

SENATE MEETING PUBLIC SESSION AGENDA

April 25, 2018
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

1.0 Acknowledgement of Territory

2.0 S-201804.01

Approval of the Agenda †

Page 1

That the agenda for the April 25, 2018 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-201804.02

Approval of Senate Minutes

Page 6

That the minutes of the March 28, 2018 Public Session of Senate be approved as presented.

4.0 Business Arising from Previous Minutes of Senate

4.1 Senate Committee on the University Budget (10 minutes)

Presentation - 2018 Annual Report from the Senate Committee on the University Budget

S-201803.04

2018 Annual Report from the Senate Committee on the University Budget

Page 46

That the 2018 Annual Report from the Senate Committee on the University Budget be received.

5.0 President's Report (5 minutes)

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)

8.1 Written questions submitted in advance.

- Can someone provide an organization chart showing people at the program chair (or equivalent) level and higher with vacancies, acting appointments, and interim appointments noted?
- How many students do we expect to defend theses May 1 2018 to April 30 2019, and in particular in Jan 1 2019 to May 1 2019? What is our capacity w.r.t. # of thesis defenses per day?

8.2 Questions from the floor of Senate.

9.0 **S-201804.03**

Approval of Motions on the Consent Agenda

Dr. Summerville

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

10.0 Committee Reports

10.2 Senate Committee on Academic Affairs (10 minutes)

Dr. Ryan

“For Approval” Items:

Consent

S-201804.04

Course Deletion - CPSC 651-3

[Page 53](#)

That, on the recommendation of the Senate Committee on Academic Affairs, CPSC 651-3 Digital Image Processing and Computer Vision be deleted.
Effective date: September 2018

Consent

S-201804.05

Course Deletion - CPSC 674-3

[Page 55](#)

That, on the recommendation of the Senate Committee on Academic Affairs, CPSC 674-3 Natural Language Processing be deleted.
Effective date: September 2018

Consent

S-201804.06

Course Deletion - CPSC 750-3

[Page 57](#)

That, on the recommendation of the Senate Committee on Academic Affairs, CPSC 750-3 Digital Compression for Multimedia be deleted.
Effective date: September 2018

Regular

S-201804.07

Course Parking - CPSC 346-3

[Page 59](#)

That, on the recommendation of the Senate Committee on Academic Affairs, CPSC 346 – 3, Cryptography and Data Security, be parked until such time as resources are available to offer it regularly.
Effective date: September 2018

Regular

S-201804.08

Course Parking - CPSC 350-3

[Page 61](#)

That, on the recommendation of the Senate Committee on Academic Affairs, CPSC 350 – 3, Introduction to Computer Graphics, be parked until such time as resources are available to offer it regularly.
Effective date: September 2018

Consent

S-201804.09

Course Deletion - CPSC 451-3

[Page 63](#)

That, on the recommendation of the Senate Committee on Academic Affairs, CPSC 451-3 Digital Image Processing and Computer Vision be deleted.
Effective date: September 2018

- Consent **S-201804.10**
Course Deletion - CPSC 474-3
 Page 65 That, on the recommendation of the Senate Committee on Academic Affairs, CPSC 474-3 Natural Language Processing be deleted.
 Effective date: September 2018
- Regular **S-201804.11**
New Course Approval - CPSC 473-3
 Page 67 That, on the recommendation of the Senate Committee on Academic Affairs, the new course CPSC 473-3 Introduction to Data Mining be approved as proposed.
 Proposed semester of first offering: September 2018
- Consent **S-201804.12**
Change in Recommended Course Listing - ENSC 454-3
 Page 72 That, on the recommendation of the Senate Committee on Academic Affairs, the recommended courses for ENSC 454-3 on page 243 of the 2017/18 undergraduate calendar, be deleted as proposed.
 Effective date: September 2018
- Regular **S-201804.13**
Changes to Program Description - Terrestrial Systems Minor in Environmental Science
 Page 74 That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of GEOG 412-3 and GEOG-414-3 from the list of possible courses in the Terrestrial Systems Minor in Environmental Science on page 123 of the 2017/18 undergraduate calendar, and corrections to course titles, be approved as proposed.
 Effective date: September 2018
- Regular **S-201804.14**
Approval of the Memorandum of Understanding between the University of Northern British Columbia and the Wenzhou University
 Page 76 That, on the recommendation of the Senate Committee on Academic Affairs, the Memorandum of Understanding between the University of Northern British Columbia and the Wenzhou University be approved as proposed.
 Effective date: Upon approval of the Senate & Board of Governors
- Regular **S-201804.15**
Approval of the Process for Parking Courses
 Page 81 That, on the recommendation of the Senate Committee on Academic Affairs, the process for parking courses be approved as proposed.
 Effective Date: Jan 2018

10.3 Senate Committee on Admissions and Degrees (5 minutes)

Mr. Annear

“For Approval” Item:

- Regular **S-201804.16**
Change(s) to the Graduate Academic Calendar - Graduate Programs Admission and Regulations
 Page 83 That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to section 1.3.2 of the Graduate Programs Admission and Regulations on page 24 of the 2018/2019 Graduate Academic Calendar be approved as proposed.
 Effective date: September 2018

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

Dr. Ryan

“For Approval” Item:

Regular **S-201804.17**
Special Graduate Entrance Research Award
 Page 85 That, on the recommendation of the Senate Committee on Scholarships and Bursaries, the new Terms and Conditions for the Special Graduate Entrance Research Award be approved.
 Effective Date: 2018-2019 Academic Year

“For Information” Items:

SCSB20180328.03 (approved)
CPABC Prince George Cariboo Chapter Scholarship
 Page 87 That the new Terms and Conditions for the CPABC Prince George Cariboo Scholarship be approved.
 Effective Date: 2018-2019 Academic Year

SCSB20180328.05 (approved)
Brittany Fotsch Farm Heritage Award
 Page 89 That the new Terms and Conditions for the Brittany Fotsch Farm Heritage Award be approved.
 Effective Date: 2018-2019 Academic Year

SCSB20180328.07 (approved)
2017/2018 Annual SCSB Report
 Page 91 That the 2017/2018 Annual SCSB Report be approved as presented.
 Effective Date: March 2018

10.6 Senate Committee on Nominations (15 minutes)

“For Approval” Items:

S-201804.18
Recommendation of Senate Committee Members to Senate
 That, on the recommendation of the Senate Committee on Nominations, the following candidates, who have met all eligibility requirements to serve on Senate committees as indicated, be appointed as proposed.
 Effective date: April 1, 2018

SENATE COMMITTEE POSITION TO BE FILLED
 (except as otherwise noted, all terms begin immediately)

CANDIDATE

SENATE COMMITTEE ON ACADEMIC APPEALS

Undergraduate Student Senator (03/31/2019)

Gabrielle Jacob

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES

Faculty Senator — CASHS (03/31/2021)

Robert Budde

SENATE COMMITTEE ON HONORARY DEGREES AND OTHER FORMS OF SPECIAL RECOGNITION

Faculty Senator — CASHS

Robert Budde

S-201804.19

Recommendation of Faculty Members to Serve on the President's Review for Re-appointment Advisory Committee

That, on the recommendation of the Senate Committee on Nominations and barring further nominations from the floor, Senate appoint two of the following candidates, who have met all eligibility requirements, to serve on the President's Review for Re-appointment Advisory Committee:

- David Casperson
- Andrea Gingerich
- Kathy Lewis

Effective date: Upon the approval of Senate

10.7 Steering Committee of Senate (10 minutes)

Procedures for Search Committees for Academic Vice-Presidents and Other Senior Academic

Ms. Sanford

Page 95 The draft procedures for Search Committees for Academic Vice-Presidents and Other Senior Academic are included in the meeting package for discussion and feedback.

11.0 Information (no material)

12.0 Other Business

12.1 Notice of Motion (10 minutes)

Dr. Casperson

S-201804.20

Change to the Terms of Reference for the Academic Action Plan Advisory Committee

To amend the terms of reference section a. for the Advisory Committee by adding the words ", and reports regularly to Senate regarding progress in implementing these recommendations" so that it reads:

- Provide monitoring of the recommendations contained in the three sections of this report and organized under the priorities identified herein, and reports regularly to Senate regarding progress in implementing these recommendations;

Effective date: Upon the approval of Senate

Page 98 The recommendation for the Academic Action Plan Advisory Committee and the mandate of the committee from the Academic Action Plan Recommendations endorsed by Senate on June 28, 2017 are included in the meeting package for information.

13.0 S-201804.21 (5 minutes)

Move to In Camera Session

That the meeting move In Camera.

14.0 S-201804.25

Adjournment

That the Senate meeting be adjourned.



Motion Number (assigned by SCS): S-201803.04

SENATE COMMITTEE ON THE UNIVERSITY BUDGET (SCUB)

PROPOSED MOTION

Motion: That the 2018 Annual Report from the Senate Committee on the University Budget be approved and forwarded to Senate for information.

Effective Date: March 15, 2018

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

Faculty / Academic Department: N/A

Implications for Other Programs / Faculties: None

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

Faculty Council /

Committee Motion: N/A

Date: N/A

Date: March 15, 2018

TO BE COMPLETED AFTER SCUB MEETING

Brief Summary of Committee Debate:

Motion No.: SCUB20180315.02

Moved by: A. Larsen

Seconded by: E. Caputo

Committee Decision: CARRIED

Attachments: SCUB REPORT

Approved by SCUB: March 15, 2018

Date

Chair's Signature

For recommendation to _____, or information of Senate.

SCUB REPORT 2018/19: Retention and Student Satisfaction

The Senate Committee on the University Budget (SCUB) is a standing committee of Senate constituted by legislation and empowered by the University Act to: *“meet with the president and assist in the preparation of the university budget.”* The membership of the present committee is noted at the end of this report. The committee began meeting to discuss the 2018/19 Budget right after the approval of the budget for 2017/18 as the committee has meets on a year round basis.

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

Rather, SCUB’s role is to provide commentary and assistance with regard to the development of the draft budget both prior to and during the final consolidation of the action plans. It provides advice directly to the President, predominantly through the Vice-President Academic & Provost and the Vice-President Finance and Business Operations. SCUB is also charged with providing a report on the budget to Senate for discussion and information. Perhaps SCUB’s most important role is to act as a conduit for information flow about the budget and budgeting process between the Senior Executive teams and Senate.

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

Process:

For Budget 2018/19, it was SCUB’s original intention to engage in a series of community consultations, similar to those which have served us well in the past. However, given the shifting philosophical view of SCUB’s role and the implementation of the action plans through the Senior Leadership Forum, the President requested SCUB to reconsider this approach and focus on acting as a sounding board during the development of the budget. The committee has been actively engaged in discussions with the Vice-Presidents about the budget and its feedback has been considered in the Integrated Planning process.

The recommendations of the Academic Plan are so numerous and diverse that a singular analysis of the costs for all the proposed changes has not been undertaken at a detailed level. It has been estimated, through the budget office, that implementing all of the recommendations from the Academic Plan would cost between \$3M and \$5M dollars, depending upon how implementation occurred. This money would be on top of the existing budget and would be in addition to the projected deficit (\$4M) generated by re-instating all of the one-time adjustments made to reach a balanced budget last year. While an analysis of all of the costs arising from the recommendations of the Academic Plan should be done in detail, it is beyond the scope of the committee to carry out. SCUB has asked for a detailed financial analysis in concert with the implementation of the Academic Plan within the context of the overall Integrated Plan.

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

Budget Context:

Over the past two years, UNBC has significantly refocused several aspects of its budgeting process as it moves to align budget priorities with academic priorities. At a pragmatic level, it has moved from predominantly considering just its “General Operating Budget” to a consideration of its “Consolidated Budget” which includes the General Operating fund, Research fund, Special Purpose fund, Capital fund, and Ancillary fund. This has resulted in a more complex budget structure and has brought into play many streams for both revenue and expenses than in historical budgets. Some of funds within the consolidated budgeting model are externally restricted and cannot be accessed for operational expenditures. There are also a number of internally restricted funds some of which have been set up with intergenerational equity issues in mind or designated for special purposes. Overall, this approach presents a much more comprehensive picture of the financial health of the institution.

From a budgeting perspective, a consolidated overview of the University’s finances effectively merges the University’s funds into a single “bottom line”. The consolidated financial statements for the University in 2016/17 revealed a \$1,674M shortfall, before endowment contributions, on an overall consolidated budget of approximately \$106 million. This was an improvement over the 2015/16 year which had a deficit of \$3,467 (Detailed Schedule of Operations, 11/23/17). As revenues have remained relatively static or declined over the past few years and expenses have increased, a series of deficit were inevitable. In developing the 2017/18 Budget, the University chose to use one-time funding adjustments in a number of areas (i.e. scholarships, capital equipment replacement, salary savings) to generate a balanced budget. The budget endorsed by Senate and approved by the Board of Governors in the spring of 2017 was balanced with respect to the Operating and Ancillary budgets but for the Consolidated budget a \$2.6M deficit was projected. The actuals for fiscal 2017/18 suggest we will again be in a deficit situation of approximately \$2.0M at year end which is better than forecast last year. However, it is clear the University can not keep balancing its various budgets through the continued use of one-time funding adjustments.

The need to address ongoing cost increases and flat revenue streams has resulted in a different approach to the budget for fiscal 2018/19. One-time funds are no longer sufficient to mitigate ongoing deficits. Using reserves or savings to offset operational costs has a limit as the reserve funds will eventually run out and the funds will no longer be able to support one-time adjustments. The decision to start restructuring some aspects of the University’s operations is reflected in the choices made in the proposed 2018/19 Budget. **It is with this in mind that SCUB endorses the proposed 2018/19 Budget.** It is a step in the right direction to eventually returning the University to financial equilibrium.

It is important to recognize the role played by the Ministry of Advanced Education, Skills, and Training in our budget and the dictates under which we operate. We annually receive a “Mandate letter”, and in 2017, the letter stipulated UNBC must “meet or exceed the financial targets identified in the Ministry’s three-year Service Plan as tabled under Budget 2017, including maintaining balanced or surplus financial results.” Further, we are legislated as an institution to have an annual balanced or surplus financial position, excluding new endowment contributions. A deficit does not mean we are insolvent but it is clear we are mandated to address the shortfall in our Consolidated Budget as continued deficits will hamper our ability to plan our future.

Our present financial predicament can only truly be answered by a growth in enrolment numbers at a time when we are fighting demographic and structural trends which restrain any growth. A number of scenarios have been presented to SCUB over the past two years and reviewed for their varying degrees of risks and their assumptions, particularly around recruitment and retention. The track the University is on appears to be the most appropriate with respect to ultimately “righting our financial ship”. As has been

indicated by the President and by the Provost at budget town halls, we have a limited number of levers we can adjust in the short term to address our deficit. Principal among these has been a focus on recruiting more students and it appears we are starting to grow our student numbers once again.

Recruitment:

While we are not meeting Ministry targets for FTEs increased student numbers will have little impact on the General Operating Grant provided by the provincial government. However, increasing the number of students at UNBC does impact tuition revenue which carries through to the bottom line. More students represents more revenue and more revenue will allow us to achieve financial equilibrium sooner without needing to consider drastic changes in our expenses. Increasing the total number of our FTEs is critical and we have primarily done so by focusing on recruiting more students.

It is clear our recruiting efforts have been successful:

INSTITUTION	Values	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
SFU	APPLICANTS	16,346	16,236	17,370	17,550	17,520	18,138
	ADMITTED STUDENTS	11,585	11,819	12,485	12,746	13,643	14,509
	Admit/Applicants	71%	73%	72%	73%	78%	80%
	REGISTERED STUDENTS	6,089	6,264	6,565	6,335	6,491	6,737
	Register/Admit	53%	53%	53%	50%	48%	46%
UBC-O	APPLICANTS	8,705	7,557	7,945	5,003	5,961	6,493
	ADMITTED STUDENTS	7,748	6,604	7,181	4,301	5,233	5,868
	Admit/Applicants	89%	87%	90%	86%	88%	90%
	REGISTERED STUDENTS	2,517	2,285	2,188	1,856	2,185	2,308
	Register/Admit	32%	35%	30%	43%	42%	39%
UBC-V	APPLICANTS	20,310	19,253	20,074	23,405	24,655	26,335
	ADMITTED STUDENTS	14,008	14,657	15,035	16,318	18,140	18,961
	Admit/Applicants	69%	76%	75%	70%	74%	72%
	REGISTERED STUDENTS	7,253	7,809	7,518	8,063	8,605	8,751
	Register/Admit	52%	53%	50%	49%	47%	46%
UNBC	APPLICANTS	2,092	2,522	2,233	1,994	2,065	2,496
	ADMITTED STUDENTS	1,641	1,759	1,637	1,498	1,499	1,674
	Admit/Applicants	78%	70%	73%	75%	73%	67%
	REGISTERED STUDENTS	877	817	748	679	687	767
	Register/Admit	53%	46%	46%	45%	46%	46%
UVic	APPLICANTS	12,445	13,560	14,455	16,295	15,135	14,342
	ADMITTED STUDENTS	8,438	8,908	9,702	9,530	10,327	10,217
	Admit/Applicants	68%	66%	67%	58%	68%	71%
	REGISTERED STUDENTS	3,967	4,206	4,659	4,728	4,409	4,085
	Register/Admit	47%	47%	48%	50%	43%	40%
TRU	APPLICANTS	5,210	4,728	4,712	4,502	4,353	5,514
	ADMITTED STUDENTS	4,489	3,898	3,795	3,589	3,821	4,560
	Admit/Applicants	86%	82%	81%	80%	88%	83%
	REGISTERED STUDENTS	1,790	1,618	1,665	1,522	1,619	1,797
	Register/Admit	40%	42%	44%	42%	42%	39%

UNBC has increased the number of applicants, admitted students, and registered students for each of the past four years (2017/18 data is not available yet through HEADset; Institutional Research reported 838 on 10/15/17). Further, our conversion rates for both applicants-to-admitted student and admitted student-to-registered student remain relatively constant and consistent with other institutions in the

province. On the whole, recruiting has done an admirable job of increasing the number of students entering the institution.

While maintaining a focus on increasing our student numbers through recruitment each year, it is our recommendation that UNBC now needs to focus on retention. As we wrote in last year’s report: “there is more work to do, particularly with regard to the retention of students as it is not enough to ‘get them in the door’. We need to focus a concerted effort on retaining students once they have enrolled at the University.”

Retention:

In last year’s report, SCUB presented an analysis of attrition across the levels for an undergraduate education. There are many complicating factors involved in analyzing attrition. For example, a number of students in their upper years take 100-level courses as electives or “GPA boosters”. This has the effect of artificially inflating our total enrolment in 100-level courses. Students will also maintain a full-time workload at UNBC while taking courses from other institutions – either through “Letters of Permission” or not. This leads to a decrease in tuition bearing enrolment and the appearance of declining student numbers. Some UNBC programs only offer 300- and 400-level courses which skews the results of the analysis. And the number of transfer students impacts the distribution of courses.

With the above caveats in mind, BC’s Higher Education Accountability Data set (HEADset) does provide inter-institutional data on attrition between first and second year for a sample of students at each research University:

Table 4. Survey of institutional retention rates between first and second year

Institution	1 st year	2 nd year	Retention
Simon Fraser University	1924	1730	90%
The University of British Columbia (Vancouver)	5850	5386	92%
The University of British Columbia (Okanagan)	1536	1324	86%
The University of Northern British Columbia	269	212	79%
Thompson Rivers University	604	462	76%

Data obtained for 2016, the most recent year available. No data for UVic.

Overall, UNBC has a retention rate of only 79% or an attrition rate of 21% compared to the approximately 90% retention rates seen at the major Universities.

In our opinion, retention is critically important for the long-term health of the institution, period. There is little point in recruiting students only to lose them a year later.

An increase in retention to the 90% average across the system (or decreasing attrition to 10%) would result in an additional 78 FTE in second year students alone. Presuming similar patterns of behaviour consistent with our present student enrolment profile, addressing the retention issue and ensuring a successful transition for students from first to second year would increase overall institutional FTE by approximately 190 students (if not more) across all years as students would be more likely to continue in third and fourth year courses to graduation. The addition of 190 students represents approximately \$850,000 in tuition revenue. Coupled with effective recruitment, enhancing retention would directly impact the Universities bottom line.

It is not sufficient to make a case for increasing student retention. The question remains as to how to do it. The simplest answer – but the most unacceptable – would be to simply “pass” everyone. Institutional standards would plummet but our retention rate would likely soar as would our overall graduation rate.

But who would want such a degree? And what employer would hire our students? Certainly our conversations with students indicate this is a highly undesirable option!

Recommendations:

SCUB would respectfully suggest there are a number of initiatives the University could engage in which would have a positive impact on retention.

1) Restructuring and relocating the Academic Success Centre

The first is restructuring and relocating the Academic Success Centre to be part of the Learning Commons developed on the first floor of the Library building. Presently, the north-side of the Library has a computer classroom (5-154) and regular classroom (5-155) which could be converted to an office suite and dedicated classroom in support of the Academic Success Centre with minimum impact on scheduling. These would be situated such that they could be easily accessed from the Learning Commons, facilitating support for students.

Restructuring space isn't sufficient. It is our recommendation that the University invest in highly qualified disciplinary tutors who would be employed full-time to assist students. We would suggest a total of seven with expertise in the humanities, social sciences, health sciences, life sciences, physical sciences, mathematics, and writing across the curriculum. While the money invested would not be insignificant, increasing our student retention rates by facilitating better outcomes and a smoother transition between years would offset the costs involved. Successful students are the best ambassadors and will ultimately help in recruiting additional students to UNBC.

2) Creation of social space on campus

A second initiative is to consider recreating social space on campus. While the conversion of cafeteria to a meal plan model has met with mixed reviews, the one clear thing we heard from students, staff, and faculty is the new model eliminated the one social space we had on campus. People would congregate in the cafeteria with colleagues and friends even if food wasn't involved. It was possible for someone to bring a 'brown bag' lunch and sit with someone who had purchased theirs. These options are no longer readily available and, as one student put it, "there isn't really any place to just hangout".

As a consequence, the message we heard from students is they come to campus for class and then go home again. This leads to isolation and does not lead to a feeling of inclusion within the campus community. Similar sentiments were expressed by employee groups. How to achieve more social space on campus is difficult as there are few areas of comparable size and as centrally located. Our one suggestion would be to take advantage of the Doug Little Lounge, the Alumni Lounge area, and the Teaching & Learning Centre Atrium to provide more furniture suitable for the purpose of simply gathering and talking. A similar space could be located in the north atrium outside the library (in front of "The Bear").

3) Construction of a multi-year schedule leading to degree completion

The third initiative SCUB would recommend is considering the scheduling of classes but not simply from the perspective of what time slots they are in. There are many issues with class times – too long a break between classes, for example – which tend to lend themselves to students leaving campus during the day and not necessarily wanting to return later in the day. But there are also too many classes – both required and elective – which are not being offered with sufficient frequency to allow students to graduate in a timely fashion. We heard from one student that she is her eighth year and determined to finish because she only needs one more course but it hasn't been offered.

The expense associated with reducing the number of courses we have in the calendar which are not likely to be offered and providing a better schedule is negligible to the costs associated with losing students to other institutions, having students taking courses by distance learning when they could have taken the course at UNBC, and having students walk away from degree programs.

4) Develop our capacity for making data informed decisions.

In the 1820s, the Hudson Bay Company gave its managers notebooks to record data about its various outposts. From the data, the Company learned a great deal about its operations and was able to change for the better. It is time UNBC caught up with the management practices of the Hudson Bay Company. In its 2017 Report, SCUB recommended: “developing a business intelligence unit on campus which we feel is a critical missing component if we are going to engage in data informed decision making. Another suggestion would be to engage in a marketing strategy for the entire institution. Marketing is much more than simply advertising and we need to move into an era where we understand our market better and understand how to market ourselves more effectively. Further, engaging in market research as we develop an Academic Plan would provide data allowing for better decisions regarding the future of the University.” We reiterate this recommendation here as it is still relevant to our present situation.

Conclusion:

Last year, in our report, we stated: “Clearly, while ‘recruitment’ is a critical target for the University, ‘retention’ of students can have a significant impact upon the overall health of the institution. Recruiting students to first year only to lose them at the end of it is a bit like filling a bathtub without a plug in the drain hole. Our financial situation and future budgets are ultimately dependent upon increasing the student population to a healthy and sustainable level.”

It is our contention this remains true. UNBC is managing its budget and addressing some of the fiscal issues which have led to deficits in the past. The approach adopted for Budget 2018/19 is on the right track and we are making progress. But we still need to increase our student numbers. The Office of Recruitment is doing a very good job at bringing students into the institution and presumably, as the demographics start to work in our favour, they will be able to keep increasing our student numbers. In SCUB’s opinion all of this will be in vain, though, if we do not address the issue of retention. We need to ensure students are able to achieve degree completion at UNBC in a timely fashion with a high level of satisfaction and a sense of having belonged to the University.

To reiterate our closing comment from last year: “Addressing the retention issue may require a number of significant academic and administrative changes but we would respectfully suggest they are necessary if UNBC is to return to a balanced and healthy budget.” We would only add that addressing retention remains in the best interests of our students.

Respectfully submitted:

Todd Whitcombe, Faculty Member (Chair)

Aaron Larsen, Student Senator

Kyrke Gaudreau, Graduate Student

Reza Chowdhury, Senator (CSAM)

John Orlowsky, CUPE Staff Representative

Robert Knight, Committee Co-Secretary (non-voting)

Colleen Smith, Committee Co-Secretary (non-voting)

Michel Bouchard, Senator (CASHS)

Emilio Caputo, Undergraduate Student

Thomas Tannert, Professional Programs

Balbinder Deo, Faculty Association Representative

Jennifer Keryluik, Exempt Staff Representative

Adam Cullum, Recording Secretary

Motion Number (assigned by
Steering Committee of Senate): S-201804.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That CPSC 651-3 *Digital Image Processing and Computer Vision* be deleted.

1. **Effective date:** September 2018.
2. **Rationale for the proposed revisions:** Insufficient teaching resources.
3. **Implications of the changes for other programs, etc., if applicable:**

There is one less course for students to take.

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

CPSC 651 - Digital Image Processing and Computer Vision

Digital image processing is central to our digital age. This course explores topics in image representation, transforms, enhancement, restoration, segmentation, retrieval, and indexing.

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

[Entire course deleted]

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

Program / Academic / Administrative Unit: CPSC

College: CSAM

College Council Motion Number: CSAMCC 2018:03:08:09

College Council Approval Date: MARCH 8, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. **Other Information**

Attachment Pages: 0 pages.

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.09

Moved by: B. Schorcht

Seconded by: E. Jensen

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That CPSC 674-3 *Natural Language Processing* be deleted.

1. **Effective date:** September 2018.
2. **Rationale for the proposed revisions:** Insufficient teaching resources.
3. **Implications of the changes for other programs, etc., if applicable:**

There is one less course for students to take.

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

CPSC 674 - Natural Language Processing

This course introduces the formal and practical methods of Natural Language processing. Topics include formal grammars and the Chomsky hierarchy, natural languages, models of syntax, augmented lexicons, parsing methods, semantic structures and knowledge representation for natural language processing, linguistic models, discourse models, problems of reference, machine translation, part of speech tagging, ambiguity and information retrieval.

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

[Entire course deleted]

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

Program / Academic / Administrative Unit: CPSC

College: CSAM

College Council Motion Number: CSAMCC 2018:02:08:10

College Council Approval Date: MARCH 8, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. **Other Information**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.10

Moved by: B. Schorcht

Seconded by: E. Jensen

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That CPSC 750-3 *Digital Compression for Multimedia* be deleted.

1. **Effective date:** September 2018.
2. **Rationale for the proposed revisions:** Insufficient teaching resources.
3. **Implications of the changes for other programs, etc., if applicable:**

There is one less course for students to take.

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

CPSC 750 - Digital Compression for Multimedia

This course covers topics including: Data compression, multimedia bandwidth requirements, ad hoc compression methods, lossless and lossy compression algorithms, the components of a data compression system, introduction to information theory, statistical compression methods such as Huffman and Arithmetic entropy coders, the JBIG standards, Dictionary based compression methods (LZ family), Universal Lossless source coding, Model based compression methods (PPM, DMC), Transform based text compression (BWT transform), Image compression methods (Mathematical preliminaries), scalar and vector quantization, Predictive coding, DPCM, hierarchical vector quantization, Transform coding (DCT-JPEG/MPEG) and wavelet transform (EZW/RMF), Subband Coding, and Wavelet Compression. A brief discussion of Video and Sound Compression is also provided.

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

[Entire course deleted]

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

Program / Academic / Administrative Unit: CPSC

College: CSAM

College Council Motion Number: CSAMCC 2018:03:08:11

College Council Approval Date: MARCH 8, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. Other Information

Attachment Pages: 0 pages.

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.11

Moved by: B. Schorcht

Seconded by: E. Jensen

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That CPSC 346 – 3, *Cryptography and Data Security*, be parked until such time as resources are available to offer it regularly..

1. **Effective date:** September 2018.
2. **Rationale for the proposed revisions:** Insufficient teaching resources.
3. **Implications of the changes for other programs, etc., if applicable:**

Little. This course is being parked because it has not been offered frequently.

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

CPSC 346 - Cryptography and Data Security

This course is an introduction to the basic algorithms for confidentiality and authenticity of data. Topics include cryptographic primitives and specific realizations, transposition and substitution ciphers, modern private and public key encryption systems, digital signature, realization of AES, DES, RSA, and other systems.

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

[Entire course parked and removed from published calendars.]

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

Program / Academic / Administrative Unit: CPSC

College: CSAM

College Council Motion Number: CSAMCC 2018:03:08:05

College Council Approval Date: March 8, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. **Other Information**

Attachment Pages: 0 pages.

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.04

Moved by: B. Schorcht

Seconded by: T. Klassen-Ross

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That CPSC 350 – 3, *Introduction to Computer Graphics*, be parked until such time as resources are available to offer it regularly..

1. **Effective date:** September 2018.
2. **Rationale for the proposed revisions:** Insufficient teaching resources.
3. **Implications of the changes for other programs, etc., if applicable:**

Little. This course is being parked because it has not been offered frequently.

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

CPSC 350 - Introduction to Computer Graphics

This course provides an overview of Computer Graphics and covers topics such as Basic Raster Graphics Algorithms for Drawing 2D Primitives, Transformations, 3D Viewing, Visible-Surface Detection, Illumination and Rendering, Visualization and Animation.

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

[Entire course parked and removed from published calendars.]

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

Program / Academic / Administrative Unit: CPSC

College: CSAM

College Council Motion Number: CSAMCC 2018:03:08:06

College Council Approval Date: MARCH 8, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. **Other Information**

Attachment Pages: 0 pages.

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.05

Moved by: B. Schorcht

Seconded by: T. Klassen-Ross

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That CPSC 451-3 *Digital Image Processing and Computer Vision* be deleted.

1. **Effective date:** September 2018.
2. **Rationale for the proposed revisions:** Insufficient teaching resources.
3. **Implications of the changes for other programs, etc., if applicable:**

There is one less course for students to take.

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

CPSC 451 - Digital Image Processing and Computer Vision

Digital image processing is central to our digital age. This course explores topics in image representation, transforms, enhancement, restoration, segmentation, retrieval, and indexing.

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

[Entire course deleted]

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

Program / Academic / Administrative Unit: CPSC

College: CSAM

College Council Motion Number: CSAMCC 2018:03:08:07

College Council Approval Date: MARCH 8, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. **Other Information**

Attachment Pages: 0 pages.

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.06

Moved by: E. Jensen

Seconded by: B. Peterson

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That CPSC 474-3 *Natural Language Processing* be deleted.

1. **Effective date:** September 2018.
2. **Rationale for the proposed revisions:** Insufficient teaching resources.
3. **Implications of the changes for other programs, etc., if applicable:**

There is one less course for students to take.

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

CPSC 474 - Natural Language Processing

This course introduces the formal and practical methods of Natural Language processing. Topics include formal grammars and the Chomsky hierarchy, natural languages, models of syntax, augmented lexicons, parsing methods, semantic structures and knowledge representation for natural language processing, linguistic models, discourse models, problems of reference, machine translation, part of speech tagging, ambiguity and information retrieval.

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

[Entire course deleted]

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

Program / Academic / Administrative Unit: CPSC

College: CSAM

College Council Motion Number: CSAMCC 2018:03:08:08

College Council Approval Date: March 8, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. **Other Information**

Attachment Pages: 0 pages.

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.08

Moved by: B. Schorcht

Seconded by: E. Jensen

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course, CPSC 473-3 Introduction to Data Mining, be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2018
2. **Academic Program:** Computer Science
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** CPSC 473-3
4. **Course Title:** Introduction to Data Mining
5. **Goal(s) of Course:** To teach the basic data mining algorithms and applications, and have students explore different topics in data mining.
6. **Calendar Course Description:** This course introduces algorithms and paradigms that allow computers to discover previously hidden patterns in databases or datasets. Main topics include discovery of frequent patterns, analysis of different types of data (static, dynamic, sequential, uncertain, etc.) clustering and classification. Other topics may include data visualization, social network mining, real-life applications, and parallel/distributed data mining. Students work on assignments, term tests and a course project.
7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

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

Yes* No

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

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

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

Variable credit is denoted by the following examples:

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

6. **Course required or recommended by an accrediting agency:** none
7. **Toward what degrees will the course be accepted for credit?** CPSC
8. **What other courses are being proposed within the Program this year?** none
9. **What courses are being deleted from the Program this year?**

C. Relation to Other Program Areas

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

If yes, please describe requirements:

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

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

D. Resources required

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

E. Additional Attached Materials

F. Other Considerations

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

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

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

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

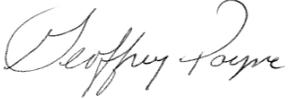
1. **College(s):** CSAM
2. **SCCC Review Date:** February 26, 2018
3. **College Council Motion Number(s):** CSAMCC 2018:03:08:04
4. **College Council Approval Date(s):** March 8, 2018
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** N/A
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** N/A

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

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.07
Moved by: E. Jensen **Seconded by:** R. Foo
Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair’s Signature

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

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

PROPOSED NEW COURSE: CPSC 473-3 Introduction to Data Mining

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

a) Are current library holdings adequate? Yes X No

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

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



University Librarian (or designate) signature

Feb 28, 2018v
Date

Motion Number (assigned by
Steering Committee of Senate): S-201804.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the recommended courses for ENSC 454-3 on page 243 of the 2017/18 undergraduate calendar, be deleted as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** GEOG 412-3 is no longer routinely offered by the Geography Program and are in the process of being deleted from the course calendar. While GEOG 210-3 contains content relevant to ENSC 454-3, it is not critical that students be recommended to take that course for entry into ENSC 454-3
3. **Implications of the changes for other programs, etc., if applicable:** The ENSC curriculum committee meetings include a representative from the GEOG program who agrees with the proposed changes. Consultation with the GEOG program chair, Dr. Catherine Nolin, has also taken place.
4. **Reproduction of current Calendar entry for the item to be revised:**

ENSC 454-3 Snow and Ice This course focuses on the physical processes involving snow and ice that greatly influences the hydrometeorology of Northern BC and the remainder of Canada. The goals of this course include gaining a better understanding of snowpack, permafrost, lake ice, and glacier formation and ablation processes, learning about the characteristics of snow and ice and how they will evolve with climate change, and conducting an extensive snow survey in the field.

Prerequisites: ENSC 201-3 required
Recommended: GEOG 210-3 and GEOG 412-3

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

ENSC 454-3 Snow and Ice This course focuses on the physical processes involving snow and ice that greatly influences the hydrometeorology of Northern BC and the remainder of Canada. The goals of this course include gaining a better understanding of snowpack, permafrost, lake ice, and glacier formation and ablation processes, learning about the characteristics of snow and ice and how they will evolve with climate change, and conducting an extensive snow survey in the field.

Prerequisites: ENSC 201-3 required
~~Recommended: GEOG 210-3 and GEOG 412-3~~

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

Program / Academic / Administrative Unit: **ENSC**

College: **CSAM**

College Council Motion Number: **CSAMCC 2018:03:08:13**

College Council Approval Date: **March 8, 2018**

Senate Committee on First Nations and Aboriginal Peoples Motion Number: **N/A**

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: **N/A**

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.12

Moved by: H. Empey

Seconded by: T. Klassen-Ross

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201804.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the deletion of GEOG 412-3 and GEOG-414-3 from the list of possible courses in the Terrestrial Systems Minor in Environmental Science on page 123 of the 2017/18 undergraduate calendar, and corrections to course titles, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Both GEOG 412-3 and GEOG 414-3 are no longer routinely offered by the Geography Program and are in the process of being deleted from the course calendar. Two other corrections are made to update the current titles of GEOG 210-3 and 311-3.
3. **Implications of the changes for other programs, etc., if applicable:** The ENSC curriculum committee meetings include a representative from the GEOG program who agrees with the proposed changes. Consultation with the GEOG program chair, Dr. Catherine Nolin, has also taken place.

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

Terrestrial Systems

ENGR 451-3 Groundwater Hydrology

ENSC 325-3 Soil Physical Processes and the Environment

ENSC 435-3 Soil Biological Processes and the Environment

ENSC 452-3 Reclamation and Remediation of Disturbed

Environments

FSTY 205-3 Introduction to Soil Science

GEOG 210-3 Geomorphology

GEOG 311-3 Concepts in Geomorphology

GEOG 405-3 Fluvial Geomorphology

GEOG 411-3 Quaternary and Surficial Geology

GEOG 412-3 Geomorphology of Cold Regions

GEOG 414-3 Weathering Processes

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

Terrestrial Systems

ENGR 451-3 Groundwater Hydrology

ENSC 325-3 Soil Physical Processes and the Environment

ENSC 435-3 Soil Biological Processes and the Environment

ENSC 452-3 Reclamation and Remediation of Disturbed

Environments

FSTY 205-3 Introduction to Soil Science

GEOG 210-3 ~~Geomorphology~~Introduction to Earth Science

GEOG 311-3 ~~Concepts in Geomorphology~~Drainage Basin Geomorphology

GEOG 405-3 Fluvial Geomorphology

GEOG 411-3 Quaternary and Surficial Geology

~~GEOG 412-3 Geomorphology of Cold Regions~~

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

Program / Academic / Administrative Unit: **ENSC**

College: **CSAM**

College Council Motion Number: **CSAMCC 2018:03:08:12**

College Council Approval Date: **March 8, 2018**

Senate Committee on First Nations and Aboriginal Peoples Motion Number: **N/A**

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: **N/A**

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.13

Moved by: H. Empey

Seconded by: T. Klassen-Ross

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201804.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the Memorandum of Understanding between the University of Northern British Columbia and the Wenzhou University be approved as proposed.

Effective Date: Upon approval of the Senate & Board of Governors

Rationale: To build upon the existing MOU that currently supports the Master of Science 1+1 in the Natural Resources and Environmental Sciences Program. This new MOU will allow eligible students from Wenzhou University to enroll in the UNBC NRES Doctoral Program. It will also continue to foster research partnerships between UNBC and Wenzhou University.

Motion proposed by: Geoff Payne, Vice President, Research and Graduate Programs

Academic Program: Natural Resources and Environmental Sciences.

Implications for Other Programs / Faculties? None at this stage

College: CSAM

College Council / Committee Motion Number:

College Council / Committee Approval Date: March 8th, 2018

Attachment Pages (if applicable): # pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.14

Moved by: E. Korkmaz

Seconded by: R. Foo

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

**Memorandum of Understanding between the
University of Northern British Columbia, Canada
and the
Wenzhou University, China**

This agreement is between Wenzhou University (hereinafter referred to as WZU) and University of Northern British Columbia (hereinafter referred to as UNBC) and builds upon the previously-signed agreement for the 1+1 UNBC MSc. in Environmental Science.

I. Objectives

The objective of this MOU is to build upon the existing UNBC Master of Science in Environmental Science to provide PhD graduate study opportunities at UNBC for either the current 1+1 M.Sc students who are all eligible to transfer into a doctoral program or newly-admitted students from WZU into the Natural Resources and Environmental Science (NRES) Program .

II. Description of the Program

Students admitted must fulfill all eligibility requirements outlined in the UNBC Graduate Calender for both admission to the University, as well as requirements of the NRES doctoral program. Students study at UNBC for one school year (e.g., three semesters) to complete all of the UNBC PhD candidacy requirements and then will spend time at either UNBC or WZU conducting their research (data collection and analysis, experiments, etc.) and return to UNBC to complete the doctoral degree program. Students need to satisfy all PhD graduation requirements as specified by UNBC Graduate Calender and shall abide by university rules and stipulations, and Canadian laws and regulations when studying in Canada.

III. Support of Students

In this program, students are recommended to take advanced English language training that will not be part of the NRES PhD graduate program. This intensive language and culture program would begin in the Spring semester (i.e., May) preceding the doctoral program. This support will be through the UNBC International Education Office in collaboration with the

Office of Graduate Programs. In addition to the academic support, UNBC and WZU will create a scientific advisory/steering committee in the Offices of the Vice President of Research & Graduate Programs to support graduate training.

IV. Majors or Academic Fields Involved

This agreement is specific to the Natural Resources and Environmental Studies (NRES) PhD program, but other programs may be developed in the future.

V. Responsibilities for WZU and UNBC

1. Responsibilities of WZU

A. Identification of students

WZU is responsible for identifying interested students for the NRES Ph.D program and for helping ensure the students will achieve the admission standards for both UNBC and the NRES Program. WZU will also help the student to seek a co-supervisor in collaboration with UNBC faculty in the NRES Program to establish the successfully-admitted students' supervisory committees.

B. Provision of student services

While students are conducting their research at WZU, students will be provided with support and services on the campus of WZU.

2. Responsibilities of UNBC

A. Assistance in admissions and visa application

UNBC will offer assistance to students from WZU in their applications for admission to the UNBC PhD program and issue admission letters to the qualified students in a timely manner. UNBC will also help the students to seek co-supervisors at UNBC.

B. Issuance of academic certification

UNBC will grant the students the doctoral degree upon their successful completion all the academic requirements outlined by the University and NRES Ph.D. Program.

C. Student services

UNBC will provide services that are outlined in UNBC policies and regulations, that are provided to all UNBC students.

VII. Resolution of Conflicts

Both WZU and UNBC agree that disputes or conflicts that arise in the process of implementation are to be resolved through friendly talks and negotiations.

VIII. Additional Documents and Agreements

This agreement may be supplemented by additional documents providing specific details regarding this agreement to support the sustainability of the partnership.

IX. Term of Agreement

This agreement takes effect upon signature by representatives of both parties and will be reviewed every five (5) years.

X. Termination of Agreement

If one party intends to terminate this agreement, the party should inform the other party, in a written form, of this decision six months in advance. Meanwhile, both parties should fulfill the responsibilities to current students within the program. Existing students will be provided with support to either finish the student as a sole UNBC student or return to China.

XI. Others

This agreement is in quadruplicate, and both parties will hold two original copies with one in English and one in Chinese.

Dr. Xue Wei
Vice President Research
& Graduate Programs

Dr. Geoffrey Payne
Interim Vice President Research
& Graduate Programs

Wenzhou University

University of Northern British Columbia

Date:

Date:

Draft

Motion Number (assigned by
Steering Committee of Senate): S-201804.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That process for parking courses be approved as proposed.

Effective Date: Jan 2018

Rationale: The primary purpose of developing a process for “parking courses” is to remove courses that are listed in the calendar but have not been offered for a period of time. This provides reliable information on courses actually available to students in a given calendar. This process provides an opportunity for programs to review their current offerings and determine if specific courses will be offered. In order to actualize motion S-201105.04, we have reviewed potential actions and in order to actually put the parking of courses in place we propose the following process.

Motion proposed by: Bert Annear

Academic Program: Office of the Registrar

Implications for Other Programs / Faculties? Parking courses will have an impact on all Program/Faculty Areas of the University

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 1

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201804.03

Moved by: R. Foo

Seconded by: E. Jensen

Committee Decision: CARRIED

Approved by SCAAF: April 4, 2018
Date


Chair's Signature

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

Parking Courses

The primary purpose of park of courses that are listed in the calendar but are not being offered is to provide reliable information on what courses are actually available to students. It is also designed to encourage programs to review their course offerings and the various factors that determine what should be offered.

Parking:

1. On the first working day of February the Office of the Registrar will compile a list of courses that have not been offered in the last five years (effective January semester).
2. This list will be distributed to the Provost, the Deans and the Chairs.
3. There will be a 28 day reviewing period from the first working day of February.
4. During the review period chairs of the academic units may provide written rationale to their Dean as to why a course should remain on the active list.
5. Courses with supported rationale from both the Chair and the Dean will move to the March SCAFF Meeting.
6. On the first working day of April courses on the list will be parked.
7. If a course has been parked for three years the course will be deleted effective the first working day of April.

Courses that have been parked may be reactivated.

Reactivating:

1. Request reactivation of parked course to academic.calendar@unbc.ca
2. The Office of the Registrar will provide the Calendar Entry from when the course was parked
 - a. If there are no changes requested to Calendar Entry – motion to activate course will move to SCAFF.
 - b. If changes are required:
 - i. Minimal changes (ie. Change to pre-requisite, small title change or limited description change): SCAFF Proposed Revision of Calendar Entry motion form completed and submitted to SCCC.
 - ii. Substantial changes (ie. Title and course description change): SCAFF New Course Approval Motion Form completed and submitted to SCCC.

Motion Number (assigned by
Steering Committee of Senate): S-201804.16

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to section 1.3.2 of the Graduate Programs Admission and Regulations on page 24 of the 2018/2019 Graduate Academic Calendar be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** When applicants have achieved a GPA above 3.0 in their home country they believe they qualify for admission to UNBC. However, when we look further into the application we frequently find that this calculation is based on a scale that differs from UNBC's scale (i.e. their GPA could be 3.5 on a 5 point scale) and when we convert their GPA to UNBC's scale it falls below our 3.0. This motion is to clarify language not change admission requirements.
3. **Implications of the changes for other programs, etc., if applicable:** All graduate program areas.
4. **Reproduction of current Calendar entry for the item to be revised: 1.3.2** 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. Note: Higher entrance standards than those outlined in this section may be set by individual programs.
5. **Proposed revision with changes underlined and deletions indicated clearly using "striketrough":**

1.3.2 Grade point average (GPA) of at least 3.00 (B) in the work of the last 60 credit hours (approximately the last two years) leading to the A Baccalaureate degree is required for entry. The minimum GPA of 3.00 (B) is based on the UNBC 4.33 scale. The GPA from sending institutions will be converted to the UNBC scale when being considered for admission. Note: Higher entrance standards than those outlined in this section may be set by individual programs.

6. **Authorization:**

Program / Academic / Administrative Unit: Office of the Registrar

SCCC Review Date: March 26, 2018

College:

College Council Motion Number:

College Council Approval Date:



Motion Number (assigned by SCS): S-201804.17

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Special Graduate Entrance Research Award be approved.

Effective Date: 2018 May and 2018 September semesters

Rationale: To provide additional research award funding to new Master's and PhD students.

Proposed By: Dr. Geoff Payne, VP Research and Graduate Programs

Advancement Contact: N/A

Faculty/Academic Department: Office of Research and Graduate Programs

Date: March 16, 2018

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20180328.04

Moved by: Chowdhury

Seconded by: Beeler

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 28, 2018
Date


Chair's Signature

For approval of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Special Graduate Entrance Research Award

Value: \$5,000

Number: varies

Award Type: Award

Eligibility: Available to graduate students entering a research or thesis-based Master's or PhD program for the first time, who have not previously held a GERA.

Criteria: Academic proficiency and research potential.

Recipient Selection: Students do not apply for these awards; rather the Program Chairs will provide a ranked list of their best candidates for consideration based on the above criteria. The recipients will be selected by a committee chaired by a representative of the Office of Graduate Programs.

Note: These are one-time, non-renewable awards.



Motion Number (assigned by SCS): SCSB20180328.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the CPABC Prince George Cariboo Chapter Scholarship be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the CPABC Prince George Cariboo Chapter Scholarship commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 14, 2018

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20180328.03

Moved by: Schorcht

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 28, 2018
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: CPABC Prince George/Cariboo Chapter Scholarship

Awards Guide Description/Intent: The goal of the Chartered Professional Accountants' Education Foundation (CPAEF) is to advance accounting education in BC by enhancing the quality and quantity of students entering the profession, sponsoring relevant and practical research, and stimulating the on-going educational experience of members and students of CPABC. The Prince George/Cariboo Chapter would like to honour business students from UNBC who intend to pursue the Chartered Professional Accountant Program.

Donor: Chartered Professional Accountants' Education Foundation

Value: \$1,000

Number: One in 2018/19 & One in 2019/2020

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student enrolled in the Bachelor of Commerce Program with a major in Accounting who has completed 60 credit hours and intends to pursue the CPA designation.

Criteria: Academic proficiency and demonstrated community involvement through volunteerism.

Effective Date: Established 2018

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



Motion Number (assigned by SCS): SCSB20180328.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Brittany Fotsch Farm Heritage Award be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the Brittany Fotsch Farm Heritage Award commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: March 23, 2018

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20180328.05

Moved by: Chowdhury

Seconded by: Massingham

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 28, 2018
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Brittany Fotsch Farm Heritage Award

Awards Guide Description/Intent: Brittany Fotsch was an exemplary UNBC student who completed her Bachelor of Science Degree and was planning to continue with graduate education in Dentistry. She was the youngest of 5 daughters raised on a small farm in Prince George, BC. Brittany possessed a witty sense of humour, a contagious smile and deep bonds with her family and friends. Farming was an integral part of her up-bringing and she shared her experiences generously. Brittany will continue to support those with similar values simply following the Golden Rule 'do unto others as you would have them do unto you'.

This award was established to honour the memory of Brittany and provide support to a student who displays the qualities of a fierce work ethic and a positive disposition.

Donor: Family of Brittany Fotsch

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who has completed at least 30 credit hours and is facing significant challenges and/or financial barriers. First preference will be given to a student with a farming background that may have limited their ability to work away from the farm in the summers due to their commitment to helping their family with the farm.

Criteria: Academic proficiency with consideration of significant challenges and/or financial barriers.

Effective Date: Endowed 2018

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



Motion Number (assigned by SCS): SCSB20180328.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the SCSB 2017-2018 Annual Report be approved.

Effective Date: March 2018

Rationale: The annual report is due to be submitted to Senate in April.

Proposed By: Linda Fehr, Coordinator – Awards & Financial Aid

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 28, 2018

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20180328.07

Moved by: General Consent

Seconded by: General Consent

Committee Decision: CARRIED

Attachments: 3 Pages

Approved by SCSB: March 28, 2018
Date


Chair's Signature

For information of Senate.

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 28, 2018

OVERVIEW

Since the last annual report in March of 2017 the Senate Committee on Scholarships and Bursaries has met eleven (11) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2017/2018 general scholarships and bursaries fund expenditures
- Ratified nominations of 2017/2018 awards recipients
- Reviewed and approved twenty-three Terms and Conditions for newly established awards
- Approved ten revisions to Terms and Conditions for existing awards
- Reviewed four student requests for scholarship deferrals/reinstatements

STATISTICAL SUMMARY – 2017/2018 Awards

Award Type	Number	Value
Donor-Directed	669	\$1,288,946.90
UNBC General Fund (not including waivers)	248	\$ 682,300.00
UNBC Scholars Waivers	117	\$ 583,379.02
Graduate Tuition Waivers	50	\$ 202,446.28
Athletic Tuition Waivers	21	\$ 124,599.26
Youth in Care Tuition Waivers	6	\$ 23,981.64
Six and Fifteen Credit hour Tuition Waivers	41	\$ 76,376.33
School District 57 Waivers (matching)	6	\$ 8,000.00
UNBC Tuition Awards for Excellence Waivers	4	\$ 20,332.26
2017 BC Wildfires Tuition Waivers	36	\$ 50,069.20
Canada 150th Anniv. Intn'l Scholarship Waivers	3	\$ 3,000.00
Totals	1,201*	\$3,063,430.89 **

* 6.3 % increase in number from 2016/2017
** 2.6% increase in value from 2016/2017

Student Type	Number	
Self-declared Female Recipients	800	
Self-declared Male Recipients	401	
Self-declared Aboriginal Recipients	69	
Northern Residents	773	
Undergraduate Entrance Recipients	303	
Athletic Recipients	53	
In-Course Undergraduate Recipients	680	
Graduate Recipients	157	(includes only UNBC-administered awards)
NMP Recipients	8	
Number of individual recipients	858	(students who received one or more awards)

Award Category	Number	Value	Median Value
Needs-based Awards	352	489,943.56	\$1,200
Merit-based Awards	849	2,573,487.33	\$2,424

NEW DONOR-NAMED AWARDS ESTABLISHED IN 2017/2018

Name of Award	Number	Value	Total Value
Alpha Pi Beta Sorority Bursary	1	\$ 250	\$ 250
QuizMe Award	4	\$ 500	\$ 2,000
Beatrice Stanley Memorial Award	1	\$1,250	\$ 1,250
Al Nevison Graduate Research Award	2	\$1,500	\$ 3,000
Auntie Toots Memorial Award	1	\$1,000	\$ 1,000
IWAU Award – Quesnel	2	\$ 250	\$ 500
Paul Madak Award	3	\$ 500	\$ 1,500
Northern BC Archives Graduate Scholarship	4	\$5,000	\$20,000
Community Arts Council Award	1	\$ 500	\$ 500
Coscto Wholesale Canada Bursary	1	\$1,750	\$ 1,750
Northern Transitions Student Success Award	1	\$3,000	\$ 3,000
Jack & Mary Wiggins Aboriginal Health Award	1	\$3,500	\$ 3,500
belairdirect Award	1	\$1,000	\$ 1,000
Elan Travel Bursary	1	\$1,000	\$ 1,000
Father Nicholas Forde OMI Bursary	1	\$2,000	\$ 2,000
Josef Jimmy Lerch Award	1	\$1,000	\$ 1,000
Victor Bergeron Memorial Award	1	\$1,000	\$ 1,000
Triton Environmental Consultants Bursary	1	\$1,000	\$ 1,000
Sue Killy Memorial Scholarship	1	\$22,000	\$22,000
Dr. James McDonald Memorial Award	1	\$1,000	\$1,000
Totals	30	\$49,000	\$68,250

NEW UNBC – FUNDED AWARDS ESTABLISHED IN 2017/2018

Name of Award	Number	Value	Total Value
Canada 150 th Anniversary Int'l Scholarships*	150	8,000	\$1,200,000
UNBC Leadership Bursaries**	10	1,000	\$ 10,000
2017 BC Wildfires Bursaries***	39	variable	\$ 58,319
Totals	199		\$1,268,319

*Tuition waivers of \$2,000 each, renewable for three years. Available until 2020/2021 or until all 150 have been awarded; whichever comes first.

** One-time funding for 2017/2018 only.

***Tuition waivers of up to \$1,500 per semester, available in 2017/2018 only.

UNAWARDED SCHOLARSHIPS AND BURSARIES 2017/2018

Name Of Award	Reason	Value	# Times Not Awarded (past Five Years)
Arne & Leslie Carlson Scholarship	Program specific	\$1,250	1
Beta Sigma Phi Bursary	Specific Membership	\$3,000	3
Bill Reid Award	Specific Criteria – Aboriginal Arts Project	\$5,000	4
Miriam Matejova Award	Specific Criteria	\$1,650	2
Morrison Graduate Scholarship in History	Program specific	\$250	2
Northern BC Mining Research Award	Research specific – industry partnership	\$5,000	5
Northern First Nations Health Partnership Committee Health and Wellness Award (5 of 7)	Program Specific, other specific criteria	\$2,000	1
Peace/Williston Aquatic Research Award	Research in specific geographical area	\$5,000	4
Simons Foundation Bursaries for Lone Parents (2)	Enrollment in UNBC DayCare	\$2,000	4
Tourism Prince George Bursary	Program Specific	\$ 2,000	2
Totals	15 awards*	\$27,150**	

*Percentage of *number* of available awards not awarded in 2017/2018: .12%

**Percentage of *value* of available awards not awarded in 2017/2018: .08%

 <p style="text-align: center;">PROCEDURES</p>	Policy No: 	Approval Date:
	Approving Authority: <i>Board of Governors and Senate</i>	
Responsible Executive: <i>President</i>		
Title: <p style="text-align: center;"><i>Search Committees for Academic Vice-Presidents and other Senior Academic Administrators</i></p>		

S. 27(2)(f) of the University Act [RSBC 1996] c. 468, grants the Board the power: with the approval of senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;

1. **Scope** – These Procedures apply to Search Committees for Senior Academic Administrators, including: Academic Vice-Presidents, Associate Academic Vice-Presidents, Vice-Provosts, Deans, Senior Academic Directors, the Registrar and the University Librarian. The Search Committee for the President, and for the Associate Vice-President Medicine are addressed in separate Procedures.
2. **Role of Search Committees** – Search Committees are advisory to the President and are tasked with generating ranked short lists of candidates for positions. Each Committee will:
 - review the position and desired qualifications and qualities of candidates, in consultation with appropriate constituents and constituency groups
 - review and advise on advertising
 - review the *General Search Process Rules* outlined below, and recommend reasonable modifications to the Chair, as appropriate for specific searches or positions
 - oversee the fair and equitable application of the *General Search Process Rules*, with the advice of Human Resources professionals, and external search consultants if applicable
 - Ensure best practices are followed with respect to confidentiality and declarations of conflict of interest and bias
3. **General Search Process Rules**
 - a. A new search committee will be assembled for each Senior Academic Administrator search
 - b. The Chair in consultation with the Search Committee will consider current best practices and the advice of Human Resources professionals, and search consultants where applicable, in determining the appropriate level of openness of each search, and in the interests of ensuring the broadest and most qualified applicant pool.
 - c. Senior Administrators and Program Chairs will have an opportunity to meet short-listed candidates in informal sessions at the appropriate stage of the search process. Others may be included for specific searches, at the recommendation of the Search Committee Chair in consultation with the Search Committee.

- d. In making a recommendation, to the Board in the case of Vice-Presidential searches, and to the President for all other searches, the Search Committee Chair will provide a fulsome report on the search process, deliberations, and rationale for the recommendation.

4. Committee Composition

<p><u>President</u> (or designate) for Academic Vice-Presidents (Provost, Research)</p> <p><u>Provost and Vice-President Academic</u> (or designate) for all other senior academic positions covered by these Procedures</p>	<p>Chair</p>	<p>1</p>
<p><u>Board Chair or Designate</u> for Academic Vice-President searches only</p>	<p>Designate must be an external (Order in Council) Board Member</p>	<p>0- 1</p>
<p><u>Two Vice-Presidents or AVPs</u> for Academic Vice-President searches</p> <p><u>One Vice-President or AVP</u> for all other searches</p>	<p>Appointed by the Committee Chair (Academic & Administrative VPs and AVPs eligible)</p>	<p>1-2</p>
<p><u>Two Deans</u> (for Academic Vice-Presidents and Deans)</p> <p><u>One Dean</u> for all other searches</p>	<p>Appointed by the Chair in consultation with the Deans</p>	<p>1- 2</p>
<p><u>One Senior Academic Director</u></p>	<p>Appointed by the Chair</p>	<p>1</p>

<p>Five Faculty Members with tenure or tenure-track appointments</p>	<p>Elected by Faculty Members in a manner that ensures representation from both Colleges – or representation from different Colleges in the event that there are more than two Colleges</p> <p>In a search for an Academic Vice-President at least one faculty member is to be a Research Chair or former Research Chair.</p> <p>*in the case of a search for a University Librarian, at least one member should be a faculty librarian</p>	<p>5</p>
<p>One Staff Representative</p>	<p>One staff member appointed by the Chair from among all non-faculty employees who are not senior administrators</p>	<p>1</p>
<p>Two students</p>	<p>Appointed or elected by the Undergraduate and Graduate Student Societies</p>	<p>2</p>
<p>Up to two additional members to address diversity, gender balance, aboriginal or regional representation, and / or to address any other key areas of responsibility (for the position being recruited to) not otherwise covered by the Committee members appointed or selected above</p>	<p>Appointed by the Committee Chair in consultation with the Committee Members. If 1 additional member is added under this section, that appointee may be from <u>any</u> UNBC employee, governance or stakeholder group. If 2 additional members are added, at least 1 must be a faculty member.</p>	<p>0 – 2</p>
<p>NON-VOTING – RESOURCE MEMBERS: Director or Manager of Human Resources (or designate) +appropriate Human Resources support personnel and Search Consultants as applicable</p>	<p>Determined by the AVP People or by the Director of Human Resources</p>	

Priorities

Definitions

For the purposes of clarity and consistency, the following definitions were developed to guide readers through this document and to help inform further discussion on this Academic Action Plan.

Goal – this describes the anticipated result or desired end point. These statements can be more aspirational in nature.

Rationale – these are descriptions that support the necessity and practicality of the recommendations. These are the facts that describe the problem that needs to be solved to achieve the goals articulated in the plan. These facts may also be related to the efficiency, and effectiveness, or mandate achievement related to vision, mission and values. Facts can include opportunities, strengths, and barriers to achieving the overarching goals.

Recommendations – these are the means statements that would be applied to achieve the outcomes. These statements focus on critical actions that would be most important in achieving the outcomes. They imply strategic intent.

Opening recommendation on implementation

Each of the member collaborative teams engaged in Phase 2 of the Academic Action Planning process agree strongly that the time and effort invested by the University community in the recommendations contained in this report need careful and purposeful stewardship towards implementation. The collaborative teams also recognize that while we are fortunate to have developed this Academic Action Plan from the ground up, and that implementation will in many ways be the responsibility of everyone at UNBC, with the implementation of specific issues being led by particular units as appropriate, we must still recognize that overall responsibility rests with the Vice President Academic and Provost. The collaborative teams also recognize that implementation of these recommendations is complex. At times, implementation of some recommendations may fall to individual units or programs with little impact beyond those units/programs. At other times, implementation may involve the need for cross-university dialogue and transformation. The recommendations are intended as recommendations, not directives, and units involved in implementation should use them as a guide, and adjust as necessary as dialogue and implementation unfolds.

Some of the recommendations contained herein are currently ongoing. We kept these in the Academic Action Plan in order to recognize the good work that is already happening and to ensure integration of these activities into the context with the rest of the plan.

The member collaborative teams also wish to have the Director, and Office, of Integrated Planning supported in stewarding the implementation of the recommendations in this report. This includes attention to the recommendations themselves, and also to our suggested prioritization of these recommendations.

Recommendation

Following approval by Senate, it is the recommendation of the member collaborative teams engaged in Phase 2 of the Academic Action Planning process that an Academic Action Plan Advisory Committee be created that is committed to supporting the successful integration of these proposals into the Integrated University Plan, Strategic Road Map, and Annual Action Plans and

to continue to provide support, feedback, and advice as the University community works towards the implementation of the recommendations. Specifically, the Academic Action Plan Advisory Committee has the following mandate and characteristics:

- a. *Provide monitoring of the recommendations contained in the three sections of this report and organized under the priorities identified herein;*
- b. *Support the Director, and Office, of Integrated Planning in the work of stewarding the implementation of the recommendations contained in this report;*
- c. *Where needed, provide advice to individual units and the Vice-President Academic and Provost, on additional strategic direction for prioritizing implementation around the recommendations contained in this report;*
- d. *Where needed, advise, guide, organize, or support collaborative processes to assist individual units or cross-university activities in their work towards implementation of the recommendations contained in this report;*
- e. *That membership be limited to approximately nine individuals comprised of four representatives from the Phase 2 Academic Action Planning Collaborative Teams for continuity, and five additional individuals with representation from each of faculty, staff, students, and administration;*
- f. *That these five additional individuals be selected as follows: the faculty representative be elected from among members of the Faculty Association, the staff representative be elected from all staff groups, the two student representatives be suggested by their respective undergraduate and graduate student societies, and that the administrator be suggested by the President;*
- g. *That the committee Chair be determined by its membership;*
- h. *That the Academic Action Plan Advisory Committee be part of a two-way reporting process developed in collaboration with the Vice-President Academic and Provost and the Office of Integrated University Planning; and*
- i. *That the Academic Action Plan Advisory Committee has access to the annual unit action plans so as to report to the UNBC community on the overall progress made on the Academic Action Plan, including problems encountered.*

Prioritizing for Implementation

The suite of goals and recommendations comprising the Academic Action Plan work together to advance and accomplish our collective mission and vision for UNBC. Prioritizing these goals and recommendations into broad sets is meant to maintain their integration while enabling their fulsome implementation over time. The priority is not given so as to rank their relative importance for selecting one or another for action, nor is it meant to be a strict linear sequencing. Action can happen on multiple fronts and in many cases concurrently. In other cases, and for efficiency, certain steps are needed before others. Therefore,