100-3 General Chemistry I

CHEM 101-3 General Chemistry II
CHEM 120-1 General Chemistry Laboratory I
CHEM 121-1 General Chemistry Laboratory II
MATH 100-3 Calculus I
MATH 101-3 Calculus II
PHYS 100-4 Introduction to Physics I
or PHYS 110-4 Introductory Physics I: Mechanics
PHYS 101-4 Introduction to Physics II
or PHYS 111-4 Introductory Physics II: Waves & Electricity

One of the following ~~two~~ ~~three~~ options:

~~MATH 100-3 Calculus I~~
and ~~MATH 101-3 Calculus II~~

or

~~MATH 105-3 Enriched Calculus~~
and ~~MATH 101-3 Calculus II~~

or

~~MATH 150-3~~

~~Finite Mathematics for Business and Economics~~
and ~~MATH 152-3 Calculus for Non-majors~~

~~Students are strongly encouraged to take MATH 100-3 or~~
~~MATH 105-3, and MATH 101-3, for the first-year Mathematics~~
~~requirement.~~

S-201711.03

Approval of Graduate and Undergraduate Academic Dates for the 2018-2019 Academic Year

Ritchie

That, on the recommendation of the Senate Committee on Academic Affairs, the Graduate and Undergraduate Academic Dates for the 2018-2019 Academic Year be approved as proposed.

Effective date: September 2018

CARRIED

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

Academic Dates

Academic Year

The academic year extends from September 1 to August 31 and is composed of the following semesters:

- *September Semester - September to December*
- *January Semester - January to April*
- *May Semester - May to August*

2018 – 2019 Undergraduate Semester Dates

2018 September Semester

September

- 3 Monday Labour Day, University closed
- 4 Tuesday Orientation Day
- 5 Wednesday First day of classes, September Semester
All September Semester fees due
- 19 Wednesday Last day to add/drop September Semester courses without financial penalty
Last day to change September Semester courses from audit to credit and credit to audit

October

- 8 Monday Thanksgiving Day, University closed
- 25 Thursday Last day to withdraw from September Semester courses without academic penalty,
50% tuition refund

November

- 11 Sunday Remembrance Day, University closed
- 12 Monday University closed in lieu of Remembrance Day
- 30 Friday Last Day of Classes

December

- 4 Tuesday First day of exam period
- 14 Friday Last day of exam period
- 15 Saturday Maintenance Shutdown, Prince George Campus closed
- 24 Monday Christmas Eve, University closed
- 25 Tuesday Christmas Day, University closed
- 26 Wednesday Boxing Day, University closed
- 27-31 Thurs. to Mon. University closed

Semester Summary

61 Instructional Days

- 10 Mondays
- 12 Tuesdays
- 13 Wednesdays
- 13 Thursdays
- 13 Fridays

10 Exam Days

2019 January Semester

January

- 1 Tuesday New Year's Day, University closed
- 2 Wednesday Orientation Day
- 3 Thursday First day of classes, January Semester
All January Semester fees due
- 17 Thursday Last day to add/drop January Semester courses without financial penalty
Last day to change January Semester courses from audit to credit and credit to audit

February

- 11 Monday Family Day, University closed

12-15 Tues to Fri Mid-Semester Break (no classes February 12-15)
 22 Friday Last day to withdraw from January Semester courses without academic penalty,
 50% tuition refund

April

1 Monday Registration Opens for 2019-2020 Academic Year
 5 Friday Last day of classes
 8 Monday First day of exam period
 18 Thursday Last day of exam period
 19 Friday Good Friday, University closed
 21 Sunday Easter Sunday, University closed
 22 Monday Easter Monday, University closed

Semester Summary:

62 Instructional Days

- 12 Mondays
- 12 Tuesdays
- 12 Wednesdays
- 13 Thursdays
- 13 Fridays

10 Exam days

2019 May Semester (May–Aug) and 2019 Spring Intersession (May–June)

May

6 Monday First day of classes, May Semester and Spring Intersession
All May Semester fees due, including Spring/Summer Intersessions
 10 Friday *Last day to add/drop Spring Intersession courses without financial penalty
 20 Monday Victoria Day, University closed
 21 Tuesday Last day to add/drop May Semester courses without financial penalty
 Last day to change May Semester courses from audit to credit and credit to audit
 24 Friday *Last day to withdraw from Spring Intersession courses without academic penalty,
 50% tuition refund
 31 Friday Convocation

June

14 Friday Last day of classes, Spring Intersession
 17 Monday First day of exam period, Spring Intersession
 21 Friday Last day of exam period, Spring Intersession
 22 Saturday Maintenance Shutdown, Prince George Campus closed
 24-28 Mon. to Fri. Summer break for May Semester courses (no classes June 24 – 28)
 25 Tuesday Last day to withdraw from May Semester courses without academic penalty,
 50% tuition refund

2019 May Semester (May-Aug) and 2019 Summer Intersession (Jul-Aug)

July		
1	Monday	Canada Day, University closed
3	Wednesday	First Day of classes, Summer Intersession
9	Tuesday	*Last day to add/drop Summer Intersession courses without financial penalty
22	Monday	*Last day to withdraw from Summer Intersession courses without academic penalty, 50% tuition refund

August		
5	Monday	BC Day, University closed
9	Friday	Last day of classes, May Semester and Summer Intersession
12	Monday	First day of exam period, May Semester and Summer Intersession
16	Friday	Last day of exam period, May Semester and Summer Intersession

* For condensed courses, the last day to add/drop and the last day to withdraw (50% tuition refund) is indicated in the course specific documentation.

Semester Summary:

61 Instructional Days

- 10 Mondays
- 12 Tuesdays
- 13 Wednesdays
- 13 Thursdays
- 13 Fridays

5 Exam Days

Spring Intersession Summary:

29 Instructional Days

- 5 Mondays
- 6 Tuesdays
- 6 Wednesdays
- 6 Thursdays
- 6 Fridays

5 Exam Days

Summer Intersession Summary:

27 Instructional Days

- 4 Mondays
- 5 Tuesdays
- 6 Wednesdays
- 6 Thursdays
- 6 Fridays

5 Exam Days

2018 – 2019 Senate Dates

September 26, 2018
October 24, 2018
November 28, 2018
January 23, 2019

February 27, 2019
March 27, 2019
April 24, 2019
May 22, 2019

June 26, 2019
August 28, 2019

Academic Dates

Academic Year

The academic year extends from September 1 to August 31 and is composed of the following semesters:

- September Semester - September to December

- *January Semester - January to April*
- *May Semester - May to August*

2018 – 2019 Graduate Semester Dates

2018 September Semester

September

3	Monday	Labour Day, University closed
4	Tuesday	Orientation Day
5	Wednesday	First day of classes, September Semester All September Semester fees due
19	Wednesday	**Last day to register or revise registration for the September Semester **Last day to withdraw from program without financial penalty **Last day to change September Semester courses from audit to credit and credit to audit

October

8	Monday	Thanksgiving Day, University closed
25	Thursday	**Last day to withdraw from September Semester courses without academic penalty

November

11	Sunday	Remembrance Day, University closed
12	Monday	University closed in lieu of Remembrance Day
30	Friday	Last Day of Classes

December

4	Tuesday	First day of exam period
14	Friday	Last day of exam period
15	Saturday	Maintenance Shutdown, Prince George Campus closed
24	Monday	Christmas Eve, University closed
25	Tuesday	Christmas Day, University closed
26	Wednesday	Boxing Day, University closed
27-31	Thurs. to Mon.	University closed

Semester Summary

61 Instructional Days

- 10 Mondays
- 12 Tuesdays
- 13 Wednesdays
- 13 Thursdays
- 13 Fridays

10 Exam Days

2019 January Semester

January

1	Tuesday	New Year's Day, University closed
2	Wednesday	Orientation Day
3	Thursday	First day of classes, January Semester All January Semester fees due
17	Thursday	**Last day to register or revise registration for the January Semester **Last day to withdraw from program without financial penalty **Last day to change January Semester courses from audit to credit and credit to audit

February

11	Monday	Family Day, University closed
12-15	Tues to Fri	Mid-Semester Break (no classes February 12-15)
22	Friday	Last day to withdraw from January Semester courses without academic penalty

April

1	Monday	Registration Opens for 2019-2020 Academic Year
5	Friday	Last day of classes
8	Monday	First day of exam period
18	Thursday	Last day of exam period
19	Friday	Good Friday, University closed
21	Sunday	Easter Sunday, University closed
22	Monday	Easter Monday, University closed

Semester Summary:

62 Instructional Days

- 12 Mondays
- 12 Tuesdays
- 12 Wednesdays
- 13 Thursdays
- 13 Fridays

10 Exam days

2019 May Semester

May

6	Monday	First day of classes, May Semester All May Semester fees due
20	Monday	Victoria Day, University closed
21	Tuesday	**Last day to register or revise registration for the May Semester **Last day to withdraw from program without financial penalty **Last day to change May Semester courses from audit to credit and credit to audit
31	Friday	Convocation

June

- 22 Saturday Maintenance Shutdown, Prince George Campus closed
- 24-28 Mon. to Fri. Summer break for May Semester courses (no classes June 24 – 28)
- 25 Tuesday Last day to withdraw from May Semester courses without academic penalty,

2019 May Semester

July

- 1 Monday Canada Day, University closed

August

- 5 Monday BC Day, University closed
- 9 Friday Last day of classes, May Semester
- 12 Monday First day of exam period, May Semester
- 16 Friday Last day of exam period, May Semester

***Graduate students must have permission of their supervisor to alter their registration and must maintain continuous registration in order to maintain their position in Graduate Studies.*

Semester Summary:

61 Instructional Days

- 10 Mondays
- 12 Tuesdays
- 13 Wednesdays
- 13 Thursdays
- 13 Fridays

5 Exam Days

2018 – 2019 Senate Dates

September 26, 2018	February 27, 2019	June 26, 2019
October 24, 2018	March 27, 2019	August 28, 2019
November 28, 2018	April 24, 2019	
January 23, 2019	May 22, 2019	

S-201711.04

Changes to Program Requirements - Integrated Wood Design Program

Tannert

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Integrated Wood Design program requirements on page 75 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018
CARRIED

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

Integrated Wood Design (MEng Program)

Guido Wimmers, Associate Professor and Chair
Thomas Tannert, Associate Professor and BC Leadership Chair in Tall Wood and Hybrid ~~Structures~~ Structures
Engineering
Asif Iqbal, Assistant Professor
Maik Gehloff, Senior Lab Instructor

Website: www.unbc.ca/graduate-engineering

Wood is the world's most common and sustainable building material. Known for its aesthetic beauty, durability, and ease of machinability, wood is becoming the leading building material in a new paradigm of sustainable and healthy building practices. Significant renewable wood resources in British Columbia and an international wood culture provide a strong impetus for UNBC, the province, and industrial partners to develop a leading education program ~~centered~~ ~~centered~~ centred on sustainable, healthy building practices using wood.

In order to meet the needs of the profession, the Master of Engineering, Integrated Wood Design develops students' ~~skills in~~ understanding of wood as a versatile and sustainable building component that can be used in applications far beyond what could be achieved using concrete and steel. Students investigate wood at the micro and macro levels and explore the science and art of designing and building wood structures.

The one-year interdisciplinary Master's program is built on four main pillars: Wood Mechanics and Timber Structures; Hands-on Experience; Team Work; and Sustainability.

1. **Wood Mechanics and Timber Structures:**— Students gain a deep understanding of wood. Starting with an understanding of the supply chain, students come to appreciate the sustainable nature of wood, its unique structure, its living nature, and its strengths and weaknesses, in relationship to other commonly used building materials.
2. **Hands-on Experience:**— The only way to experience wood is to work with it, as it is one of the most complex building materials. Students build small-scale structures to explore the versatility and complexity of wood structures. Community or industry internships may be included.
3. **Team Work:** - At the core of successful design teams is the ability to communicate effectively and integrate different points of view. Students undertaking this program are immersed in the science and art of design team work. Multi-disciplinary teams work together throughout the program to build effective communication skills by working with individuals with diverse backgrounds and a wide range of experts such as technical experts, professional engineers, architects, and community members.
4. **Sustainability:**— Students study and come to appreciate a range of state-of-the-art sustainable designs and how those designs fit within the broader social and political context of sustainability.

Admission Requirements

In addition to the admission application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants are required to hold a four-year (120 credit hours) baccalaureate degree in Civil Engineering from a recognized institution. ~~in Civil Engineering.~~

For entry into the ~~MEng~~ Master of Engineering, Integrated Wood Design degree program, students must fulfill the English Language Requirements outlined in Section 1.1 of the calendar, ~~and the Students~~ must have also passed one of the tests listed below within the last 24 months at the time of application. In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar.

Score requirements must meet one of the following criteria:

- IELTS (International English Language Testing System) score of at least 7.0 overall, with not less than 6.5 in any of the four modules;
- TOEFL (Test of English as a Foreign Language) score of 100 in the internet-based test, with not less than 25 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score;
- LPI (Language Proficiency Index) score of 6 (with an essay score of at least not less than 36).

Exceptional Admission

Applicants who have a four-year (120 credit-hour) baccalaureate degree (or equivalent) may be granted admission to the program if sufficient related engineering content can be demonstrated.

The Pre-Entry program as outlined in Section 1.7.2 is not applicable for applicants to gain entry to the ~~MEng~~ Master of Engineering, Integrated Wood Design Program.

Requirements

IENG 611-3 Introduction to Wood as a Building Material

IENG 612-3 Project Design 1

IENG 613-3 Wood Design 1

IENG 614-3 Building Science 1

IENG 615-3 Wood Science

IENG 626-3 Sustainable Design 1

IENG 719-3 Special Topics 1

~~IENG 626-3 Sustainable Design 1~~

IENG 722-3 Project Design 2

IENG 723-3 Wood Design 2

IENG 724-3 Building Science 2

IENG 727-3 Wood Processing

IENG 729-3 Special Topics 2

~~IENG 731-9 Design Project 3~~ Project Design 3

~~IENG 734-3 Sustainable Design 2~~

~~IENG 739-2 Special Topics 3~~

S-201711.05

Change(s) to Course Description - IENG 611-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 611-3 Intro to Wood, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENG 611-3 This lecture-based course explores iconic wood structures and gives an overview of the recent history of wood and timber construction. The course also explores the process of forest managing and harvesting to the production of engineered wood products. It covers a variety of traditional and modern applications and recent product development. Field trip(s) are required.~~

This course gives provides an overview of wood as a construction material- and the recent history of wood and timber construction and This course examines the mechanical properties of wood. and gives an overview of the recent history of wood and timber construction. It covers a variety of traditional and modern applications including recent product developments by exploring the design and construction of iconic wood structures. Field trip(s) are required.

S-201711.06

Change(s) to Course Description - IENG 612-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 612-3 Project Design 1, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENG 612-3 This lab-based course focuses on applied structural design and hands-on experience. Students build their own designs and compete in various tasks such as building a chair, a bridge or other structures. This course focuses on principles of structural mechanics and their applications in wood structures. Load calculation procedures for typical structures under practical conditions are presented. Analysis of different types of structural members and connections are discussed.~~

S-201711.07

Change(s) to Course Description - IENG 613-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 613-3 Wood Design 1, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENG 613-3 This lecture-based course focuses primarily on structural design with timber and other wood-based products. Topics include the behaviour and design of various types of wood-to-wood connections and wood to other material such as steel or concrete. Students design various structural elements such as diaphragms, trusses, rigid frames, arches, and prismatic plates of hyperbolic paraboloids for buildings, bridges and other tall wood structures. Conventional lumber or state-of-the-art engineered wood products are discussed. This course focuses on the design of timber structural elements and connections. Topics include the behavior and design of bending, tension and compression members made of solid timber along with or glue-laminated timber and the complete suite of contemporary connectors and connector systems. Students design and analyze various structural components as well as and design, build, test and analyze a connection assembly.~~

S-201711.08

Change(s) to Course Description - IENG 614-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 614-3 Building Science 1, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018
CARRIED (consent agenda)

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

IENG 614-3 ~~This lecture-based course focuses on the fundamentals of building science, such as acoustic design and sound separation; absorbing and reducing transfer of sound in wooden or hybrid building; and other forms of vibration. This course focuses on the fundamentals of acoustic design and sound separation. It also addresses absorbing and reducing the transfer of sound in wooden or composite buildings and mitigating other sources of vibration. The basics of fire dynamics, the principles of fire protection, and the behavior of wood buildings during fire will be~~ are explored. Light in buildings and electromagnetic fields in buildings are also introduced studied.

S-201711.09

Change(s) to Course Description - IENG 615-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 615-3 Wood Science, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018
CARRIED (consent agenda)

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

IENG 615-3 This course examines the macroscopic and microscopic anatomical features of wood and as well as exploring explores its physical properties. The course looks at the wood-water interaction along with different and methods of wood drying. Students learn to identify macroscopically identify commonly used wood species.

S-201711.10

Change(s) to Course Description – IENG 626-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 626-3 Sustainable Design 1, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENG 626-3 This lecture-based course presents an array of tools used to assess and manage wood design activities that impact the environment. Tools considered may include the following: environmental indicators measurement; environmental risk assessment; life-cycle assessment; environmental management systems; and sustainable forest management certification. Further methods and parameters for healthy living, indoor air quality, thermal comfort, as well as analysis of social responsibility in various contexts, are discussed. This course focuses on the highest priorities of sustainable design, durability and resilience as well as energy efficiency and lowest possible environmental impact. It addresses the adaptation of design to climate zones, the interconnection of architectural volumes, form, envelope design and healthy living. It explores the integration of mechanical systems and their influence on the design. Parameters of healthy living, air quality and thermal comfort are introduced.~~ Economic calculations and life cycle assessment is are discussed.

S-201711.11

Change(s) to Course Description – IENG 722-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 722-3 Project Design 2, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENG 722-3 This lab-based course is a wood design studio, focussing on a realistic design task that applies design skills in structural design, building science, and sustainable design. This course may be offered in the form of a team competition.~~

Focusing on a realistic design task, this course is a wood design studio, focusing on a realistic design task where students applying design skills acquired in previous courses along with including structural design and building science.

S-201711.12

Change(s) to Course Description – IENG 723-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 723-3 Wood Design 2, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENTG 723-3 This lecture-based course focuses on detailed design for structural tasks for large and tall wood structures such as highrises and bridges. Structural connections of wooden components with various materials as well as hybrid systems are discussed in detail. This course focuses on structural design of timber floors and lateral load resisting systems. Topics include the following: the behavior and design of floors made from solid timber; engineered wood products; timber-concrete composites; contemporary lateral load resisting systems such as light-frame; cross laminated timber shear walls and diaphragms; and moment frames. Students design and analyze various structural wood and hybrid systems.~~

S-201711.13

Change(s) to Course Description – IENG 724-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 724-3 Building Science 2, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENTG 724-3 This lecture-based course focuses on the following fundamentals: static and dynamic thermal performance including thermal bridges; hydrodynamic processes in buildings and airtightness; and convection-based influences. This course addresses the fundamentals in building envelopes of building physics, thermal performance including thermal bridges, and hydrodynamic processes. in building envelopes. Students examine airtightness and convection-based influences along with durability of building envelopes. The principles and details of energy-efficient design, specifically on wood buildings, are applied.~~

S-201711.14

Change(s) to Course Description – IENG 727-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 727-3 Wood Processing, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

~~IENTG 727-3 This course guides students through all stages of construction, starting with design and finishing with the completed building. Faculty selects a sample project to guide students through the construction process. Students learn plant layout and state-of-the-art processes of the industry. The course finishes with a small design project, for which the student creates all required documentation from construction drawings, details, schedules of materials, and plant layout, to produce the structure to the highest standard and efficiency~~

This course introduces students to state-of-the-art fabrication technology such as CNC machines and industrial robots including tooling options. Students learn the basics of plant layout, and finish the course with an opportunity study and plant layout for a faculty chosen structure, which is to be manufactured to the highest standards and efficiency. conduct a feasibility study and create plant layouts which could be used to manufacture a structure to the highest standards and efficiency.

S-201711.15

Change(s) to Course Description – IENG 729-3

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 729-3 Special Topics 2, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018
CARRIED (consent agenda)

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

IENG 729-3 ~~This course focuses on recent developments in the Canadian and international wood and/or sustainable construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field trips are required. This course introduces structural systems and their applications in wood structures. Analyses of structural systems for a range of static and dynamic loadings are presented. Code provisions relevant to practical applications are discussed.~~

S-201711.16

Change(s) to Course Description – IENG 731-8

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for IENG 731-8 Project Design 3, on page 136 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED (consent agenda)

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

IENG 731-8 9

S-201711.17

Change(s) to Course Description - Major in Accounting in BComm

Larson

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for Major in Accounting in BComm on page 76 (in the print and PDF calendar accessible on the UNBC web page) of the 2017/2018 undergraduate calendar, be approved as proposed.

Effective date: September 2017

CARRIED

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

“An Accounting major is recommended for students who wish to become a Chartered Professional Accountant (CPA). ~~Chartered Accountants (CAs), Certified General Accountants (CGAs), or Certified Management Accountants (CMAs).~~”

S-201711.18

Change(s) to Program Requirements - Major in International Business in BComm

Chowdhury

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the Program Requirements for the Major in International Business in BComm, on page 80 (in the print or PDF calendar accessible on the UNBC web page) of the 2017/2018 undergraduate calendar, be approved as proposed.

Effective date: September 2017

CARRIED

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

~~INTS 401- 100-3 Canada and the World Introduction to International Studies~~
~~or INTS 205- 210-3 Introduction to International Studies Globalizations~~
or INTS 220/ECON 220 Global Economic Shifts

S-201711.19

Approval of New Academic Program - Pre-Master of Business Administration (Pre-MBA) Program

Ritchie

That, on the recommendation of the Senate Committee on Academic Affairs, the new Pre-Master of Business Administration (Pre-MBA) Program be approved as proposed.

Proposed Start Date: Pre-MBA in China - March 2018; Chinese cohort to come to Prince George for participation in MBA Program – September, 2018

CARRIED

10.2 Senate Committee on Admissions and Degrees

Mr. Annear

“For Approval” Items:

Motions S-2-1711.20 to S-201711.21 were dealt with as an omnibus motion.

S-201711.20

Changes to Admission Requirements - Integrated Wood Design Program

Payne

That, on the recommendation of the Senate Committee on Admissions and Degrees, the changes to the Integrated Wood Design admission requirements page 74 of the 2017/18 graduate calendar, be approved as proposed.

Effective date: January 1, 2018

CARRIED

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

Admission Requirements

In addition to the admission application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants are required to hold a four-year (120 credit hours) baccalaureate degree in Civil Engineering from a recognized institution. ~~in Civil Engineering.~~

For entry into the ~~MEng~~ Master of Engineering, Integrated Wood Design degree program, students who do not meet the exemptions indicated in 1.1 must fulfill the English Language Requirements outlined below, in Section 1.1 of the calendar, and they Students must have also passed one of the tests listed below within the last 24 months at the time of application. In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar.

Score requirements must meet one of the following criteria:

- IELTS (International English Language Testing System) score of at least 7.0 overall, with not less than 6.5 in any of the four modules;
- TOEFL (Test of English as a Foreign Language) score of 100 in the internet-based test, with not less than 25 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score;
- ~~LPI (Language Proficiency Index) score of 6 (with an essay score of at least not less than 36).~~
- or the equivalent Master of Engineering, Integrated Wood Design level on other test score accepted by the University

Exceptional Admission

Applicants who have a four-year (120 credit-hour) baccalaureate degree (or equivalent) may be granted admission to the program if sufficient related engineering content can be demonstrated.

The Pre-Entry program as outlined in Section 1.7.2 is not applicable for applicants to gain entry to the ~~MEng~~ Master of Engineering, Integrated Wood Design Program.

S-201711.21

Approval of Admissions Requirements - Pre-Master of Business Administration

Payne

That, on the recommendation of the Senate Committee on Admissions and Degrees, the admissions requirements for the new Pre-Master of Business Administration (Pre-MBA) Program be approved as proposed.

Proposed Start Date: Pre-MBA in China - March 2018; Chinese cohort to come to Prince George for participation in MBA Program – September, 2018

CARRIED

10.3 Senate Committee on First Nations and Aboriginal Peoples

Dr. Ryan

None

10.4 Senate Committee on Scholarships and Bursaries

Mr. Annear

“For Approval” Item:

S-201711.22

Revisions to Doctoral Dissertation Completion Award

Hartley

That, on the recommendation of the Senate Committee on Scholarships and Bursaries, the revised Terms and Conditions for the Doctoral Dissertation Completion Award be approved.

Effective Date: 2017-2018 Academic Year

Amendment 1

That “Successful applicants will receive \$4,000 divided over four consecutive monthly installments. The remaining \$2,000 will be paid in one lump sum upon the successful dissertation completion and defense IF that defense takes place during the semester for which the award is granted or the semester immediately following the semester for which the award is granted. The remaining \$2,000 will not be paid if the dissertation is not successfully completed and defended during the semester for which the award is granted or the semester immediately following the semester for which the award has been granted. As indicated above, no award (or award monies) will be carried into or allocated in year 6.” be moved to Conditions of Awards.

Amendment 2

That “This award is the last financial support a student can receive from UNBC.” be struck from Conditions of Award.

A Senator asked for clarification of the following provision under Distribution of Funds: “Successful applicants will receive \$4,000 divided over four consecutive monthly installments” under Award amount and “The funds will be disbursed in up to two installments through the Awards and Financial Aid Office.”
WITHDRAWN

A Senator noted that the award was established a number of years ago and wondered if consideration had been made to increase the value of the award?

The Registrar stated he would take the feedback to the SCSB.

“For Information” Items:

SCSB20171025.03 (approved)

New NBC Archives Graduate Research Scholarship

That the new Terms and Conditions for the NBC Archives Graduate Research Scholarship be approved.
Effective Date: 2018-2019 Academic Year

SCSB20171025.05 (approved)

Revisions to Sinclar Group Forest Products Ltd. Contingency Bursary

That the revised Terms and Conditions for the Sinclar Group Forest Products Ltd. Contingency Bursary be approved.
Effective Date: 2018-2019 Academic Year

SCSB20171025.06 (approved)

Revisions to Sinclar Group Forest Products Ltd. Bursary

That the revised Terms and Conditions for the Sinclar Group Forest Products Ltd. Bursary be approved.
Effective Date: 2018-2019 Academic Year

SCSB20171025.07 (approved)

Revisions to Sinclar Group Forest Products Ltd. Scholarship

That the revised Terms and Conditions for the Sinclar Group Forest Products Ltd. Scholarship be approved.
Effective Date: 2018-2019 Academic Year

10.6 Senate Committee on Nominations

Dr. Casperson

Senator Casperson stated the SCN met on November 7, 2017. Senator Ritchie was elected by the Committee as its new Chair.

10.7 Steering Committee of Senate **Dr. Weeks**

The President stated there were several items on the SCS November agenda that the committee was unable to get through, including the proposed revised terms of reference for SCAAF. The revised SCAAF terms of reference incorporating Senate's feedback should be on the January Senate agenda. There will be a special meeting of the SCS in December to discuss several outstanding items.

11.0 S-201711.23
Approval of Motions on the Consent Agenda TW/SH **Dr. Weeks**

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

12.0 Information

12.1 Change in Timelines - University Research Experience Awards **Dr. Payne**

The item was discussed during Question Period, and there were no further questions.

13.0 Other Business

13.1 Procedures for Search Committees for Academic Vice-Presidents and other Senior Academic Administrators (draft) - for information

The draft Procedures for Search Committees for Academic Vice-Presidents and other Senior Academic Administrators were uploaded to the SharePoint site, and are included as Appendix I to these minutes. They are provided for information and review and feedback will be sought at the next Senate meeting

14.0 S-201711.24
Move to In Camera Session

Blanding
That the meeting move In Camera.
CARRIED

15.0 S-201711.28
Adjournment

Blanding
That the Senate meeting be adjourned.
CARRIED

The meeting ended at 4:54 p.m.