

SENATE MEETING PUBLIC SESSION AGENDA

November 22, 2017
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

1.0 Acknowledgement of Territory

2.0 S-201711.01

Approval of the Agenda †

Page 1

That the agenda for the November 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.*

3.0 S-201711.02

Approval of Senate Minutes

Page 6

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

4.0 Business Arising from Previous Minutes of Senate (*no material*)

5.0 President's Report (*5 minutes*) **Dr. Weeks**

6.0 Report of the Provost (*5 minutes*) **Dr. Ryan**

7.0 Report of the Registrar (*5 minutes*) **Mr. Annear**

8.0 Question Period (*10 minutes*)

9.0 Removal of Motions from the Consent Agenda **Dr. Weeks**

10.0 Committee Reports

10.1 Senate Committee on Academic Affairs (*15 minutes*) **Dr. Ryan**

"For Approval" Items:

Regular

S-201710.04

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

Page 19

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

- Regular **S-201711.03**
Approval of Graduate and Undergraduate Academic Dates for the 2018-2019 Academic Year
Page 22 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
- Regular **S-201711.04**
Changes to Program Requirements - Integrated Wood Design Program
Page 30 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
- Consent **S-201711.05**
Change(s) to Course Description - IENG 611-3
Page 35 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
- Consent **S-201711.06**
Change(s) to Course Description - IENG 612-3
Page 37 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
- Consent **S-201711.07**
Change(s) to Course Description - IENG 613-3
Page 39 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
- Consent **S-201711.08**
Change(s) to Course Description - IENG 614-3
Page 41 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
- Consent **S-201711.09**
Change(s) to Course Description - IENG 615-3
Page 43 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
- Consent **S-201711.10**
Change(s) to Course Description – IENG 626-3
Page 45 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
- Consent **S-201711.11**
Change(s) to Course Description – IENG 722-3
Page 47 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

- Consent **S-201711.12**
Change(s) to Course Description – IENG 723-3
 Page 49 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
- Consent **S-201711.13**
Change(s) to Course Description – IENG 724-3
 Page 51 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
- Consent **S-201711.14**
Change(s) to Course Description – IENG 727-3
 Page 53 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
- Consent **S-201711.15**
Change(s) to Course Description – IENG 729-3
 Page 55 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
- Consent **S-201711.16**
Change(s) to Course Description – IENG 731-8
 Page 57 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
- Regular **S-201711.17**
Change(s) to Course Description - Major in Accounting in BComm
 Page 59 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
- Regular **S-201711.18**
Change(s) to Program Requirements - Major in International Business in BComm
 Page 61 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
- Regular **S-201711.19**
Approval of New Academic Program - Pre-Master of Business Administration (Pre-MBA) Program
 Page 63 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

10.2 Senate Committee on Admissions and Degrees (10 minutes)

Mr. Annear

“For Approval” Items:

Regular **S-201711.20**

Changes to Admission Requirements - Integrated Wood Design Program

Page 73 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

Regular **S-201711.21**

Approval of Admissions Requirements - Pre-Master of Business Administration

Page 76 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

10.3 Senate Committee on First Nations and Aboriginal Peoples (no material)

Dr. Ryan

10.4 Senate Committee on Scholarships and Bursaries (5 minutes)

Mr. Annear

“For Approval” Item:

Regular **S-201711.22**

Revisions to Doctoral Dissertation Completion Award

Page 86 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

“For Information” Items:

SCSB20171025.03 (approved)

New NBC Archives Graduate Research Scholarship

Page 89 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

Page 91 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

Page 93 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

Page 95 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 (no material)

Dr. Casperson

10.7 Steering Committee of Senate (no material)

Dr. Weeks

- 11.0 **S-201711.23**
Approval of Motions on the Consent Agenda **Dr. Weeks**
That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.
- 12.0 **Information** *(5 minutes)*

12.1 Change in Timelines - University Research Experience Awards **Dr. Payne**
- 13.0 **Other Business** *(no material)*
- 14.0 **S-201711.24** *(10 minutes)*
Move to In Camera Session
That the meeting move In Camera.
- 15.0 **S-201711.28**
Adjournment
That the Senate meeting be adjourned.

Motion Number (assigned by
Steering Committee of Senate): S-201710.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:**

In the BCMB degree program, there are currently three options listed for first year mathematics courses. The BCMB Program in recent semesters had received a number of requests from students to allow MATH 100-3 and MATH 152-3, however MATH 152-3 precludes MATH 100-3. After discussion at the program level, it was decided that BCMB majors would be required to take Calculus I and II. This motion is to remove the third option from the degree program.

3. **Implications of the changes for other programs, etc., if applicable:**

None

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

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 Lab I

CHEM 121-1 General Chemistry Lab 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 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.

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

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.

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

Program / Academic / Administrative Unit: Biochemistry

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.11

College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate “0” if there are no attachments)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.04

Moved by: I. Hartley **Seconded by:** G. Payne

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

Approved by SCAAF: October 4, 2017
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201711.03

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the Graduate and Undergraduate Academic Dates for the 2018-2019 Academic Year be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:**

To set the Academic Dates (Semester Dates) for the next academic year of 2018/2019.

3. **Implications of the changes for other programs, etc., if applicable:**

The Academic Dates have an impact on all areas of the University.

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

Undergraduate Calendar: <http://www.unbc.ca/calendar/undergraduate/semester-dates>

Graduate Calendar: <http://www.unbc.ca/calendar/graduate/semester-dates>

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

See Attached

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

Program / Academic / Administrative Unit: Office of the Registrar

College:

College Council Motion Number:

College Council Approval Date:

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date

7. **Other Information**

Attachment Pages: 1 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201711.06

Moved by: T Summerville

Seconded by: L. Haslett

Committee Decision: CARRIED

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

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

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 Intercession
17	Monday	First day of exam period, Spring Intercession
21	Friday	Last day of exam period, Spring Intercession
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 Intercession (Jul-Aug)

July

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

August

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

* 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 Intercession Summary:

29 Instructional Days

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

5 Exam Days

Summer Intercession Summary:

27 Instructional Days

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

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

Motion Number (assigned by
Steering Committee of Senate): S-201711.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Integrated Wood Design program requirements on page 75 of the 2017/18 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2018

2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, revisions to the program are required to provide a better learning experience. The main change is a reduction of the number of required courses to reduce the overall credit count for the degree from 46 credit hours to 45 credit hours. This change provides more time for other courses in this very intensive program. In addition, we adapted the course descriptions to better reflect the content taught in these courses.

The English language requirements have not been change. The MEng program is very intense and fast paste and students have to be able to follow the lectures from day one.

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

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

Integrated Wood Design (MEng Program)

Guido Wimmers, Associate Professor and Chair

Thomas Tannert, Associate Professor and BC Leadership Chair in Tall Wood and Hybrid 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 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 wood as a versatile and sustainable building component that can be used in applications far beyond what could be achieved using concrete and steel. Students investigate wood at the micro and macro levels and explore the science and art of designing and building wood structures.

The one-year interdisciplinary Master's program is built on four main pillars:

- 1- Wood Mechanics and Timber Structures – Students gain a deep understanding of wood. Starting with an understanding of the supply chain, students come to appreciate the sustainable nature of wood, its unique structure, its living nature, and its strengths and weaknesses, 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 from a recognized institution in Civil Engineering.

For entry into the MEng degree program, students must fulfill the English Language Requirements outlined in Section 1.1 of the calendar, and they must have also passed one of the tests listed below 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 than 25 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score.
- LPI (Language Proficiency Index) score of 6 (essay score of at least 36).

Exceptional Admission

Applicants who have a four-year (120 credit-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 Program.

Requirements

IENG 611-3 Introduction to Wood as a Building Material

IENG 613-3 Wood Design 1

IENG 614-3 Building Science 1

IENG 615-3 Wood Science
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 731-8 Design Project 3
IENG 734-3 Sustainable Design 2
IENG 739-2 Special Topics 3

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

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 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).

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~~

Motion Number (assigned by
Steering Committee of Senate): S-201711.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description and a change from lecture to lab based is proposed to improve and strengthen the degree.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
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.

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.12

College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.16

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description and a change from lecture to lab based is proposed to improve and strengthen the degree.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 612-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
~~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.
6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)
Program / Academic / Administrative Unit: MEng Integrated Wood Design
College: Science and Management
College Council Motion Number: CSAM CC 2017.09.14.06.13
College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate “0” if there are no attachments)

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INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.17

Moved by: E. Jensen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201711.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description is proposed to improve and strengthen the degree.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised: IENG 613-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
~~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.
6. **Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)**

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.14

College Council Approval Date: September 14, 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**

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INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.18

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description is proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 614-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
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.

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.15

College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

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INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.19

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201711.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description is proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 615-3** This lecture-based course introduces students to the study of tree growth, macroscopic and microscopic anatomical features of wood, identification of softwoods and hardwoods, wood variability and quality, chemical make-up, physical properties including fire-resistance and structural properties, wood-water interactions, transport phenomena, and wood drying methods.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
~~IENG 615-3 This lecture-based course introduces students to the study of tree growth, macroscopic and microscopic anatomical features of wood, identification of softwoods and hardwoods, wood variability and quality, chemical make-up, physical properties including fire-resistance and structural properties, wood-water interactions, transport phenomena, and wood drying methods.~~

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.

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.16

College Council Approval Date: September 14, 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**

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INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.20

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description is proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 626-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:** **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~~ **Economic** calculations and life cycle assessment ~~is-are~~ discussed.

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.17

College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

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INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.21

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description and a change from lecture to lab based is proposed to improve and strengthen the degree.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 722-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
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, ~~focussing on a realistic design task where students applying~~ design skills acquired in previous courses ~~along with including~~ structural design and building science.

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.18

College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

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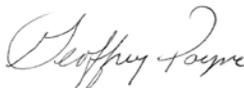
Brief Summary of Committee Debate:

Motion No.: SCAAF201710.22

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description is proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 723-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
~~IENG 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.
6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)
Program / Academic / Administrative Unit: MEng Integrated Wood Design
College: Science and Management
College Council Motion Number: CSAM CC 2017.09.14.06.19
College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

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INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.23

Moved by: E. Jensen

Seconded by: W. Schwab

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

Approved by SCAAF: November 1, 2017

Date



Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description is proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised: IENG 724-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
~~IENG 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.
6. **Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)**
Program / Academic / Administrative Unit: MEng Integrated Wood Design
College: Science and Management
College Council Motion Number: CSAM CC 2017.09.14.06.20
College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

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INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.24

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201711.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description and a change from lecture to lab based is proposed to improve and strengthen the degree.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised: IENG 727-3** This course guides students through all stages of construction, starting with design and finishing with the completed building. Faculty select a sample project to guide students through the construction process. Students learn plant layout and state-of-the-art processes of the industry. The course finishes with a small design project, for which the student creates all required documentation from construction drawings, details, schedules of materials, and plant layout, to produce the structure to the highest standard and efficiency.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
~~IENG 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.

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

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.21

College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.25

Moved by: E. Jensen **Seconded by:** W. Schwab

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201711.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course description is proposed to improve and strengthen the degree
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** **IENG 729-3** 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.
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
~~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.
6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)
Program / Academic / Administrative Unit: MEng Integrated Wood Design
College: Science and Management
College Council Motion Number: CSAM CC 2017.09.14.06.22
College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate “0” if there are no attachments)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.26

Moved by: E. Jensen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: November 1, 2017

Date



Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.16

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** January 1, 2018
2. **Rationale for the proposed revisions:** Based on the feedback from the faculty and from the first and second cohort of students in the MEng program, a minor revision to the course credits and a change from lecture to lab based is proposed to improve and strengthen the degree by increasing the course to 9 credits and adding a week onto the length of the course.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:** IENG 731-8
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**
IENG 731-8 9
6. **Authorization:** (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit: MEng Integrated Wood Design

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.23

College Council Approval Date: September 14, 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: # pages (fill in number of pages, or indicate “0” if there are no attachments)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201710.27

Moved by: E. Jensen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): ____ S-201711.17_____

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** September 2017

2. **Rationale for the proposed revisions:** Canada’s accounting profession is now represented by a single national body – Chartered Professional Accountants of Canada (CPA Canada).

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

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

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

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

“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).~~

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

Program / Academic / Administrative Unit: School of Business

College: CSAM

College Council Motion Number: CSAM CC Consent MOTION 2017:10:12:03

College Council Approval Date: Oct 12, 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: # pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201711.03

Moved by: E. Jensen

Seconded by: D. Wessel Lightfoot

Committee Decision: CARRIED

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.18

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That 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.

1. **Effective date:** September 2017

2. **Rationale for the proposed revisions:** Global and International Studies has recently replaced INTS 101-3 and INTS 205-3 with INTS 100-3 and INTS 210-3. In addition, INTS 220/ECON 220 has been retitled and focuses on the rise of the BRICS and scenarios for 2050, which would be another option of interest for International Business major students. The three options give students more choice as they would not be taught every year.

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

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

INTS 101-3 Canada and the World
or INTS 205-3 Introduction to International Studies

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

INTS 404- ~~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

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

Program / Academic / Administrative Unit: School of Business

College: CSAM

College Council Motion Number: CSAM CC Consent MOTION 2017:10:12:03

College Council Approval Date: Oct 12, 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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201711.04

Moved by: E. Jensen

Seconded by: H. Empey

Committee Decision: CARRIED

Approved by SCAAF: November 1, 2017
Date



Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201711.19

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new Pre-Master of Business Administration (Pre-MBA) Program be approved as proposed.

A. General Information

The purpose of the Pre-MBA Program is to prepare international students with limited Business knowledge in the Canadian Business context and/or English language skills with the prerequisite knowledge and skills necessary to complete the UNBC MBA program, and prepare them for the academic demands of intensive MBA studies.

The Pre-MBA Program also provides students with critical knowledge and skills applicable to earn an MBA Degree, including:

- 1) Business knowledge and context in Canadian Business practice
- 2) English language proficiency in communication
- 3) Canadian culture awareness
- 4) Knowledge of Canadian university rules and regulations

The Pre-MBA Program, is a four-month (16 week) intensive program, which includes eight weeks of advanced English and university skills studies, and eight weeks of three fundamental business-course studies. Upon successful completion of the Pre-MBA Program, students will earn admission into the UNBC MBA Degree Program.

Program Title: Pre-Master of Business Administration (Pre-MBA) Program

Program Objective: Prepare international students with limited Business knowledge in the Canadian Business context and/or English language skills for entry into the MBA program.

Credential upon Completion of the Program: Admission into the MBA Program.

Program Offering the Degree: The School of Business

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

Suggested Institutional Priority: Increased student enrolment and having a diverse student body.

Relationship of Proposed Program to the Mandate of the Institution: The focus will be on contributing to

International enrolment, as a pilot Pre-MBA is being planned in partnership with Tianjin University of Technology (TUT) in China. After the pilot is evaluated to determine its value, the intent is to expand delivery to international students from other countries.

Implications for the Cooperative Education Option: none

Specialties within Program: none

Related Programs at Other Institutions: Some Canadian Institutions have Pre-MBA programs meant for International Students. See, for examples, Wilfrid Laurier University, University of New Brunswick, Vancouver Island University, and few more.

Relation to Existing Programs: The Pre-MBA Program is meant to be a pathway program to the MBA Program for international students.

Articulation Arrangement: none

Consultations with Other Institutions: Tianjin University of Technology (TUT)

B. Program Description

See section A: General Program Information

General Calendar Description:

The Pre-MBA Program will provide international students with limited business knowledge in the Canadian business context and/or English language skills with the prerequisite knowledge and skills necessary to complete the UNBC MBA program, and prepare them for the academic demands of intensive MBA studies.

The Pre-MBA Program also provides students with critical knowledge and skills applicable to earn an MBA Degree, including:

- 1) Business knowledge and context in Canadian business practice
- 2) English language proficiency in communication
- 3) Canadian culture awareness
- 4) Knowledge of Canadian university rules and regulations

The Pre-MBA Program, is a four-month (16 week) intensive program, which includes eight weeks of advanced English and university skills studies, and eight weeks of three fundamental business-course studies. Upon successful completion of the Pre-MBA Program, students will earn guarantees admission into the UNBC MBA Degree Program.

Program Admission Requirements

1. An acceptable academic standing will be a four-year (120 credit hours) Baccalaureate degree (or equivalent) from a recognized institution. Grade point average of at least 3.00 (B) in the work of the last 60 credit hours (approximately the last two years) leading to the Baccalaureate degree is required for entry. **(Please refer to the admission requirements outlined in Section 1.3.1 and 1.3.2 of the Graduate Academic Calendar).**

2. Three letters of reference from academics, colleagues, supervisors or significant clients.
3. Statement of Academic Interest or Letter of Intent.
4. Demonstrated proficiency in English, as shown by:
 - **TOEFL** (Test of English as a Foreign Language) score of at least **79** IBT.
 - **IELTS** (International English Language Testing System) score of a minimum of **6.0** in all sections or equivalent before entry into the program.
 - Comparable results in any other internationally recognized English Language Assessment test considered as equivalent to TOEFL or IELTS.

Curriculum:

1. Advanced English Learning and University Skills

UNBC ELS 50 and ELS 170

The English Language Studies 50 program is designed to help students acquire a wide range of skills that will allow a person to be fully able and functional as a Canadian university student. The students will develop skills necessary for university-level study, research, writing, and seminar skills. As well, this program assists students in developing skills in oral presentation, note-taking, reading academic materials, report writing, research and computer use.

There are two components to this course. Students will receive twenty-five (25) hours of the core English Language Studies class (ELS 50) and four (4) hours of Writing & Communication Skills (ELS 170) per week.

2. COMM 100 - Introduction to Canadian Business

This course 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.

3. COMM 200 - Business Communication

This course provides basic skills in written and oral business communication. It assists students to transition from academic to business writing and to effectively organize and deliver written and orally presented business reports. Topics covered in this course include: recognizing and avoiding plagiarism; accessing and using research sources for business purposes; writing business correspondence including letters and emails; and working on collaborative writing projects. Students acquire skills in communicating within workplaces typified by diverse backgrounds and varying work roles. Students are introduced to the case study method and the writing and delivery of solutions for business cases.

4. COMM 210 - Financial Accounting

Introduction to the construction and interpretation of financial reports prepared primarily for external use.

Students need a basic understanding of a spreadsheet application.

Program Completion Requirements

1. Students must achieve a minimum of a “B” level in ELS 50/170.
2. Complete all the COMM courses listed above with a cumulative GPA of 3.0 (B).

C. Need for Program

Enrolment Projections: Each Pre-MBA cohort will have a minimum 25 and a maximum of 40 students.

Cultural, Social and Economic Needs: Pre-MBA students will receive Advanced English Learning and University Skills supports to assist them in preparing for entry into the UNBC MBA. Once in Canada, international students will participate in orientation sessions to assist with immersion into Canadian society.

Labour Market Demands: This program helps international students bridge the gap between their undergraduate education, business knowledge, and the entry requirements of UNBC MBA program; it does not provide training for specific jobs or careers.

Other Benefits: The program provides a positive link for UNBC to international Institutions and will develop ongoing relationships.

D. Faculty

Faculty list: The faculty that will be teaching are yet to be determined. ELS instructors will teach ELS 50 and 170 and existing School of Business faculty will teach the COMM courses. The courses that make up the Pre-MBA Program have previously been approved by Senate; no new faculty positions are required for the pilot initiative with TUT.

Expected Teaching Loads: ELS classes over 8 weeks and three COMM courses over 8 weeks.

Research Funding: N/A

E. Program Delivery

Distance Learning Components: None currently anticipated; the Pre-MBA is designed as an “in person” Program.

Class Size and Structure: Minimum of 25 students per cohort with a maximum of 40 students per cohort.

Experiential Learning: N/A

F. Program Resources

Administrative Requirements: Administered through the School of Business with facilitation/coordination support from Continuing Studies and International Education.

Operating Requirements: Various internal departments will collaborate to ensure the effective delivery of the Pre-MBA.

Capital Requirements: none

Start-up Costs: none

Special Resource Requirements: none

G. Library Resource Requirements

These are existing courses.

H. Evaluation

Academic Quality of Program: Existing approved courses

Methods of Internal Institutional Review: Review by regular review process after 3 years

Relevant External Program Experts: N/A

I. Miscellaneous

Special Features: Signed MOU between UNBC and TUT outlining the commitment to deliver the Pre-MBA in China

Attachment Pages (in addition to required Library Form): 4 pages

J. Authorization:

College: College of Science and Management

College Council Motion Number: CSAM CCMOTION 2017:10:12:05

College Council Approval Date: Oct 12, 2017

PLEASE COMPLETE AND INCLUDE LIBRARY FORM (WHICH MUST BE SUBMITTED WITH THIS FORM) AND MOTION FORMS ARE NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201711.05

Moved by: E. Jensen

Seconded by: I. Hartley

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

Approved by SCAAF: November 1, 2017
Date


Chair's Signature

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

MEMORANDUM OF UNDERSTANDING ON ACADEMIC COOPERATION

Between

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
Prince George, British Columbia, Canada



And

TIANJIN UNIVERSITY OF TECHNOLOGY
Tianjin City, P.R.China



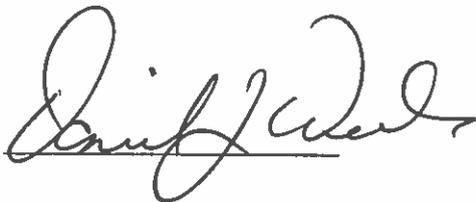
This Memorandum of Understanding is to formalize the intention of the Parties to cooperate and explore mutually beneficial academic collaborations, exchanges and joint research. Proposed areas of collaboration between UNBC and TUT include:

- 1.1 Establishing a UNBC Pre-MBA program for Year 4 Chinese students in the School of Management and International College of Business and Technology of TUT. The Pre-MBA will be delivered on the TUT campus so students are prepared to transfer to UNBC. The specific implementation of the program will refer to the subsequent agreement.
- 1.2 Establishing UNBC Pre-Master of MA in Development Economics for Year 4 Chinese students in the School of Management and International College of Business and Technology of TUT. The Pre-Master program will be delivered on the TUT campus so students are prepared to transfer to UNBC. The specific implementation of the program will refer to the subsequent agreement.
- 1.3 The development of a collaborative partnership that will include student, faculty and

administrative exchanges as well as fee paying students laddering to UNBC programs.

- 1.4 Establishing and promoting areas of research collaboration and cooperation in fields of mutual interest. This may include conducting collaborative research projects and the exchanges of academic information and materials.
- 1.5 The promotion of other academic activities as jointly agreed to, to better enhance mutual understanding and cooperation between the institutions.
- 1.6 The Parties intend to investigate these and other opportunities, and to pursue any required institutional or other required approvals, and to communicate openly and regularly on progress.
- 1.7 This memorandum of understanding is intended to facilitate the development and formalization of specific projects and agreements. It is not legally binding on either Party. Should either Party decide to terminate this MOU for any reason, the termination will not be actionable and the Parties will be responsible for any of their own costs incurred in exploring opportunities.
- 1.8 Any media release or communications related this MOU are to be agreed to by both Parties prior to release. This MOU does not authorize either Party to use the name of brand of the other Party without permission.

Signed in Tianjin, China the 10th day of July, 2017.



Dr. Daniel Weeks

President and Vice-Chancellor

University of Northern British

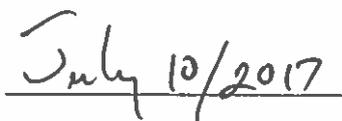
Columbia



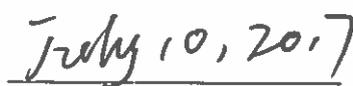
Dr. Ma Jianbiao

President

Tianjin University of Technology



Date



Date

加拿大北英属哥伦比亚大学



与

天津理工大学



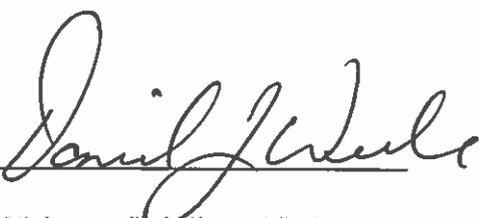
学术合作谅解备忘录

本谅解备忘录旨在加强双方合作的意愿，并本着互惠互利的原则开展科研、国际交流等方面的合作。有意达成的合作包括如下方面：

- 1.1 与天津理工大学管理学院和国际工商学院合作，为大学四年级学生建立工商管理硕士预科项目。本预科项目将在天津理工大学校园进行授课，之后便于学生转入北英属哥伦比亚大学学习。项目的具体实施细则以另行签署《合作协议书》为准。
- 1.2 与天津理工大学管理学院和国际工商学院合作，为大学四年级学生建立发展经济学硕士预科项目。本项目将在天津理工大学校园进行授课，之后便于学生转入北英属哥伦比亚大学学习。项目的具体实施细则以另行签署《合作协议书》为准。
- 1.3 双方合作的领域将包括学生、教师和管理人员的交流交换，以及学生自费申请北英属哥伦比亚大学学习等项目的合作。
- 1.4 双方建立并推进在科学研究以及共同兴趣领域的合作，包括科研项目合作和学术信息的交流与分享。

- 1.5 共同推进有利于加强相互理解与合作的其它学术活动。
- 1.6 合作双方将致力于开拓更多的合作机遇，并寻求必要的制度与程序，以期实现定期的公开交流。
- 1.7 本谅解备忘录旨在促进双方具体合作项目与协议的进展与规范性，对任何一方都没有法律约束力，若任何一方因任何原因决定终止该谅解备忘录，都不应起诉对方，且所发生的费用由各自承担。
- 1.8 对任何媒体发布本谅解备忘录的相关内容，均须征得合作双方的同意。未经准许，本谅解备忘录不授权任何一方使用另一方的官方名称及品牌。

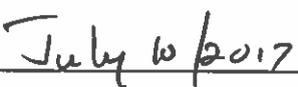
本谅解备忘录签署于 2017 年 7 月 10 日，于天津。



丹尼尔·威克斯 博士

校长，副理事长

加拿大北英属哥伦比亚大学



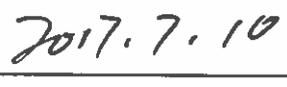
日期



马建标 博士

校长

天津理工大学



日期

Motion Number (assigned by
Steering Committee of Senate): S-201711.20

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Integrated Wood Design admission requirements on page 74 of the 2017/18 graduate calendar, be approved as proposed.

1. **Effective date:** January 1, 2018

2. **Rationale for the proposed revisions:** The Senate Committee on Academic Affairs approved changes to the Integrated Wood Design program requirements on November 1, 2017 (motion SCAAF201710.15). In reviewing that motion, SCAAF recommended the Integrated Wood Design (MEng Program) admission requirements be reviewed by the Senate Committee on Admissions and Degrees with a specific focus on the English Language Requirements section. There were changes to the general English Language Requirements in the Graduate Calendar in the spring of 2017 and subsequent changes may be necessary for the

Please note: The English language requirements have not been change. The MEng program is very intense and fast paced and students have to be able to follow the lectures from day one.

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

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

Admission Requirements

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

For entry into the MEng degree program, students must fulfill the English Language Requirements outlined in Section 1.1 of the calendar, and they must have also passed one of the tests listed below 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 than 25 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score.
- LPI (Language Proficiency Index) score of 6 (essay score of at least 36).

Exceptional Admission

Applicants who have a four-year (120 credit-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 Program.

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

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.

6. Authorization:

Program / Academic / Administrative Unit: MEng Integrated Wood Design 2017:08:18-1

College: Science and Management

College Council Motion Number: CSAM CC 2017.09.14.06.24

College Council Approval Date: September 14, 2017

Senate Committee on First Nations and Aboriginal Peoples Motion Number: “not applicable”

Motion Number (assigned by
Steering Committee of Senate): S-201711.21

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

NEW ACADEMIC PROGRAM PROPOSAL ADMISSION REQUIREMENTS

Motion: That the admissions requirements for the new Pre-Master of Business Administration (Pre-MBA) Program be approved as proposed.

A. General Information

The purpose of the Pre-MBA Program is to prepare international students with limited Business knowledge in the Canadian Business context and/or English language skills with the prerequisite knowledge and skills necessary to complete the UNBC MBA program, and prepare them for the academic demands of intensive MBA studies.

The Pre-MBA Program also provides students with critical knowledge and skills applicable to earn an MBA Degree, including:

- 1) Business knowledge and context in Canadian Business practice
- 2) English language proficiency in communication
- 3) Canadian culture awareness
- 4) Knowledge of Canadian university rules and regulations

The Pre-MBA Program, is a four-month (16 week) intensive program, which includes eight weeks of advanced English and university skills studies, and eight weeks of three fundamental business-course studies. Upon successful completion of the Pre-MBA Program, students will earn admission into the UNBC MBA Degree Program.

Program Title: Pre-Master of Business Administration (Pre-MBA) Program

Program Objective: Prepare international students with limited Business knowledge in the Canadian Business context and/or English language skills for entry into the MBA program.

Credential upon Completion of the Program: Admission into the MBA Program.

Program Offering the Degree: The School of Business

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

Suggested Institutional Priority: Increased student enrolment and having a diverse student body.

Relationship of Proposed Program to the Mandate of the Institution: The focus will be on contributing to International enrolment, as a pilot Pre-MBA is being planned in partnership with Tianjin University of Technology (TUT) in China. After the pilot is evaluated to determine its value, the intent is to expand delivery to international students from other countries.

Implications for the Cooperative Education Option: none

Specialties within Program: none

Related Programs at Other Institutions: Some Canadian Institutions have Pre-MBA programs meant for International Students. See, for examples, Wilfrid Laurier University, University of New Brunswick, Vancouver Island University, and few more.

Relation to Existing Programs: The Pre-MBA Program is meant to be a pathway program to the MBA Program for international students.

Articulation Arrangement: none

Consultations with Other Institutions: Tianjin University of Technology (TUT)

B. Program Description

See section A: General Program Information

General Calendar Description:

The Pre-MBA Program will provide international students with limited business knowledge in the Canadian business context and/or English language skills with the prerequisite knowledge and skills necessary to complete the UNBC MBA program, and prepare them for the academic demands of intensive MBA studies.

The Pre-MBA Program also provides students with critical knowledge and skills applicable to earn an MBA Degree, including:

- 1) Business knowledge and context in Canadian business practice
- 2) English language proficiency in communication
- 3) Canadian culture awareness
- 4) Knowledge of Canadian university rules and regulations

The Pre-MBA Program, is a four-month (16 week) intensive program, which includes eight weeks of advanced English and university skills studies, and eight weeks of three fundamental business-course studies. Upon successful completion of the Pre-MBA Program, students will earn guaranteed admission into the UNBC MBA degree program.

Program Admission Requirements

1. An acceptable academic standing will be a four-year (120 credit hours) Baccalaureate degree (or equivalent) from a recognized institution. Grade point average of at least 3.00 (B) in the work of the last 60 credit hours (approximately the last two years) leading to the Baccalaureate degree is required

for entry. **(Please refer to the admission requirements outlined in Section 1.3.1 and 1.3.2 of the Graduate Academic Calendar).**

2. Three letters of reference from academics, colleagues, supervisors or significant clients.
3. Statement of Academic Interest or Letter of Intent.
4. Demonstrated proficiency in English, as shown by:
 - **TOEFL** (Test of English as a Foreign Language) score of at least **79** IBT.
 - **IELTS** (International English Language Testing System) score of a minimum of **6.0** in all sections or equivalent before entry into the program.
 - Comparable results in any other internationally recognized English Language Assessment test considered as equivalent to TOEFL or IELTS.

Curriculum:

1. Advanced English Learning and University Skills

UNBC ELS 50 and ELS 170

The English Language Studies 50 program is designed to help students acquire a wide range of skills that will allow a person to be fully able and functional as a Canadian university student. The students will develop skills necessary for university-level study, research, writing, and seminar skills. As well, this program assists students in developing skills in oral presentation, note-taking, reading academic materials, report writing, research, and computer use.

There are two components to this course. Students will receive twenty-five (25) hours of the core English Language Studies class (ELS 50) and four (4) hours of Writing & Communication Skills (ELS 170) per week.

2. COMM 100 - Introduction to Canadian Business

This course 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.

3. COMM 200 - Business Communication

This course provides basic skills in written and oral business communication. It assists students to transition from academic to business writing and to effectively organize and deliver written and orally presented business reports. Topics covered in this course include: recognizing and avoiding plagiarism; accessing and using research sources for business purposes; writing business correspondence including letters and emails; and working on collaborative writing projects. Students acquire skills in communicating within workplaces typified by diverse backgrounds and varying work roles. Students are introduced to the case study method and the writing and delivery of solutions for business cases.

4. COMM 210 - Financial Accounting

Introduction to the construction and interpretation of financial reports prepared primarily for external use. Students need a basic understanding of a spreadsheet application.

Program Completion Requirements

1. Students must achieve a minimum of a “B” level in ELS 50/170.
2. Complete all the COMM courses listed above with a cumulative GPA of 3.0 (B).

C. Need for Program

Enrolment Projections: Each Pre-MBA cohort will have a minimum 25 and a maximum of 40 students.

Cultural, Social and Economic Needs: Pre-MBA students will receive Advanced English Learning and University Skills supports to assist them in preparing for entry into the UNBC MBA. Once in Canada, international students will participate in orientation sessions to assist with immersion into Canadian society.

Labour Market Demands: This program helps international students bridge the gap between their undergraduate education, business knowledge, and the entry requirements of UNBC MBA program; it does not provide training for specific jobs or careers.

Other Benefits: The program provides a positive link for UNBC to international Institutions and will develop ongoing relationships.

D. Faculty

Faculty list: The faculty that will be teaching are yet to be determined. ELS instructors will teach ELS 50 and 170 and existing School of Business faculty will teach the COMM courses. The courses that make up the Pre-MBA Program have previously been approved by Senate; no new faculty positions are required for the pilot initiative with TUT.

Expected Teaching Loads: ELS classes over 8 weeks and three COMM courses over 8 weeks.

Research Funding: N/A

E. Program Delivery

Distance Learning Components: None currently anticipated; the Pre-MBA is designed as an “in person” Program.

Class Size and Structure: Minimum of 25 students per cohort with a maximum of 40 students per cohort.

Experiential Learning: N/A

F. Program Resources

Administrative Requirements: Administered through the School of Business with facilitation/coordination support from Continuing Studies and International Education.

Operating Requirements: Various internal departments will collaborate to ensure the effective delivery of the Pre-MBA.

Capital Requirements: none

Start-up Costs: none

Special Resource Requirements: none

G. Library Resource Requirements

These are existing courses.

H. Evaluation

Academic Quality of Program: Existing approved courses

Methods of Internal Institutional Review: Review by regular review process after 3 years

Relevant External Program Experts: N/A

I. Miscellaneous

Special Features: Signed MOU between UNBC and TUT outlining the commitment to deliver the Pre-MBA in China

Attachment Pages (in addition to required Library Form): 4 pages

J. Authorization:

College: College of Science and Management

College Council Motion Number: CSAM CCMOTION 2017:10:12:05

College Council Approval Date: Oct 12, 2017

PLEASE COMPLETE AND INCLUDE LIBRARY FORM (WHICH MUST BE SUBMITTED WITH THIS FORM) AND MOTION FORMS ARE NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

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

Brief Summary of Committee Debate:

Motion No.: SCAD201711.06

Moved by: G. Nixon

Seconded by: J. Cole

Committee Decision: CARRIED as amended.

It was noted at the SCAD meeting that this proposal is a pilot for a new academic admissions pathway.

Approved by SCAD: November 16, 2017
Date

Chair's Signature

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

MEMORANDUM OF UNDERSTANDING ON ACADEMIC COOPERATION

Between

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
Prince George, British Columbia, Canada



And

TIANJIN UNIVERSITY OF TECHNOLOGY
Tianjin City, P.R.China



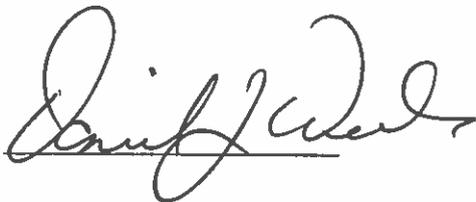
This Memorandum of Understanding is to formalize the intention of the Parties to cooperate and explore mutually beneficial academic collaborations, exchanges and joint research. Proposed areas of collaboration between UNBC and TUT include:

- 1.1 Establishing a UNBC Pre-MBA program for Year 4 Chinese students in the School of Management and International College of Business and Technology of TUT. The Pre-MBA will be delivered on the TUT campus so students are prepared to transfer to UNBC. The specific implementation of the program will refer to the subsequent agreement.
- 1.2 Establishing UNBC Pre-Master of MA in Development Economics for Year 4 Chinese students in the School of Management and International College of Business and Technology of TUT. The Pre-Master program will be delivered on the TUT campus so students are prepared to transfer to UNBC. The specific implementation of the program will refer to the subsequent agreement.
- 1.3 The development of a collaborative partnership that will include student, faculty and

administrative exchanges as well as fee paying students laddering to UNBC programs.

- 1.4 Establishing and promoting areas of research collaboration and cooperation in fields of mutual interest. This may include conducting collaborative research projects and the exchanges of academic information and materials.
- 1.5 The promotion of other academic activities as jointly agreed to, to better enhance mutual understanding and cooperation between the institutions.
- 1.6 The Parties intend to investigate these and other opportunities, and to pursue any required institutional or other required approvals, and to communicate openly and regularly on progress.
- 1.7 This memorandum of understanding is intended to facilitate the development and formalization of specific projects and agreements. It is not legally binding on either Party. Should either Party decide to terminate this MOU for any reason, the termination will not be actionable and the Parties will be responsible for any of their own costs incurred in exploring opportunities.
- 1.8 Any media release or communications related this MOU are to be agreed to by both Parties prior to release. This MOU does not authorize either Party to use the name of brand of the other Party without permission.

Signed in Tianjin, China the 10th day of July, 2017.



Dr. Daniel Weeks

President and Vice-Chancellor

University of Northern British

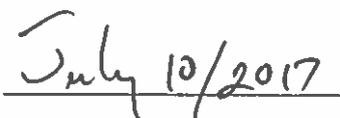
Columbia



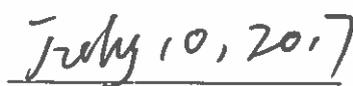
Dr. Ma Jianbiao

President

Tianjin University of Technology



Date



Date

加拿大北英属哥伦比亚大学



与

天津理工大学



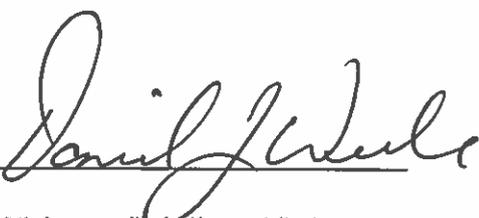
学术合作谅解备忘录

本谅解备忘录旨在加强双方合作的意愿，并本着互惠互利的原则开展科研、国际交流等方面的合作。有意达成的合作包括如下方面：

- 1.1 与天津理工大学管理学院和国际工商学院合作，为大学四年级学生建立工商管理硕士预科项目。本预科项目将在天津理工大学校园进行授课，之后便于学生转入北英属哥伦比亚大学学习。项目的具体实施细则以另行签署《合作协议书》为准。
- 1.2 与天津理工大学管理学院和国际工商学院合作，为大学四年级学生建立发展经济学硕士预科项目。本项目将在天津理工大学校园进行授课，之后便于学生转入北英属哥伦比亚大学学习。项目的具体实施细则以另行签署《合作协议书》为准。
- 1.3 双方合作的领域将包括学生、教师和管理人员的交流交换，以及学生自费申请北英属哥伦比亚大学学习等项目的合作。
- 1.4 双方建立并推进在科学研究以及共同兴趣领域的合作，包括科研项目合作和学术信息的交流与分享。

- 1.5 共同推进有利于加强相互理解与合作的其它学术活动。
- 1.6 合作双方将致力于开拓更多的合作机遇，并寻求必要的制度与程序，以期实现定期的公开交流。
- 1.7 本谅解备忘录旨在促进双方具体合作项目与协议的进展与规范性，对任何一方都没有法律约束力，若任何一方因任何原因决定终止该谅解备忘录，都不应起诉对方，且所发生的费用由各自承担。
- 1.8 对任何媒体发布本谅解备忘录的相关内容，均须征得合作双方的同意。未经准许，本谅解备忘录不授权任何一方使用另一方的官方名称及品牌。

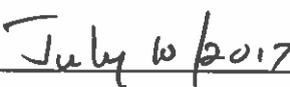
本谅解备忘录签署于 2017 年 7 月 10 日，于天津。



丹尼尔·威克斯 博士

校长，副理事长

加拿大北英属哥伦比亚大学



日期



马建标 博士

校长

天津理工大学



日期



Motion Number (assigned by SCS): S-201711.22

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Awards Guide Description for the Doctoral Dissertation Completion Award be approved.

Effective Date: 2017/2018 Academic Year

Rationale: To ensure that all active Doctoral students are eligible for this award whether they are working or not.

Proposed By: Jill Mitchell Nielsen, Manager of Graduate Programs
Dr. Geoffrey Payne, Interim Vice President Research and Graduate Programs

Contact: Jill Mitchell Nielsen, Manager of Graduate Programs

Faculty/Academic Department: N/A

Date: October 25, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20171025.04

Moved by: Chowdhury

Seconded by: Horianopolous

Committee Decision: CARRIED

Attachments: 2 pages

Approved by SCSB: October 25, 2017
Date


Chair's Signature

For approval of Senate.

Detailed Award Information

Welcome to the UNBC Scholarship, Bursary and Awards Guide

Use this guide to review a listing of scholarships, bursaries and awards offered at UNBC, the selection criteria and application periods for the academic year.

* Additional information regarding the awards criteria, program, award amount and application instructions is available by clicking on each award name.

* The information in this guide is subject to change and the availability of funds.

Information and instructions for applying for UNBC Awards is available on the Awards and Financial Web page.

Award Detail Information

Name:	Doctoral Dissertation Completion Award
Description:	
Type:	Graduate Awards
Selection Process:	Selection is made by the Graduate Programs Office
Application Method:	Apply to the Program
Apply To:	Program
Award Criteria:	<p>The goal of these awards is support UNBC doctoral students in completion of their dissertation.</p> <p>Eligibility: Available to full-time doctoral students in good standing with the University who expect to meet all their degree requirements within 2 semesters. Candidates will be in year 4 or 5 of the doctoral program and will have completed all course work, comprehensive exams, research work, and dissertation proposals. No award will be allowed to be carried into year 6.</p> <p>Value: \$6,000 per completion, plus a tuition waiver (if necessary in year 5). 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.</p> <p>Number: Varies</p> <p>Conditions: Students are not permitted to teach or accept any other UNBC paid employment during the period of the award. This award is the last financial support a student can receive from UNBC.</p> <p>Application Instructions: Obtain a Form GR 403.1 from the Graduate Programs Office. Complete and submit Form GR 403.1 to the Graduate Programs Office.</p> <p>Deadlines: March 1, July 1 (first business day following Canada Day) and October 1 annually.</p> <p>Established 2011</p>

PROPOSED REVISION

UNBC Doctoral Dissertation Completion Award

Goal	To support UNBC doctoral students in completion of their dissertation.
Award Amount:	\$6,000.00 per competition, plus tuition waiver (if necessary in year 5). <i>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.</i>
Number of Awards	Varies.
Award Period:	Within two semesters prior to completing all degree requirements, including successful dissertation defence.
Disbursement of Funds	The funds will be disbursed in up to two installments through the Awards and Financial Aid Office.
Conditions of Award:	Students are not permitted to teach or accept any other UNBC paid employment during the period of the award. This award is the last financial support a student can receive from UNBC.
Application Deadlines	March 1st, July 1st, October 1 st Please submit complete application packages to the Office of Graduate Programs before 4:00 pm on the deadline.
Questions? Email us!	grad-scholarships@unbc.ca ;

Eligibility

A student must meet the following eligibility criteria:

- Full-time doctoral student in good standing with the University.
- Expect to meet all degree requirements within 2 semesters.
- All course work has been completed.
- Comprehensive/Qualifying/Candidacy exams completed.
- Dissertation proposal has been approved.
- Research work complete.
- In year 4 or 5 of the doctoral program. *No award will be allowed to be carried into year 6.*

Note: Preference will be given to students who do not hold major fellowships from other sources.



Motion Number (assigned by SCS): SCSB20171025.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the Northern BC Archives Graduate Research Scholarship Terms and Conditions be approved.

Effective Date: October 25, 2017

Rationale: To activate the Northern BC Archives Graduate Research Scholarship Terms and Conditions be approved commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

External Relations Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: October 18, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20171025.03

Moved by: Murphy

Seconded by: Massingham

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: October 25, 2017
Date


Chair's Signature

For information of Senate.

AWARD GUIDE INFORMATION:

Award Category: Graduate

Award Name: Northern British Columbia Archives Graduate Research Scholarship

Calendar Description/Intent: The intent of the Northern British Columbia Archives is to provide a scholarship for graduate students who pursue archival research at the NBC Archives for their graduate thesis or graduate project. It may also encourage overall future use of the holdings of the Northern BC Archives for academic research work.

The Northern BC Archives acquires unique holdings related to the industrial, economic, and technological development of Northern British Columbia. Many of the Archives' major holdings provide key evidence of the impact of natural resource developments on Northern BC's economy, society and natural landscapes - key themes of UNBC's Research Areas. As well the Archives holds records relating to literary and cultural developments, including unpublished records of Canadian/BC writers from Northern BC. Three bodies of archival records held by NBCA have been designated by the Department of Canadian Heritage as archival records of outstanding provincial and national significance: The Honourable Iona Campagnolo fonds; The Bridget Moran fonds and The Brian Fawcett Literary fonds. See the Archives on-line resources for detailed holdings information: <https://library.unbc.ca/archives> The Foundation supporting this scholarship has provided significant financial support towards the creation and enhancement of many of these finding aids, virtual exhibits and research guides and its continued support and valued contributions has led to this new opportunity to now promote these archival records for in-depth graduate level research.

Donor: UNBC (Office of Research and Graduate Programs) and Anonymous Foundation

Value: \$5,000

Number: Four (up to 2 awards per year)

Placement in which Calendar: Graduate

Award Type: Scholarship

Eligibility: Available to full time UNBC graduate students in any discipline at the graduate level of her/his program.

Criteria: Academic Proficiency or higher.

Application Instructions: Applicants should provide a description of the research proposal including a detailed explanation as to which NBC Archives archival materials they are interested in researching.

Effective Date: January 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by an Adjudication Committee to be identified by the Office of Research

Notes: The student's archival research must be undertaken at the Northern BC Archives and the scholarship award must be acknowledged by the awards recipient(s) in their subsequent graduate thesis or graduate report. It is also proposed that the successful applicant be available to provide a future presentation on their NBCA-based archival research and, if applicable, that an open access licensed copy of the completed work be deposited with the Weller Library's Institutional Repository.



Motion Number (assigned by SCS): SCSB20171025.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Sinclar Group Forest Products Ltd. Contingency Bursary Terms and Conditions be approved.

Effective Date: October 25, 2017

Rationale: To revise the Sinclar Group Forest Products Ltd. Contingency Bursary Terms and Conditions commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

External Relations Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: October 18, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20171025.05

Moved by: Chowdhury

Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: October 25, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: ~~Sinclar Enterprises Ltd.~~ Sinclar Group Forest Products Ltd. Contingency Bursary

Awards Guide Description/Intent: The intent of the fund is to provide emergency financial aid to students whose continuation at UNBC is jeopardized due to unexpected (and therefore unbudgeted) expenses in situations where there are no other resources available to them.

Donor: Sinclar Group Forest Products Ltd.

Value: variable

Number: variable

Award Type: Bursary

Eligibility: Available to full-time undergraduate or graduate students who are not on probation, academic or otherwise.

Criteria: Recipients must demonstrate that their continuation at UNBC is jeopardized due to financial difficulties.

Conditions: Students will have clearly established evidence that they can successfully complete a degree program.

Effective Date: Established 1999

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



Motion Number (assigned by SCS): SCSB20171025.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Sinclar Group Forest Products Ltd. Bursary Terms and Conditions be approved.

Effective Date: October 25, 2017

Rationale: To revise the Sinclar Group Forest Products Ltd. Bursary Terms and Conditions commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

External Relations Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: October 18, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20171025.06

Moved by: Murphy

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: October 25, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Sinclar Group Forest Products Ltd. Bursary

Awards Guide Description/Intent: Sinclar Group Forest Products Ltd. recognizes that the cost of attending University can sometimes be an insurmountable obstacle for students who hope to pursue careers that require a University education. It is Sinclar's intention with this bursary to provide some financial assistance to a deserving student each year that will help to reduce that financial burden.

Donor: Sinclar Group Forest Products Ltd.

Value: ~~\$1,000~~ \$2,000

Number: ~~One~~ Two

Award Type: Bursary

Eligibility: ~~Available to a child of an employee of Sinclar Group Forest Products Ltd. who is enrolled full or part time in any degree program at the University of Northern British Columbia. Should no applicant with a parent employed at Sinclar Group Forest Products Ltd. apply, then the award will be awarded to any student who has demonstrated financial need in the pursuit of their university education.~~

Available to full-time undergraduate students. First preference will be given to children of Sinclar Group Forest Products Ltd. employees. (Specific names to be verified by donor.) Second preference will be given to any full-time undergraduate students enrolled in the Natural Resource Management Program with a major in Forest Ecology and Management OR any program within the School of Business.

Criteria: Demonstrated financial need

Effective Date: Established 2004

Application Instructions: Complete the financial need sections of the awards application form and if you are a relative child of a Sinclar Group Forest Products Ltd. employee as outlined above, submit a statement attesting to this fact to the Awards and Financial Aid Office.

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



Motion Number (assigned by SCS): SCSB20171025.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Sinclar Group Forest Products Ltd. Scholarship Terms and Conditions be approved.

Effective Date: October 25, 2017

Rationale: To revise the Sinclar Group Forest Products Ltd. Scholarship Terms and Conditions commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

External Relations Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: October 18, 2017

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20171025.07

Moved by: Murphy

Seconded by: Horianopolous

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: October 25, 2017
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Sinclar Group Forest Products Ltd. Scholarship

Awards Guide Description/Intent: Sinclar Group Forest Products Ltd. believes that the future of our country will depend to a large degree on the skills and abilities of our present generation of University students. In order to foster excellence in scholastic achievement, Sinclar offers this annual scholarship

Donor: Sinclar Group Forest Products Ltd.

Value: ~~\$1,000~~ \$2,000

Number: ~~One~~ Two

Award Type: Scholarship

Eligibility: Available to an undergraduate student in any program. _____

Available to all full time undergraduate students. First preference will be given to children of Sinclar Group Forest Products Ltd. Employees (specific names to be verified by donor). Second preference will be given to any full time undergraduate students enrolled in the Natural Resources Management program with a major in Forest Ecology and Management OR any program within the School of Business

Criteria: Academic excellence

Application Instructions: If you are a child of a Sinclar Group Forest Products Ltd. Employee as outlined above, submit a statement attesting to this fact to the Awards and Financial Aid Office.

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

Effective Date: Established 2004