

SENATE MEETING PUBLIC SESSION AGENDA

June 27, 2018
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

1.0 Acknowledgement of Territory

2.0 S-201806.01

Approval of the Agenda †

Page 1 That the agenda for the June 27, 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-201806.02

Approval of Senate Minutes

Page 7 That the minutes of the May 23, 2018 Public Session of Senate be approved as presented.

4.0 Business Arising from Previous Minutes of Senate

4.1 Senate Committee on Academic Affairs

Dr. Ryan

Regular

S-201806.03

Approval of the UNBC Academic Dates - 2019- 2024

Page 13

That, on the recommendation of the Senate Committee on Academic Affairs, the UNBC Academic Dates from 2019- 2024 be approved as proposed.

Effective Date: Upon the approval of Senate

4.2 Response to question re: Institutional Research challenges around tracking data such as upper level students taking 100 level courses.

Mr. Annear

4.3 Response to question re: what it would take to confer credentials more than once a year.

Mr. Annear

4.4 Response to question re: information about how many of the unused awards are endowed awards.

Mr. Annear

4.5 The Vice President, Research and Graduate Programs will bring the policies and procedures related to graduate students who have successfully defended their thesis to receive the Governor General Gold Medal status if their faculty supervisor is suddenly not available, back to Senate for review.

Dr. Payne

4.6 The Registrar will look at what are some of the conventions used at other institution with regards to listing faculty members credential locations in the calendar.

Mr. Annear

Page 24

4.7 Report on the Harassment and Discrimination Report

Ms. Daigle

UNBC Finance Department – Budget Office: <https://www.unbc.ca/finance/budgets>

UNBC 2018-2019 Integrated University Plan:

<https://www.unbc.ca/sites/default/files/sections/finance/budgets/2018march23approvedintegrateduniversityplan.pdf>

UNBC Financial Planning Overview 2017-2018

<https://www.unbc.ca/sites/default/files/sections/finance/budgets/2017march21financialplanningoverview20172018approvedbytheboardofgovernors207bp03.31.05003.pdf>

- 5.0 **President’s Report** (*no material*)
- 6.0 **Report of the Provost** (*5 minutes*) Dr. Ryan
- 7.0 **Report of the Registrar** (*5 minutes*) Mr. Annear
- 8.0 **Question Period** (*10 minutes*)
- 9.0 **S-201806.04**
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**
- 10.1 **Senate Committee on Academic Affairs** (*10 minutes*) Dr. Ryan

“For Approval” Items:

- Regular **S-201806.05**
Change to the Program Requirements –Global and International Studies
 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Global and International Studies (BA Program), on page 148 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
Page 26
- Regular **S-201806.06**
Change to the Program Requirements – Joint Major in Global and International Studies/Political Science
 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Joint Major in Global and International Studies/Political Science, on page 148 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
Page 36
- Regular **S-201806.07**
Change to the Program Requirements – Joint Major in Economics/Global and International Studies
 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Joint Major in Economics/Global and International Studies, on page 93 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
Page 40
- Regular **S-201806.08**
Change to the Program Requirements – Joint Major in English and Environmental Studies
 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Joint Major in English and Environmental Studies, on page 106-107 (in the print or PDF calendar accessible on the UNBC web page) of the 2018/2019 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
Page 44

- Consent **S-201806.09**
Course Deletion – INTS 644-3 Russian Foreign Policy
 That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of INTS 644-3, Russian Foreign Policy, on page 139 of the 2017/2018 graduate calendar, be approved as proposed.
 Effective date: September 2018
 Page 49
- Consent **S-201806.10**
Course Deletion – INTS 680-3 Pacific Environment
 That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of INTS 680-3, Pacific Environment, on page 139 of the 2017/2018 graduate calendar, be approved as proposed.
 Effective date: September 2018
 Page 51
- Consent **S-201806.11**
Course Deletion – INTS 480-3 Pacific Environment
 That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of INTS 480-3, Pacific Environment, on page 270 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
 Page 53
- Regular **S-201806.12**
New Course Approval – INTS 620-3 International Regimes
 That, on the recommendation of the Senate Committee on Academic Affairs, the new course INTS 620-3, International Regimes be approved as proposed.
 Effective date: September 2018
 Page 55
- Regular **S-201806.13**
New Course Approval – INTS 621-3 The Political Economy of Natural Resource Extraction
 That, on the recommendation of the Senate Committee on Academic Affairs, the new course INTS 621-3, The Political Economy of Natural Resource Extraction be approved as proposed.
 Effective date: September 2018
 Page 60
- Regular **S-201806.14**
New Course Approval – INTS 420-3 International Regimes
 That, on the recommendation of the Senate Committee on Academic Affairs, the new course INTS 420-3, International Regimes be approved as proposed.
 Effective date: September 2018
 Page 65
- Regular **S-201806.15**
New Course Approval – INTS 421-3 The Political Economy of Natural Resource Extraction
 That, on the recommendation of the Senate Committee on Academic Affairs, the new course INTS 421-3, The Political Economy of Natural Resource Extraction be approved as proposed.
 Effective date: September 2018
 Page 70
- Regular **S-201806.16**
New Course Approval – HHSC 804-3 The Health of First Nations People
 That, on the recommendation of the Senate Committee on Academic Affairs, the new course HHSC 804-3 The Health of First Nations People be approved as proposed.
 Effective date: September 2018
 Page 75
- Regular **S-201806.17**
New Course Approval – HHSC 811-3 Organization and Financing of Canadian Health Care That, on the recommendation of the Senate Committee on Academic Affairs, the new course Organization and Financing of Canadian Health Care HHSC 811-3 be approved as proposed.
 Effective date: September 2018
 Page 80
- Regular **S-201806.18**
New Course Approval – HHSC 860-3 Field School in Human Ecology That, on the recommendation of the Senate Committee on Academic Affairs, the new course HHSC 860-3 Field School in Human Ecology be approved as proposed.
 Effective date: September 2018
 Page 86

- Regular **S-201806.19**
Change to the Calendar Description – Health Sciences, Undergraduate
That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program description for the School of Health Sciences Honours in the PDF calendar accessible on the UNBC web page of the 2017/2018 undergraduate calendar, be approved as proposed.
Effective date: September 2018
[Page 91](#)
- Regular **S-201806.20**
Change to the Calendar Description – Health Sciences, Graduate
That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the degree preamble for Health Sciences (PDF calendar accessible on the UNBC web page, pg 69-71 print) of the 2017/2018 graduate be approved as proposed.
Effective date: September 2018
[Page 97](#)
- Regular **S-201806.21**
Change to the Course Description – HHSC 703-3
That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course description for HHSC 703-3 on page 127 (PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: September 2018
[Page 101](#)
- Consent **S-201806.22**
Change to the Course Description – HHSC 602-3 Organizing and Financing of Canadian Health Care
That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course description for HHSC 602-3 on page 133 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.
Effective date: September 2018
[Page 103](#)
- Regular **S-201806.23**
Change to the Course Description – HHSC 604-3 The Health of First Nations People
That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course description for HHSC 604-3 on page 123 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.
Effective date: September 2018
[Page 105](#)
- Consent **S-201806.24**
Change to the Course Description – HHSC 760-3 Field School in Human Ecology
That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course description for HHSC 760-3 on page 134 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.
Effective date: September 2018
[Page 107](#)
- Regular **S-201806.25**
Change to the Calendar Entry – Disability Management
That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the degree preamble for Disability Management (MA Program), PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate be approved as proposed.
Effective date: September 2018
[Page 109](#)
- Consent **S-201806.26**
Change to the Course Description – NRES 760-3 Field School in Human Ecology
That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course description for NRES 760-3 on page 143 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.
Effective date: September 2018
[Page 112](#)

- Regular **S-201806.27**
Change to the Program Requirements – Bachelor of Planning Major in First Nations
 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the program requirements for the Bachelor of Planning Major in First Nations Planning degree on page 117 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
[Page 114](#)
- Regular **S-201806.28**
Change to the Program Requirements – Bachelor of Planning Major in First Nations
 That, on the recommendation of the Senate Committee on Academic Affairs,
 That the change(s) to the program requirements for the Bachelor of Planning Major in First Nations Planning degree on page 118 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
[Page 116](#)
- Regular **S-201806.29**
Change to the Program Requirements – Bachelor of Planning Major in Natural Resources
 That, on the recommendation of the Senate Committee on Academic Affairs, that the change(s) to the program requirements for the Bachelor of Planning Major in Natural Resources Planning degree on page 119 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
[Page 118](#)
- Regular **S-201806.30**
Change to the Program Requirements – Bachelor of Planning Major in Northern and Rural Community
 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the program requirements for the Bachelor of Planning Major in Northern and Rural degree on page 116 of the 2017/2018 undergraduate calendar, be approved as proposed
 Effective date: September 2018
[Page 121](#)
- Regular **S-201806.31**
Change to the Program Requirements – Bachelor of Planning Major in Northern and Rural Community
 That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the program requirements for the Bachelor of Planning Major in Northern and Rural Community degree on page 117 of the 2017/2018 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
[Page 123](#)
- Consent **S-201806.32**
Change to the Course Description – ENSC 654-3
 That, on the recommendation of the Senate Committee on Academic Affairs, the courses description for ENSC 654-3 on page 126 of the 2017/18 graduate calendar, be changed as proposed.
 Effective date: September 2018
[Page 126](#)
- Regular **S-201806.33**
Change in Course Credit Hours - Master of Social Work Program
 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to correct the number of required credits for the MSW from motion s-201709.06 from September Senate, be approved as proposed.
 Effective date: September 2018
[Page 128](#)
- Consent **S-201806.34**
Changes to Course Title - POLS 405-3
 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to correct the title of POLS 405 from February Senate, be approved as proposed.
 Effective date: September 2018
[Page 130](#)
- Regular **S-201806.35**
Changes to Program Description – Co-operative Education
 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program description for Co-operative Education, on page 219 of the 2018/2019 undergraduate calendar, be approved as proposed.
 Effective date: September 2018
[Page 132](#)

Regular

S-201806.36

Changes to Program Description – Co-operative Education

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program description for Co-operative Education, on page 49-50 of the 2017/2018 undergraduate calendar, be approved as proposed.

Page 134

Effective date: September 2018

Consent

S-201806.37

Renewal of Exchange Agreement – Inland Norway University of Applied Sciences

That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the bilateral exchange agreement between Inland Norway University of Applied Sciences (formerly Lillehammer University College), Norway and the University of Northern British Columbia be approved as proposed.

Page 142

Effective Date: Upon approval of Senate

- 10.2 Senate Committee on Admissions and Degrees *(no material)* Mr. Annear
- 10.3 Senate Committee on First Nations and Aboriginal Peoples *(no material)* Dr. Ryan
- 10.4 Senate Committee on Scholarships and Bursaries *(no material)* Mr. Annear
- 10.5 Senate Committee on Nominations *(no material)* Mr. Ritchie
- 10.6 Steering Committee of Senate Dr. Ryan

“For Approval” Items:

S-201806.38

Changes to the Terms of Reference and Membership of the Senate Committee on First Nation and Aboriginal Peoples (SCFNAP)

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

Page 152

Effective Date: Upon the approval of Senate

S-201806.40

Changes to the Terms of Reference and Membership of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR)

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

Page 156

Effective Date: Upon the approval of Senate

S-201806.41

Procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators

That, on the recommendation of the Steering Committee of Senate, the procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators be approved as proposed. Effective Date: Upon the approval of Senate

Page 159

11.0 Information

Page 163

11.1 Chancellor Selection Procedures and Timeline

Ms. Sanford

Page 170

11.2 Postdoctoral Fellowship Policy

Dr. Payne

12.0 Other Business (10 minutes)

13.0 S-201806.41 (10 minutes)

Move to In Camera Session

That the meeting move In Camera.

14.0

S-201806.45

Adjournment

That the Senate meeting be adjourned.

Motion Number (assigned by
Steering Committee of Senate): S-201806.03

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the UNBC Academic Dates from 2019- 2024 be approved as proposed.

Effective Date: as soon as possible

Rationale: In order to allow departments and individuals to plan for future academic years, it is being proposed that Senate approve the academic semester dates up to the 2023-2024 Academic Year.

Motion proposed by: Bert Annear

Academic Program: Office of the Registrar

Implications for Other Programs / Faculties? Implicates UNBC as a whole

College:

College Council / Committee Motion Number:

College Council / Committee Approval Date:

Attachment Pages (if applicable): 10 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201805.06

Moved by: T. Klassen-Ross

Seconded by: H. Empey

Committee Decision: CARRIED

Approved by SCAAF: May 2, 2018

Date


Chair's Signature

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

UNBC Proposed Dates 2019-2020

SEPTEMBER 2019 SEMESTER

September

WEEK	S	M	T	W	T	F	S
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30					

October

WEEK	S	M	T	W	T	F	S
6			1	2	3	4	5
7	6	7	8	9	10	11	12
8	13	14	15	16	17	18	19
9	20	21	22	23	24	25	26
	27	28	29	30	31		

November

WEEK	S	M	T	W	T	F	S
10							2
11	3	4	5	6	7	8	9
12	10	11	12	13	14	15	16
13	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

December

WEEK	S	M	T	W	T	F	S
14	1	2	3	4	5	6	7
15	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Orientation Day: Tuesday, Sept 3
 Start of Classes: Wednesday, Sept 4
 Add/Drop Date: Wednesday, Sept 18
 Withdrawal Date: Thursday, Oct 24
 Last Day of Classes: Tuesday, Dec 3
 First Day of Exams: Wednesday, Dec 4
 Last Day of Exams: Saturday, Dec 14
 Total Exam Days: 10
 Tentative Maintenance: Saturday, Dec 21
 # of Monday Instructional Days: 11
 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 13
 Number Instructional Days: 63 (11-13-13-13-13)

JANUARY 2020 SEMESTER

January

WEEK	S	M	T	W	T	F	S
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
	26	27	28	29	30	31	

February

WEEK	S	M	T	W	T	F	S
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

March

WEEK	S	M	T	W	T	F	S
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30	31				

April

WEEK	S	M	T	W	T	F	S
14				1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

Orientation Day: Friday, Jan 3
 Start of Classes: Monday, Jan 6
 Add/Drop Date: Monday, Jan 20
 Withdrawal Date: Tuesday, Feb 25
 Last Day of Classes: Thursday, Apr 9
 First Day of Exams: Tuesday, Apr 14
 Last Day of Exams: Friday, Apr 24
 Total Exam Days: 10
 Reading Break: Feb 18-21
 Easter: April 10-13
 # of Monday Instructional Days: 13
 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 12
 Number Instructional Days: 64 (13-13-13-13-12)

UNBC Proposed Dates 2019-2020 Continued...

MAY 2020 SEMESTER

Start of Classes: Friday, May 1
 Add/Drop Date: Friday, May 19
 Withdrawal Date: Monday, Jun 22
 Last Day of Classes: Friday, Aug 14
 First Day of Exams: Monday, Aug 17

Last Day of Exams: Friday, Aug 21
 Total Exam Days: 5
 Summer Break: Jun 22- July 3
 Convocation: May 29, 2020
 Tentative Maintenance: Saturday, Jun 20

SPRING 2020 INTERSESSION

May

WEEK	S	M	T	W	T	F	S
						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5	31						

June

WEEK	S	M	T	W	T	F	S
		1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
8	21	22	23	24	25	26	27
	28	29	30				

Start of Classes: Friday, May 1
 Add/Drop Date: Thursday, May 7
 Withdrawal Date: Thursday, May 21
 Last Day of Classes: Thursday, June 11
 First Day of Exams: Monday, June 15
 Last Day of Exams: Friday, Jun 19
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

SUMMER 2020 INTERSESSION

July

WEEK	S	M	T	W	T	F	S
				1	2	3	4
1	5	6	7	8	9	10	11
2	12	13	14	15	16	17	18
3	19	20	21	22	23	24	25
4	26	27	28	29	30	31	

August

WEEK	S	M	T	W	T	F	S
							1
5	2	3	4	5	6	7	8
6	9	10	11	12	13	14	15
7	16	17	18	19	20	21	22
8	23	24	25	26	27	28	29
	30	31					

Start of Classes: Monday, July 6
 Add/Drop Date: Friday, July 10
 Withdrawal Date: Thursday, July 23
 Last Day of Classes: Friday, August 14
 First Day of Exams: Monday, August 17
 Last Day of Exams: Friday, August 21
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

UNBC Proposed Dates 2020-2021

SEPTEMBER 2020 SEMESTER

September

WEEK	S	M	T	W	T	F	S
			1	2	3	4	5
1	6	7	8	9	10	11	12
2	13	14	15	16	17	18	19
3	20	21	22	23	24	25	26
4	27	28	29	30			

October

WEEK	S	M	T	W	T	F	S
					1	2	3
5	4	5	6	7	8	9	10
6	11	12	13	14	15	16	17
7	18	19	20	21	22	23	24
8	25	26	27	28	29	30	31

November

WEEK	S	M	T	W	T	F	S
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30					

December

WEEK	S	M	T	W	T	F	S
			1	2	3	4	5
14	6	7	8	9	10	11	12
15	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

Orientation Day: Tuesday, Sept 8
 Start of Classes: Wednesday, Sept 9
 Add/Drop Date: Wednesday, Sept 23
 Withdrawal Date: Thursday, Oct 29
 Last Day of Classes: Monday, Dec 7
 First Day of Exams: Tuesday, Dec 8
 Last Day of Exams: Friday, Dec 18
 Total Exam Days: 10
 Tentative Maintenance: Saturday, Dec 19
 # of Monday Instructional Days: 11
 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 12
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 13
 Number Instructional Days: 63 (12-13-12-13-13)

JANUARY 2021 SEMESTER

January

WEEK	S	M	T	W	T	F	S
						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30

February

WEEK	S	M	T	W	T	F	S
		1	2	3	4	5	6
5	7	8	9	10	11	12	13
6	14	15	16	17	18	19	20
7	21	22	23	24	25	26	27
8	28						

March

WEEK	S	M	T	W	T	F	S
		1	2	3	4	5	6
9	7	8	9	10	11	12	13
10	14	15	16	17	18	19	20
11	21	22	23	24	25	26	27
12	28	29	30	31			

April

WEEK	S	M	T	W	T	F	S
					1	2	3
13	4	5	6	7	8	9	10
14	11	12	13	14	15	16	17
15	18	19	20	21	22	23	24
	25	26	27	28	29	30	

Orientation Day: Monday, Jan 4
 Start of Classes: Tuesday, Jan 5
 Add/Drop Date: Tuesday, Jan 19
 Withdrawal Date: Wednesday, Feb 24
 Last Day of Classes: Thursday, Apr 8
 First Day of Exams: Monday, Apr 12
 Last Day of Exams: Thursday, Apr 22
 Total Exam Days: 11
 Reading Break: Feb 16-19
 Easter: April 2-5
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 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 11
 Number Instructional Days: 61 (11-13-13-13-11)

UNBC Proposed Dates 2020-2021 Continued...

MAY 2021 SEMESTER

Start of Classes: Monday, May 3
 Add/Drop Date: Monday, May 17
 Withdrawal Date: Tuesday, Jun 22
 Last Day of Classes: Friday, Aug 13
 First Day of Exams: Monday, Aug 16

Last Day of Exams: Friday, Aug 20
 Total Exam Days: 5
 Summer Break: Jun 21- July 2
 Convocation: May 28, 2020
 Tentative Maintenance: Saturday, Jun 19

SPRING 2021 INTERSESSION

May

WEEK	S	M	T	W	T	F	S
							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

June

WEEK	S	M	T	W	T	F	S
			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

Start of Classes: Monday, May 3
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 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

SUMMER 2021 INTERSESSION

July

WEEK	S	M	T	W	T	F	S
					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

August

WEEK	S	M	T	W	T	F	S
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Start of Classes: Monday, July 5
 Add/Drop Date: Friday, July 9
 Withdrawal Date: Thursday, July 22
 Last Day of Classes: Friday, August 13
 First Day of Exams: Monday, August 16
 Last Day of Exams: Friday, August 20
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

UNBC Proposed Dates 2021-2022

SEPTEMBER 2021 SEMESTER

September

WEEK	S	M	T	W	T	F	S
				1	2	3	4
1	5	6	7	8	9	10	11
2	12	13	14	15	16	17	18
3	19	20	21	22	23	24	25
4	26	27	28	29	30		

October

WEEK	S	M	T	W	T	F	S
						1	2
5	3	4	5	6	7	8	9
6	10	11	12	13	14	15	16
7	17	18	19	20	21	22	23
8	24	25	26	27	28	29	30
	31						

November

WEEK	S	M	T	W	T	F	S
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30				

December

WEEK	S	M	T	W	T	F	S
				1	2	3	4
14	5	6	7	8	9	10	11
15	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Orientation Day: Tuesday, Sept 7
 Start of Classes: Wednesday, Sept 8
 Add/Drop Date: Wednesday, Sept 22
 Withdrawal Date: Thursday, Oct 28
 Last Day of Classes: Monday, Dec 6
 First Day of Exams: Tuesday, Dec 7
 Last Day of Exams: Friday, Dec 17
 Total Exam Days: 10
 Tentative Maintenance: Saturday, Dec 18
 # of Monday Instructional Days: 12
 # of Tuesday Instructional Days: 12
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 12
 # of Friday Instructional Days: 13
 Number Instructional Days: 62 (12-12-13-12-13)

JANUARY 2022 SEMESTER

January

WEEK	S	M	T	W	T	F	S
							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
	30	31					

February

WEEK	S	M	T	W	T	F	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
	27	28					

March

WEEK	S	M	T	W	T	F	S
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

April

WEEK	S	M	T	W	T	F	S
						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

Orientation Day: Tuesday, Jan 4
 Start of Classes: Wednesday, Jan 5
 Add/Drop Date: Wednesday, Jan 19
 Withdrawal Date: Thursday, Feb 24
 Last Day of Classes: Thursday, Apr 7
 First Day of Exams: Friday, Apr 8
 Last Day of Exams: Friday, Apr 22
 Total Exam Days: 10
 Reading Break: Feb 22-25
 Easter: April 15-18
 # of Monday Instructional Days: 12
 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 12
 Number Instructional Days: 63 (11-13-13-13-12)

UNBC Proposed Dates 2021-2022 Continued...

MAY 2022 SEMESTER

Start of Classes: Monday, May 2
 Add/Drop Date: Monday, May 16
 Withdrawal Date: Tuesday, Jun 21
 Last Day of Classes: Friday, Aug 12
 First Day of Exams: Monday, Aug 15

Last Day of Exams: Friday, Aug 19
 Total Exam Days: 5
 Summer Break: Jun 20- July 3
 Convocation: May 27, 2022
 Tentative Maintenance: Saturday, Jun 25

SPRING 2022 INTERSESSION

May							
WEEK	S	M	T	W	T	F	S
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

June							
WEEK	S	M	T	W	T	F	S
				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
	26	27	28	29	30		

Start of Classes: Monday, May 2
 Add/Drop Date: Friday, May 6
 Withdrawal Date: Monday, May 19
 Last Day of Classes: Friday, June 10
 First Day of Exams: Monday, June 13
 Last Day of Exams: Friday, Jun 17
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

SUMMER 2022 INTERSESSION

July							
WEEK	S	M	T	W	T	F	S
						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
	31						

August							
WEEK	S	M	T	W	T	F	S
5		1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

Start of Classes: Monday, July 4
 Add/Drop Date: Friday, July 8
 Withdrawal Date: Thursday, July 21
 Last Day of Classes: Friday, August 12
 First Day of Exams: Monday, August 15
 Last Day of Exams: Friday, August 19
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

UNBC Proposed Dates 2022-2023

SEPTEMBER 2022 SEMESTER

September

WEEK	S	M	T	W	T	F	S
					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	

October

WEEK	S	M	T	W	T	F	S
							1
5	2	3	4	5	6	7	8
6	9	10	11	12	13	14	15
7	16	17	18	19	20	21	22
8	23	24	25	26	27	28	29
	30	31					

November

WEEK	S	M	T	W	T	F	S
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30			

December

WEEK	S	M	T	W	T	F	S
					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

Orientation Day: Tuesday, Sept 6
 Start of Classes: Wednesday, Sept 7
 Add/Drop Date: Wednesday, Sept 21
 Withdrawal Date: Thursday, Oct 27
 Last Day of Classes: Tuesday, Dec 6
 First Day of Exams: Wednesday, Dec 7
 Last Day of Exams: Friday, Dec 17
 Total Exam Days: 10
 Tentative Maintenance: Sunday, Dec 18
 # of Monday Instructional Days: 12
 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 12
 Number Instructional Days: 63 (12-13-13-13-12)

JANUARY 2023 SEMESTER

January

WEEK	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
1	8	9	10	11	12	13	14
2	15	16	17	18	19	20	21
3	22	23	24	25	26	27	28
4	29	30	31				

February

WEEK	S	M	T	W	T	F	S
				1	2	3	4
5	5	6	7	8	9	10	11
6	12	13	14	15	16	17	18
7	19	20	21	22	23	24	25
8	26	27	28				

March

WEEK	S	M	T	W	T	F	S
				1	2	3	4
9	5	6	7	8	9	10	11
10	12	13	14	15	16	17	18
11	19	20	21	22	23	24	25
12	26	27	28	29	30	31	

April

WEEK	S	M	T	W	T	F	S
							1
13	2	3	4	5	6	7	8
14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Orientation Day: Tuesday, Jan 3
 Start of Classes: Wednesday, Jan 4
 Add/Drop Date: Wednesday, Jan 18
 Withdrawal Date: Thursday, Feb 23
 Last Day of Classes: Thursday, Apr 6
 First Day of Exams: Tuesday, Apr 11
 Last Day of Exams: Friday, April 21
 Total Exam Days: 10
 Reading Break: Feb 21-24
 Easter: April 7-10
 # of Monday Instructional Days: 12
 # of Tuesday Instructional Days: 12
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 12
 Number Instructional Days: 62 (12-12-13-13-12)

UNBC Proposed Dates 2022-2023 Continued...

MAY 2023 SEMESTER

Start of Classes: Monday, May 1
 Add/Drop Date: Monday, May 15
 Withdrawal Date: Tuesday, Jun 20
 Last Day of Classes: Friday, Aug 11
 First Day of Exams: Monday, Aug 14

Last Day of Exams: Friday, Aug 18
 Total Exam Days: 5
 Summer Break: Jun 19- July 3
 Convocation: May 26, 2023
 Tentative Maintenance: Saturday, Jun 17

SPRING 2023 INTERSESSION

May							
WEEK	S	M	T	W	T	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

June							
WEEK	S	M	T	W	T	F	S
					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

Start of Classes: Monday, May 1
 Add/Drop Date: Friday, May 5
 Withdrawal Date: Thursday, May 18
 Last Day of Classes: Friday, June 9
 First Day of Exams: Monday, June 12
 Last Day of Exams: Friday, Jun 16
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

SUMMER 2023 INTERSESSION

July							
WEEK	S	M	T	W	T	F	S
							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

August							
WEEK	S	M	T	W	T	F	S
			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

Start of Classes: Tuesday, July 4
 Add/Drop Date: Monday, July 10
 Withdrawal Date: Friday, July 21
 Last Day of Classes: Friday, August 11
 First Day of Exams: Monday, August 14
 Last Day of Exams: Friday, August 18
 Total Exam Days: 5
 # of Monday Instructional Days: 4
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 28 (4-6-6-6-6)

UNBC Proposed Dates 2023-2024

SEPTEMBER 2023 SEMESTER

September

WEEK	S	M	T	W	T	F	S
						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30

October

WEEK	S	M	T	W	T	F	S
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	29	30	31				

November

WEEK	S	M	T	W	T	F	S
				1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30		

December

WEEK	S	M	T	W	T	F	S
						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

Orientation Day: Tuesday, Sept 5
 Start of Classes: Wednesday, Sept 6
 Add/Drop Date: Wednesday, Sept 20
 Withdrawal Date: Thursday, Oct 26
 Last Day of Classes: Tuesday, Dec 5
 First Day of Exams: Wednesday, Dec 6
 Last Day of Exams: Saturday, Dec 16
 Total Exam Days: 10
 Tentative Maintenance: Saturday, Dec 16
 # of Monday Instructional Days: 12
 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 12
 Number Instructional Days: 63 (12-13-13-13-12)

JANUARY 2024 SEMESTER

January

WEEK	S	M	T	W	T	F	S
		1	2	3	4	5	6
1	7	8	9	10	11	12	13
2	14	15	16	17	18	19	20
3	21	22	23	24	25	26	27
4	28	29	30	31			

February

WEEK	S	M	T	W	T	F	S
					1	2	3
5	4	5	6	7	8	9	10
6	11	12	13	14	15	16	17
7	18	19	20	21	22	23	24
8	25	26	27	28	29		

March

WEEK	S	M	T	W	T	F	S
						1	2
9	3	4	5	6	7	8	9
10	10	11	12	13	14	15	16
11	17	18	19	20	21	22	23
12	24	25	26	27	28	29	30
13	31						

April

WEEK	S	M	T	W	T	F	S
		1	2	3	4	5	6
14	7	8	9	10	11	12	13
15	14	15	16	17	18	19	20
16	21	22	23	24	25	26	27
	28	29	30				

Orientation Day: Tuesday, Jan 2
 Start of Classes: Wednesday, Jan 3
 Add/Drop Date: Wednesday, Jan 17
 Withdrawal Date: Wednesday, Feb 22
 Last Day of Classes: Tuesday, April 9
 First Day of Exams: Wednesday, April 10
 Last Day of Exams: Saturday, April 20
 Total Exam Days: 10
 Reading Break: Feb 20-23
 Easter: March 29 - April 1
 # of Monday Instructional Days: 12
 # of Tuesday Instructional Days: 13
 # of Wednesday Instructional Days: 13
 # of Thursday Instructional Days: 13
 # of Friday Instructional Days: 12
 Number Instructional Days: 63 (12-13-13-13-12)

UNBC Proposed Dates 2023-2024 Continued...

MAY 2024 SEMESTER

Start of Classes: Wednesday, May 1
 Add/Drop Date: Wednesday, May 15
 Withdrawal Date: Thursday, Jun 20
 Last Day of Classes: Friday, Aug 9
 First Day of Exams: Monday, Aug 12

Last Day of Exams: Friday, Aug 16
 Total Exam Days: 5
 Summer Break: Jun 17 - July 1
 Convocation: May 31, 2024
 Tentative Maintenance: Saturday, Jun 15

SPRING 2024 INTERSESSION

May							
WEEK	S	M	T	W	T	F	S
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

June							
WEEK	S	M	T	W	T	F	S
							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Start of Classes: Wednesday, May 1
 Add/Drop Date: Tuesday, May 7
 Withdrawal Date: Tuesday, May 21
 Last Day of Classes: Monday, June 10
 First Day of Exams: Tuesday, June 11
 Last Day of Exams: Saturday, June 15
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 5
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 28 (5-5-6-6-6)

SUMMER 2024 INTERSESSION

July							
WEEK	S	M	T	W	T	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

August							
WEEK	S	M	T	W	T	F	S
					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

Start of Classes: Tuesday, July 2
 Add/Drop Date: Monday, July 8
 Withdrawal Date: Friday, July 19
 Last Day of Classes: Monday, August 12
 First Day of Exams: Tuesday, August 13
 Last Day of Exams: Saturday, August 17
 Total Exam Days: 5
 # of Monday Instructional Days: 5
 # of Tuesday Instructional Days: 6
 # of Wednesday Instructional Days: 6
 # of Thursday Instructional Days: 6
 # of Friday Instructional Days: 6
 Number Instructional Days: 29 (5-6-6-6-6)

**Report of Harassment and Discrimination at UNBC
May 01, 2018**

This report covers the period of April 30, 2017 – May 01, 2018. I, Barb Daigle, Associate Vice-President People, Organizational Design and Risk was named by the President as the Harassment and Discrimination Advisor to provide advice surrounding Harassment and Discrimination issues, including advising on policies and procedures, initiating appropriate inquiries, and attempting to diffuse and resolve complaints informally. This work is done through the office of Human Resources.

Report from Barb Daigle:

21 inquiries/complaints were received in the above reporting period. 20 of these complaints were formal, which required additional steps to resolve. Out of these 21 complaints, 15 were investigated/reviewed and resolved, and 6 are ongoing investigations.

Detail surrounding the 21 inquiries/complaints below:

- 6 complaints were from students directed to a faculty members, 5 were investigated and resolved, 1 is still in the investigation process;
- 2 complaints were from a CUPE members directed towards their managers, 1 was investigated and resolved, 1 is still in the investigation process;
- 7 complaints were from faculty members directed to other faculty members, 5 were investigated and resolved, 2 are still in the investigation process;
- 2 complaints were from CUPE members directed to other CUPE members, both were investigated and resolved;
- 2 complaints were from students directed towards CUPE members, which were investigated and resolved;
- 2 complaints were from CUPE members directed towards a faculty members, both are still in the investigation process.

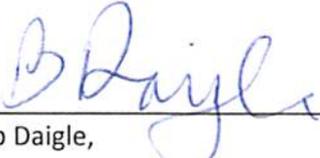
To date, Human Resources invested in Harassment and Discrimination awareness by:

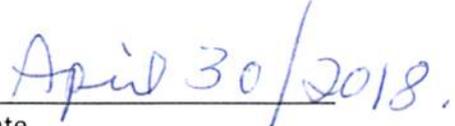
- Sending the Director of Human Resources to the Rubin Thomlinson's training on Investigation Complex Cases held in June 2016 and Conducting Sexual Harassment and Violence Investigation training held in December 2016;
- Sending a Senior Human Resources Consultant on the Rubin Thomlinson's training on Investigation training and report writing in October 2017;
- Providing training to the Human Resources Advisors on conducting investigations and note taking;
- Researching and reviewing the current Respect in the Workplace Policy and Procedures to create a revised version and a training program;

- Planning a hard launch of the Positive Working and Learning Environments website (which has been soft launched.) This website contains policies, supporting links and provides students, staff, and faculty instructions on what to do when faced with Harassment and Discrimination;
- Completing the Sexual Violence and Misconduct Policy and Procedures and launching a supporting website with the UNBC Steering Committee on addressing Sexual Violence and Misconduct at UNBC;
- Conducting consent and Sexual Violence and Misconduct Policy awareness training for students, faculty and staff;
- Developing a disclosure and reporting training program for faculty and staff surrounding Sexual Violence and Misconduct at UNBC;
- Working with UNBC's legal team when appropriate;
- Providing management with training surrounding their obligations with regards to Harassment and Discrimination legislation and internal policies;
- Working with the Workers Compensations Board (WCB) to ensure effective outcomes.

Challenges surrounding Harassment and Discrimination:

1. Improving the Positive Working and Learning Environments website, focusing on Bullying, Harassment and Discrimination. This website will continue to provide students, staff, and faculty with contact information if an incident occurs as well as definitions surrounding Bullying, Harassment and Discrimination;
2. Revising the Respect in the Workplace Policy with appropriate consulting;
3. Considering additional training to support the work flow and effectiveness of the Sexual Violence and Misconduct Response Team;
4. Considering additional training for investigators to effectively handle the increase in complaints.


 Barb Daigle,
 Associate Vice-President People, Organizational Design and Risk


 Date

Motion Number (assigned by
Steering Committee of Senate): S-201806.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Global and International Studies (BA Program), on page 148 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Given the current suspension of the IASK program and the uncertainty over its future, the INTS Department has decided to remove it as a requirement for Majors. This will provide clarity for students.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Global and International Studies (BA Program)

Paul Bowles, Professor and Chair
Heather Smith, Professor
Anna Casas Aguilar, Adjunct Professor
Ami Hagiwara, Lecturer

Website: www.unbc.ca/international-studies

Our world is rapidly globalizing, bringing exciting opportunities and daunting challenges. Global and International Studies, hereafter referred to as Global Studies, seeks to tackle this brave new world in all its complexity. We train students to be global citizens, global thinkers, and global problem-solvers, and prepare them for global careers in academia, business, government, and the non-profit sector, among others. A unique feature of our program is that we train students in foreign languages. Language is the entry-point for understanding the world's cultures and equips students for studying and working abroad.

Global Studies is a holistic and timely field of study whose scope is the whole Earth and whose eyes are on the future, aiding a global transformation toward healthy, just, peaceful, prosperous, and sustainable societies for all. The focus of our program is on the 'big picture,' international to global. Students emerge from our program with knowledge of the macro-level structures, actors, processes, ideas, issues, and events shaping our planet and its societies. This is accomplished in multi-disciplinary, multi-perspective, local-to-global, and critical ways of thinking.

The curriculum is organized around four themes:

- Global environment and sustainability
- Global cultures and diversity
- Global governance and social justice
- Global political economy and development

Students take courses in each theme, learn to integrate across themes, and can focus on one or more themes if they so choose. Special attention is given to British Columbia's immediate international neighbouring regions: Asia-Pacific, Circumpolar North, and the Americas.

Major in Global and International Studies

To give students a solid and well-rounded foundation in the social sciences and humanities, the IASK (Integrated Analytical Skills & Knowledge) program is integrated into the Global and International Studies major. In addition to IASK (which consists of 6 courses and 18 credit hours taken over two semesters), 63 credit hours of Global and International Studies coursework are required, of which 21 credit hours are at the lower-division (100/200) level, 30 credit hours are at the upper-division (300/400) level, and 12 credit hours are in foreign language study. Thus, a grand total of 81 credit hours is required for the Global and International Studies major.

The minimum requirement for completion of a Bachelor of Arts with a major in Global and International Studies is 120 credit hours.

Program Requirements

Lower-Division Requirement

IASK (Integrated Analytical Skills & Knowledge) Program

- See calendar entry under IASK for an explanation of this program and the series of courses associated with it.
- Under special circumstances the IASK requirement can be waived with permission from the Chair of the Department of Global and International Studies.

100 and 200 Level

INTS 100-3 Introduction to Global Studies

INTS 210-3 Globalizations

Global environmental and sustainability theme

INTS 225-3 Global Environmental Challenge: Sustainability

Global cultures and diversity theme

ANTH 213-3 Peoples and Cultures

Global governance and social justice theme

POLS 202-3 Canada in Comparative Perspective

Global political economy and development theme

ECON 101-3 Macroeconomics

or INTS 220-3 Global Economic Shifts

Note: Students intending to take upper-division courses from the global political economy and/or global environment themes are strongly encouraged to take ECON 205-3 Statistics for the Social and Management Sciences in their first or second year.

Language and Regional Studies Requirement

Students majoring in Global and International Studies must complete four language courses (12 credit hours) and one lower-division regional studies course. The ideal sequence is to take all four language courses in a single language and a regional studies course corresponding to that language. This sequencing is *not* required; however, at least two courses must be in one language.

Regional Studies

One of:

INTS 200-3 Contemporary Russia

INTS 203-3 Contemporary Japan

INTS 204-3 Contemporary China

INTS 207-3 Contemporary Latin America

INTS 240-3 Contemporary Circumpolar North

International Languages

Note on Languages: *Language courses offered by the Department of Global and International Studies are not designed for native speakers. A native speaker is defined as a person who is able to read and carry on conversations related to*

simple, daily topics or whose language ability is equivalent to a middle school graduate in that language. Students who have prior knowledge of the language for a given course must consult with the instructor, must complete a language skill evaluation, and must receive the permission of the instructor before being allowed to register for the course.

Chinese (Mandarin)

INTS 161-3 Beginning Chinese I
INTS 162-3 Beginning Chinese II
INTS 261-3 Intermediate Chinese I
INTS 262-3 Intermediate Chinese II
or

French

INTS 171-3 Beginning French I
INTS 172-3 Beginning French II
INTS 271-3 Intermediate French I
INTS 272-3 Intermediate French II
or

Japanese

INTS 121-3 Beginning Japanese I
INTS 122-3 Beginning Japanese II
INTS 221-3 Intermediate Japanese I
INTS 222-3 Intermediate Japanese II
INTS 321-3 Japanese Conversation and Composition I
INTS 322-3 Japanese Conversation and Composition II
or

Russian

INTS 131-3 Beginning Russian I
INTS 132-3 Beginning Russian II
INTS 231-3 Intermediate Russian I
INTS 232-3 Intermediate Russian II
or

Spanish

INTS 181-3 Beginning Spanish I
INTS 182-3 Beginning Spanish II
INTS 281-3 Intermediate Spanish I
INTS 282-3 Intermediate Spanish II
or

Other

INTS 151-3 Beginning International Language I
INTS 152-3 Beginning International Language II
INTS 251-3 Intermediate International Language I
INTS 252-3 Intermediate International Language II

Upper-Division Requirement

300 and 400 Level

At the upper-division level, students must take INTS 310-3, INTS 490-3 (our 'global capstone' course), four INTS upper-division courses and four non-INTS upper-division courses.

INTS Upper-Division Courses (18 credit hours)

INTS 310-3 Origins and Evolution of Our Globalizing World
INTS 490-3 Global Capstone
any four additional INTS upper-division courses (12 credit hours)

Non-INTS Upper-Division Courses (12 credit hours)

Students must take four courses (12 credit hours) from the list of courses below. The courses are organized by Global Studies theme; however, students are not required to take a course in each theme. They are free to take any four courses of their choosing from this list.

Note: Some of these courses have prerequisites that are not met by INTS lower-division required courses. Students must ensure that all prerequisites are fulfilled prior to registering in any course.

Global environmental and sustainability theme

ANTH 312-3 Human Adaptability
ANTH 413-(3-6) Environmental Anthropology
ECON 305-3 Environmental Economics and Environmental Policy
ECON 425-3 Trade and the Environment
ENVS 306-3 Human Ecology
ENVS 309-3 Gender and Environment
ENVS 414-3 Environmental and Professional Ethics
FNST 304-3 Indigenous Environmental Philosophy
GEOG 305-3 Political Ecology
GEOG 307-3 Changing Arctic: Human and Environmental Systems
GEOG 401-3 Tenure, Conflict and Resource Geography
GEOG 420-3 Geographies of Environmental Justice
HIST 360-3 Introduction to Environmental History
NORS 311-3 Lands and Environments of the Circumpolar North 1
NORS 312-3 Lands and Environments of the Circumpolar North 2
NREM 303-3 First Nations' Approaches to Resource Management
NREM 306-3 Society, Policy and Administration
NREM 411-3 Environmental and Professional Ethics
ORTM 403-3 International Dimensions of Outdoor Recreation and Tourism
POLS 344-3 Society, Policy and Administration of Natural Resources

Global cultures and diversity theme

ANTH 305-3 Circumpolar Ethnography
ANTH 404-3 Comparative Study of Indigenous Peoples of the World
ANTH 414-3 Religion, Ideology, and Belief Systems
ENGL 350-3 Comparative Literature
ENGL 493-(3-6) Cultural Studies
FNST 303-3 First Nations Religion and Philosophy
FNST 416-3 International Perspective
GEOG 301-3 Cultural Geography
GEOG 403-3 First Nations and Indigenous Geography
GEOG 426-3 Geographies of Culture, Rights and Power
HIST 390-3 Aboriginal People in Canada
NORS 321-3 Peoples and Cultures of the Circumpolar World 1
NORS 322-3 Peoples and Cultures of the Circumpolar World 2
ORTM 306-3 Indigenous Tourism and Recreation
POLS 412-3 Comparative Aboriginal State Relations

Global governance and social justice theme

ANTH 406-3 Feminist Perspectives in Anthropology
ANTH 410-3 Theory of Nation and State
ANTH 419-3 Political and Legal Anthropology
ANTH 420-3 Races, Racism, and Human Biology
ECON 301-3 Women and the Economy
ENGL 340-3 Postcolonial Literature
ENGL 410-3 Contemporary Women's Literature
ENGL 440-3 Special Topics in Postcolonial Literature I
FNST 306-3 Indigenous Women: Perspectives
HIST 311-3 History of Feminism
HIST 312-3 An Introduction to the History of Gender
HIST 340-3 Politics and Society in Twentieth Century China
HIST 355-3 Russian Imperial History
HIST 356-3 Soviet History
HIST 380-3 Modern Mexico
NORS 331-3 Contemporary Issues of the Circumpolar North 1
NORS 332-3 Contemporary Issues of the Circumpolar North 2
POLS 303-3 Democracy and Democratization

POLS 309-3 Politics and Society in China
POLS 370-3 Political Philosophy: Early Modernity to
Post-Modernity
POLS 372-3 Theories of Justice
POLS 405-3 Topics in Society and Democracy
POLS 413-3 Democracy and Diversity
POLS 414-3 Comparative Federalism
POLS 427-3 Ethics and Public Affairs
WMST 302-3 Women and the Contemporary World
WMST 304-3 Contemporary Women's Writing in an International
Frame
WMST 306-3 Indigenous Women: Perspectives
WMST 311-3 History of Feminism
WMST 312-3 An Introduction to the History of Gender

Global political economy and development theme
ANTH 415-3 Economic Anthropology
COMM 303-3 Introduction to International Business
COMM 432-3 Cross-cultural Workplace Practices
COMM 441-3 International Marketing
ECON 308-3 International Economic Relations
ECON 321-3 Economics of Developing Countries
ECON 404-3 Poverty, Inequality and Development
GEOG 306-3 Geography of International Development: Places,
People, Policies and Promises
POLS 415-3 Comparative Northern Development

Elective and Academic Breadth

Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours including any additional credits necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

5. Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":

Global and International Studies (BA Program)

Paul Bowles, Professor and Chair
Heather Smith, Professor
Nathan Andrews, Assistant Professor
Jason Lacharite, Assistant Professor
Anna Casas Aguilar, Adjunct Professor
Ami Hagiwara, Lecturer

Website: www.unbc.ca/international-studies

Our world is rapidly globalizing, bringing exciting opportunities and daunting challenges. Global and International Studies, hereafter referred to as Global Studies, seeks to tackle this brave new world in all its complexity. We train students to be global citizens, global thinkers, and global problem-solvers, and prepare them for global careers in academia, business, government, and the non-profit sector, among others. A unique feature of our program is that we train students in foreign languages. Language is the entry-point for understanding the world's cultures and equips students for studying and working abroad.

Global Studies is a holistic and timely field of study whose scope is the whole Earth and whose eyes are on the future, aiding a global transformation toward healthy, just, peaceful, prosperous, and sustainable societies for all. The focus of our program is on the 'big picture,' international to global. Using multi-disciplinary, multi-perspective, local-to-global, and critical ways of thinking. ~~Students emerge from our program with knowledge of the macro-level structures, actors, processes, ideas, issues, and events shaping our planet and its societies. This is accomplished in multi-disciplinary, multi-perspective, local-to-global, and critical ways of thinking.~~

The curriculum is organized around four themes:

- Global environment and sustainability
- Global cultures and diversity
- Global governance and social justice
- Global political economy and development

Students take courses in each theme, learn to integrate across themes, and can focus on one or more themes if they so choose. Special attention is given to British Columbia's immediate international neighbouring regions: Asia-Pacific, Circumpolar North, and the Americas.

Major in Global and International Studies

~~To give students a solid and well-rounded foundation in the social sciences and humanities, the IASK (Integrated Analytical Skills & Knowledge) program is integrated into the The Global and International Studies major requires major. In addition to IASK (which consists of 6 courses and 18 credit hours taken over two semesters), 63 credit hours of Global and International Studies coursework are required, of which 21 credit hours are at the lower division (100/200) level, 30 credit hours are at the upper division (300/400) level, and 12 credit hours are in foreign language study. Thus, a grand total of 81 credit hours is required for the Global and International Studies major.~~

The minimum requirement for completion of a Bachelor of Arts with a major in Global and International Studies is 120 credit hours.

Program Requirements

Lower-Division Requirement

~~IASK (Integrated Analytical Skills & Knowledge) Program~~

- ~~• See calendar entry under IASK for an explanation of this program and the series of courses associated with it.~~
- ~~• Under special circumstances the IASK requirement can be waived with permission from the Chair of the Department of Global and International Studies.~~

100 and 200 Level

INTS 100-3 Introduction to Global Studies

INTS 210-3 Globalizations

Global environmental and sustainability theme

INTS 225-3 Global Environmental Challenge: Sustainability

Global cultures and diversity theme

ANTH 213-3 Peoples and Cultures

Global governance and social justice theme

POLS 202-3 Canada in Comparative Perspective

Global ~~political~~ political economy and development theme

ECON 101-3 Macroeconomics

or INTS 220-3 Global Economic Shifts

Note: Students intending to take upper-division courses from the global political economy and/or global environment themes are strongly encouraged to take ECON 205-3 Statistics for the Social and Management Sciences in their first or second year.

Language and Regional Studies Requirement

Students majoring in Global and International Studies must complete four language courses (12 credit hours) and one lower-division regional studies course. The ideal sequence is to take all four language courses in a single language and a regional studies course corresponding to that language. This sequencing is *not* required; however, at least two courses must be in one language.

Regional Studies

One of:

GEOG 220-3 World Regions: Latin America and the Caribbean

GEOG 222-3 World Regions: Russia

HIST 281-3 Republican Latin America

INTS 200-3 Contemporary Russia

INTS 203-3 Contemporary Japan

INTS 204-3 Contemporary China

INTS 207-3 Contemporary Latin America

INTS 240-3 Contemporary Circumpolar North

~~GEOG 220-3 World Regions: Latin America and the Caribbean~~

~~GEOG 222-3 World Regions: Russia~~

~~HIST 218-3 Republican Latin America~~

International Languages

Note on Languages: *Language courses offered by the Department of ~~Global~~ Global and International Studies are not designed for native speakers. A native speaker is defined as a person who is able to read and carry on conversations related to simple, daily topics or whose language ability is equivalent to a middle school graduate in that language. Students who have prior knowledge of the language for a given course must consult with the instructor, must complete a language skill evaluation, and must receive the permission of the instructor before being allowed to register for the course.*

Chinese (Mandarin)

INTS 161-3 Beginning Chinese I

INTS 162-3 Beginning Chinese II

INTS 261-3 Intermediate Chinese I

INTS 262-3 Intermediate Chinese II

or

French

INTS 171-3 Beginning French I

INTS 172-3 Beginning French II

INTS 271-3 Intermediate French I

INTS 272-3 Intermediate French II

or

Japanese

INTS 121-3 Beginning Japanese I

INTS 122-3 Beginning Japanese II

INTS 221-3 Intermediate Japanese I

INTS 222-3 Intermediate Japanese II

INTS 321-3 Japanese Conversation and Composition I

INTS 322-3 Japanese Conversation and Composition II

or

Russian

INTS 131-3 Beginning Russian I

INTS 132-3 Beginning Russian II

INTS 231-3 Intermediate Russian I

INTS 232-3 Intermediate Russian II

or

Spanish

INTS 181-3 Beginning Spanish I

INTS 182-3 Beginning Spanish II

INTS 281-3 Intermediate Spanish I

INTS 282-3 Intermediate Spanish II

or

Other

INTS 151-3 Beginning International Language I

INTS 152-3 Beginning International Language II

INTS 251-3 Intermediate International Language I

INTS 252-3 Intermediate International Language II

Upper-Division Requirement

300 and 400 Level

At the upper-division level, students must take INTS 310-3, INTS 490-3 (our 'global capstone' course), four INTS upper-division courses and four non-INTS upper-division courses.

INTS Upper-Division Courses (18 credit hours)

INTS 310-3 Origins and Evolution of Our Globalizing World

INTS 490-3 Global Capstone

any four additional INTS upper-division courses (12 credit hours)

Non-INTS Upper-Division Courses (12 credit hours)

Students must take four courses (12 credit hours) from the list of courses below. The courses are organized by Global Studies theme; however, students are not required to take a course in each theme. They are free to take any four courses of their choosing from this list.

Note: Some of these courses have prerequisites that are not met by INTS lower-division required courses. Students must ensure that all prerequisites are fulfilled prior to registering in any course.

Global environmental and sustainability theme

ANTH 312-3 Human Adaptability

ANTH 413-(3-6) Environmental Anthropology

ECON 305-3 Environmental Economics and Environmental Policy

ECON 425-3 Trade and the Environment

ENVS 306-3 Human Ecology

ENVS 309-3 Gender and Environment

ENVS 414-3 Environmental and Professional Ethics

FNST 304-3 Indigenous Environmental Philosophy

GEOG 305-3 Political Ecology

GEOG 307-3 Changing Arctic: Human and Environmental Systems

GEOG 401-3 Tenure, Conflict and Resource Geography

GEOG 420-3 Geographies of Environmental Justice

HIST 360-3 An Introduction to Environmental History

NORS 311-3 Lands and Environments of the Circumpolar North 1

NORS 312-3 Lands and Environments of the Circumpolar North 2

NREM 303-3 Aboriginal Perspectives on Land and First Nations' Approaches to Resource Management

NREM 306-3 Society, Policy and Administration

NREM 411-3 Environmental and Professional Ethics

ORTM 403-3 International Dimensions of ~~Outdoor~~ Recreation and Tourism

POLS 344-3 Society, Policy and Administration of Natural Resources

Global cultures and diversity theme

ANTH 305-3 Circumpolar Ethnography

ANTH 404-3 Comparative Study of Indigenous Peoples of the World

ANTH 414-3 Religion, Ideology, and Belief Systems

ENGL 350-3 Comparative Literature

ENGL 493-(3-6) Cultural Studies

FNST 303-3 First Nations Religion and Philosophy

FNST 416-3 International Perspective

GEOG 301-3 Cultural Geography

GEOG 403-3 First Nations and Indigenous Geographies

GEOG 426-3 Geographies of Culture, Rights and Power

HIST 390-3 Aboriginal People in Canada

NORS 321-3 Peoples and Cultures of the Circumpolar World 1

NORS 322-3 Peoples and Cultures of the Circumpolar World 2

ORTM 306-3 Indigenous Tourism and Recreation

POLS 412-3 Comparative Aboriginal State Relations

Global governance and social justice theme

ANTH 406-3 Feminist Perspectives in Anthropology
 ANTH 410-3 Theory of Nation and State
 ANTH 419-3 Political and Legal Anthropology
 ANTH 420-3 Races, Racism, and Human Biology
 ECON 301-3 Women and the Economy
 ENGL 340-3 Postcolonial Literature
 ENGL 410-3 Contemporary Women's Literature
 ENGL 440-3 Special Topics in Postcolonial Literature I
 FNST 306-3 Indigenous Women: Perspectives
 HIST 311-3 History of Feminism
 HIST 312-3 An Introduction to the History of Gender
 HIST 335-3 Global History of Public Health
 HIST 340-3 Politics and Society in Twentieth Century China
 HIST 355-3 Russian Imperial History
 HIST 356-3 Soviet History
 HIST 380-3 Modern Mexico
 NORSE 331-3 Contemporary Issues of the Circumpolar North 1
 NORSE 332-3 Contemporary Issues of the Circumpolar North 2
 POLS 303-3 Democracy and Democratization
 POLS 309-3 Politics and Society in China
 POLS 370-3 Political Philosophy: Early Modernity to
 Post-Modernity
 POLS 372-3 Theories of Justice
 POLS 405-3 Topics in Society and Democracy
 POLS 413-3 Democracy and Diversity
 POLS 414-3 Comparative Federalism
 POLS 427-3 Ethics and Public Affairs
 WMST 302-3 Women and the Contemporary World
 WMST 304-3 Contemporary Women's Writing in an International
 Frame
 WMST 306-3 Indigenous Women: Perspectives
 WMST 311-3 History of Feminism
 WMST 312-3 An Introduction to the History of Gender

Global political economy and development theme
 ANTH 415-3 Economic Anthropology
 COMM 303-3 Introduction to International Business
 COMM 432-3 Cross-cultural Workplace Practices
 COMM 441-3 International Marketing
 ECON 308-3 International Economic Relations
 ECON 321-3 Economics of Developing Countries
 ECON 404-3 Poverty, Inequality and Development
 GEOG 306-3 Geography of International Development: Places, People, Policies and Promises Critical Development Geographies
 POLS 415-3 Comparative Northern Development

Elective and Academic Breadth

Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours including any additional credits necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

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

Program / Academic / Administrative Unit: Global and International Studies

College: CASHS

SCCC Review Date: March 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.05

College Council Approval Date: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: Not Applicable

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: Not Applicable

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.03

Moved by: E. Jensen

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Joint Major in Global and International Studies/Political Science, on page 148 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The Department of Global and International Studies is changing the requirements to the upper level courses required in its part of the Joint Major by specifying that INTS 490-3 be taken as part of the Upper level course requirements. This course is required of students undertaking a Major and would be of benefit to those taking a Joint Major. This change in requirements does not have any implications for the total number of courses in the Joint Major or those required by Political Science.
3. **Implications of the changes for other programs, etc., if applicable:** Consulted with the Chair of Political Science regarding the change to the joint degree.
4. **Reproduction of current Calendar entry for the item to be revised:**

Joint Major in Global and International Studies/Political Science

The minimum requirement for completion of a Bachelor of Arts with a joint major in Global and International Studies and Political Science is 120 credit hours.

Lower-Division Requirement

ECON 100-3 Microeconomics
ECON 101-3 Macroeconomics
ECON 205-3 Statistics for Business and the Social Sciences
or STAT 240-3 Basic Statistics
INTS 100-3 Introduction to Global Studies
INTS 210-3 Globalizations
POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

Upper-Division Requirement

INTS 310-3 Origins and Evolution of Our Globalizing World

Twelve additional credit hours of upper division Global and International Studies courses.

POLS 303-3 Democracy and Democratization
POLS 370-3 Political Philosophy: Early Modernity to

Post-Modernity

One of:

POLS 305-3 United States Politics
POLS 309-3 Politics and Society in China
POLS 311-3 Russian Politics and Society
POLS 314-3 European Politics and Government
POLS 315-3 Contemporary Issues in the Circumpolar
World
POLS 380-3 Law and Aboriginal Peoples

One of:

POLS 405-3 Topics in Society and Democracy
POLS 414-3 Comparative Federalism
POLS 415-3 Comparative Northern Development
POLS 480-3 Law and Politics in the Arctic

Six additional credit hours of 400 level Political Science courses

Six additional credit hours of 300 or 400 level Global and International Studies or Political Science courses.

Language and Regional Studies Requirement

One of:

GEOG 220-3 World Regions: Latin America and the Caribbean
GEOG 222-3 World Regions: Russia
HIST 218-3 Republican Latin America
INTS 200-3 Contemporary Russia
INTS 203-3 Contemporary Japan
INTS 204-3 Contemporary China
INTS 207-3 Contemporary Latin America
INTS 240-3 Contemporary Circumpolar North

Twelve (12) credit hours of Global and International Studies language courses. At least two courses must be in one language.

Elective and Academic Breadth

Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours including any additional credits necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

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

Joint Major in Global and International Studies/Political Science

The minimum requirement for completion of a Bachelor of Arts with a joint major in Global and International Studies and Political Science is 120 credit hours.

Lower-Division Requirement

ECON 100-3 Microeconomics
ECON 101-3 Macroeconomics
ECON 205-3 Statistics for Business and the Social Sciences
or STAT 240-3 Basic Statistics
INTS 100-3 Introduction to Global Studies
INTS 210-3 Globalizations
POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective

POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

Upper-Division Requirement INTS 310-3 Origins and Evolution of Our Globalizing World

INTS 490-3 Global Capstone

POLS 303-3 Democracy and Democratization

POLS 370-3 Political Philosophy: Early Modernity to
Post-Modernity

~~Twelve additional credit hours of upper division Global and International Studies courses.~~

~~POLS 303-3 Democracy and Democratization~~

~~POLS 370-3 Political Philosophy: Early Modernity to
Post-Modernity~~

One of the following:

- POLS 305-3 United States Politics
- POLS 309-3 Politics and Society in China
- POLS 311-3 Russian Politics and Society
- POLS 314-3 European Politics and Government
- POLS 315-3 Contemporary Issues in the Circumpolar
World
- POLS 380-3 Law and Indigenous ~~A~~original Peoples

One of the following:

- POLS 405-3 Topics in Society and Democracy
- POLS 414-3 Comparative Federalism
- POLS 415-3 Comparative Northern Development
- POLS 480-3 Law and Politics in the Arctic

Nine additional credit hours of upper division Global and International Studies (INTS) courses.

Six additional credit hours of 400 level Political Science (POLS) courses.

Six additional credit hours of 300 or 400 level Global and International Studies (INTS) or Political Science (POLS) courses.

Language and Regional Studies Requirement

One of the following:

- GEOG 220-3 World Regions: Latin America and the Caribbean
- GEOG 222-3 World Regions: Russia
- HIST 28148-3 Republican Latin America
- INTS 200-3 Contemporary Russia
- INTS 203-3 Contemporary Japan
- INTS 204-3 Contemporary China
- INTS 207-3 Contemporary Latin America
- INTS 240-3 Contemporary Circumpolar North

Twelve (~~12~~) credit hours of Global and International Studies (INTS) language courses. At least 6 credit hours ~~two courses~~ must be in one language.

Elective and Academic Breadth

Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours including any additional credits necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

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

Program / Academic / Administrative Unit: Global and International Studies

College: Arts, Social and Health Sciences

SCCC Review Date: March 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.05

College Council Approval Date: May 17, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.04

Moved by: E. Jensen

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date



Chair's Signature

For recommendation to ✓ , or information of Senate.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Joint Major in Economics/Global and International Studies, on page 93 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The Department of Global and International Studies is changing the requirements to the upper level courses required in its part of the Joint Major by specifying that INTS 490-3 be taken as one of the Upper level course requirements. This course is required of students undertaking a Major and would be of benefit to those taking a Joint Major. This change in requirements does not have any implications for the total number of courses in the Joint Major or those required by Economics.
3. **Implications of the changes for other programs, etc., if applicable:** Consulted with the Chair of Economics regarding the change to the joint degree.
4. **Reproduction of current Calendar entry for the item to be revised:**

Joint Major in Economics/Global and International Studies

Joint majors are designed for students interested in a combination of two related fields of study. A Joint Major normally involves a specific set of course requirements selected to provide a solid specialization in each of the two fields. The graduation requirements for a joint major can normally be met in four years of study. The minimum requirement for completion of a Bachelor of Arts with a joint major in Economics and Global and International Studies is 120 credit hours.

Program Requirements

Lower-Division Requirement

ECON 100-3 Microeconomics
ECON 101-3 Macroeconomics
ECON 204-3 Contemporary Economic Issues
 or ECON 206-3 Methods of Economic Evaluation
 or ECON 210-3 Introduction to Health Economics and Policy
ECON 205-3 Statistics for Business and the Social Sciences
ECON 220-3 Global Economic Shifts
INTS 100-3 Introduction to Global Studies
INTS 210-3 Globalizations

Upper-Division Requirement*

ECON 310-3 Intermediate Microeconomic Theory
 or ECON 350-3 Managerial Economics
ECON 311-3 Intermediate Macroeconomic Theory

Two of:
ECON 308-3 International Economic Relations
ECON 321-3 Economics of Developing Countries
ECON 401-3 Global Economy
ECON 404-3 Poverty, Inequality and Development
INTS 310-3 Origins and Evolution of Our Globalizing World

Fifteen additional credit hours of 300- or 400-level Global and International Studies courses.

Six additional credit hours of 300- or 400-level Economics courses.

* Students must ensure that all prerequisites are fulfilled prior to registering in any courses. Note that MATH 152 is a prerequisite for ECON 310.

Language and Regional Studies Requirement

One of:
GEOG 220-3 World Regions: Latin America and the Caribbean
GEOG 222-3 World Regions: Russia
HIST 281-3 Republican Latin America
INTS 200-3 Contemporary Russia
INTS 203-3 Contemporary Japan
INTS 204-3 Contemporary China
INTS 240-3 Contemporary Circumpolar North

Twelve credit hours of Global and International Studies language courses. At least two courses must be in one language.

Elective and Academic Breadth

Electives credit hours as necessary to ensure completion of a minimum of 120 credit hours including any additional credits necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

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

Joint Major in Economics/Global and International Studies

Joint majors are designed for students interested in a combination of two related fields of study. A Joint Major normally involves a specific set of course requirements selected to provide a solid specialization in each of the two fields. The graduation requirements for a joint major can normally be met in four years of study. The minimum requirement for completion of a Bachelor of Arts with a joint major in Economics and Global and International Studies is 120 credit hours.

Program Requirements

Lower-Division Requirement

ECON 100-3 Microeconomics
ECON 101-3 Macroeconomics
ECON 204-3 Contemporary Economic Issues
 or ECON 206-3 Methods of Economic Evaluation
 or ECON 210-3 Introduction to Health Economics and Policy
ECON 205-3 Statistics for Business and the Social Sciences
ECON 220-3 Global Economic Shifts
INTS 100-3 Introduction to Global Studies
INTS 210-3 Globalizations

Upper-Division Requirement*

ECON 310-3 Intermediate Microeconomic Theory
or ECON 350-3 Managerial Economics
ECON 311-3 Intermediate Macroeconomic Theory
INTS 490-3 Global Capstone

Two of the following:

ECON 308-3 International Economic Relations
ECON 321-3 Economics of Developing Countries
ECON 401-3 Global Economy and Development
ECON 404-3 Poverty, Inequality and Development
INTS 310-3 Origins and Evolution of Our Globalizing World

~~Fifteen~~ Twelve additional credit hours of 300- or 400-level Global and International Studies courses.

Six additional credit hours of 300- or 400-level Economics courses.

* Students must ensure that all prerequisites are fulfilled prior to registering in any courses. Note that MATH 152 is a prerequisite for ECON 310.

Language and Regional Studies Requirement

One of the following:

GEOG 220-3 World Regions: Latin America and the
Caribbean
GEOG 222-3 World Regions: Russia
HIST 281-3 Republican Latin America
INTS 200-3 Contemporary Russia
INTS 203-3 Contemporary Japan
INTS 204-3 Contemporary China
INTS 240-3 Contemporary Circumpolar North

Twelve credit hours of Global and International Studies language courses. At least two courses must be in one language.

Elective and Academic Breadth

Electives credit hours as necessary to ensure completion of a minimum of 120 credit hours including any additional credits necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

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

Program / Academic / Administrative Unit: Global and International Studies

College: Arts, Social & Health Sciences

SCCC Review Date: March 28, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.05

College Council Approval Date: May 17, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF2018.06.05

Moved by: E. Jensen

Seconded by: T. Klassen-Ross

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

Motion: That the changes to the Joint Major in English and Environmental Studies, on page 106-107 (in the print or PDF calendar accessible on the UNBC web page) of the 2018/2019 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018

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

Changes were made to all ENVS degrees in a previous Senate for 2018, including a name change for the main degree. WE felt the name change was not needed for this Joint Major, but apparently IS required. This change is now proposed. In addition, a course that should have been deleted was missed, this is now corrected in the proposed changes.

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

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

Joint Major in English and Environmental Studies

The English and Environmental Studies joint major equips students with communication skills and knowledge of environmental issues, regulations and policies. The joint major prepares students to have a positive influence on the environment through written and other forms of expression. This joint major is of particular interest to students who wish to pursue a career in environmental writing, creative non-fiction, science writing and/or journalism.

Program Requirements

Lower-Division Requirement

BIOL 110-3 Introductory Ecology

ENGL104-3 Introduction to Film

ENGL 209-3 Introduction to Television Studies

ENGL 231-3 An Introduction to Canadian Literature

ENGL 283-3 Introduction to Romantic Literature

FNST 100-3 The Aboriginal Peoples of Canada

ENVS 101-3 Introduction to Environmental Citizenship

ENVS 225-3 Global Environmental Change: Sustainability

ENVS 230-3 Introduction to Environmental Policy

FNST 100-3 The Aboriginal Peoples of Canada

GEOG 101-3 Planet Earth

Note: CPSC 150-3 (Computer Applications) is recommended for students without computing experience.

One of the following:

ENGL 100-3 Introduction to Literary Structures

ENGL 120-3 Introduction to Canadian Native Literatures

ENGL 270-3 Expository Writing

ENGL 271-3 Introduction to Creative Writing

One of the following:

ENGL 200-3 Gender and Literary Theory

ENGL 300-3 Theory

ENGL 400-3 Contemporary Theory

One of the following:

ENGL 211-3 Survey of English Literature I
ENGL 212-3 Survey of English Literature II
ENGL 284-3 Introduction to Victorian Literature

One of the following:

GEOG 206-3 Social Geography
INTS 100-3 Introduction to Global Studies
NREM 101-3 Introduction to Natural Resources
Management and Conservation
Upper-Division Requirement

The following nine courses (27 credit hours) of environmental courses at the 300 or 400 level:

ENVS 309-3 Gender and Environment
ENVS 326-3 Natural Resources, Environmental Issues and
Public Engagement
ENVS 414-3 Environmental and Professional Ethics
ENVS 431-3 Environmental and Sustainability Policies
ENVS 440-(2-6) Internship
or ENGL 444-(2-6) Internship
GEOG 420-3 Environmental Justice
or GEOG 305-3 Political Ecology: Environmental Knowledge and Decision-Making
HIST 360-3 An Introduction to Environmental History
NREM 303-3 Aboriginal Perspectives on Land and Resource Management
or FNST 304-3 Indigenous Environmental Philosophy
PSYC 408-3 Environmental Problems and Human Behaviour
or ORTM 408-3 The Psychology of Recreation and Tourism

Eight courses (24 credit hours) of English courses at the 300 or 400 level:

One of the following:

ENGL 309-3 Intermediate Studies in Film or Television
ENGL 331-3 Genres in Canadian Literature
ENGL 350-3 Comparative Literature
ENGL 383-3 Romantic Literature
ENGL 384-3 Victorian Literature

Two of the following:

ENGL 430-3 Special Topics in Canadian Literature
ENGL 431-3 Northern BC Literature
ENGL 480-3 Science Fiction
ENGL 483-3 Special Topics in Romantic Literature
ENGL 486-3 Literature of the Fantastic
ENGL 493-(2-6) Cultural Studies

Five additional English courses (15 credit hours) are required to ensure the fulfillment of the 24 credit hour upper-division requirement in English. Two courses may be chosen from the following list of English ancillary courses:

WMST 304-3 Contemporary Women's Writing in an English International Frame
WMST 306-3 Indigenous Women: Perspectives
WMST 309-3 Gender and Film
WMST 401-3 Cultural Studies: Gender, Race and Representation
WMST 411-3 Contemporary Feminist Theories

Elective and Academic Breadth

Elective credit hours are required as necessary to ensure a completion of a minimum of 120 credit hours including any additional credit hours necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15). Electives may be at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours.

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

Joint Major in English and Environmental and Sustainability Studies

The English and Environmental and Sustainability Studies joint major equips students with communication skills and knowledge of environmental issues, regulations and policies. The joint major prepares students to have a positive influence on the environment through written and other forms of expression. This joint major is of particular interest to students who wish to pursue a career in environmental writing, creative non-fiction, science writing and/or journalism.

Program Requirements

Lower-Division Requirement

BIOL 110-3 Introductory Ecology

ENGL104-3 Introduction to Film

ENGL 209-3 Introduction to Television Studies

~~ENGL 231-3 An Introduction to Canadian Literature~~

ENGL 283-3 Introduction to Romantic Literature

ENVS 101-3 Introduction to Environmental Citizenship

ENVS 225-3 Global Environmental Change: Sustainability

ENVS 230-3 Introduction to Environmental Policy

FNST 100-3 The Aboriginal Peoples of Canada

GEOG 101-3 Planet Earth

Note: CPSC 150-3 (Computer Applications) is recommended for students without computing experience.

~~One~~ Two of the following:

ENGL 100-3 Introduction to Literary Structures

ENGL 120-3 Introduction to Canadian Native Literatures

ENGL 231-3 An Introduction to Canadian Literature

ENGL 270-3 Expository Writing

ENGL 271-3 Introduction to Creative Writing

~~One of the following:~~

~~ENGL 200-3 Gender and Literary Theory~~

~~ENGL 300-3 Theory~~

~~ENGL 400-3 Contemporary Theory~~

One of the following:

ENGL 211-3 Survey of English Literature I

~~ENGL 212-3 Survey of English Literature II~~

ENGL 284-3 Introduction to Victorian Literature

One of the following:

GEOG 206-3 Social Geography

INTS 100-3 Introduction to Global Studies

NREM 101-3 Introduction to Natural Resources Management and Conservation

Upper-Division Requirement

The following nine courses (27 credit hours) of environmental and sustainability courses at the 300 or 400 level:

ENVS 309-3 Gender and Environment

ENVS 326-3 Natural Resources, Environmental Issues and Public Engagement

ENVS 414-3 Environmental and Professional Ethics

ENVS 431-3 Environmental and Sustainability Policies

ENVS 440-(2-6) Internship

or ENGL 444-(2-6) Internship

GEOG 420-3 Environmental Justice

or GEOG 305-3 Political Ecology: Environmental Knowledge and Decision-Making

HIST 360-3 An Introduction to Environmental History

NREM 303-3 Aboriginal Perspectives on Land and Resource Management

or FNST 304-3 Indigenous Environmental Philosophy
PSYC 408-3 Environmental Problems and Human Behaviour
or ORTM 408-3 The Psychology of Recreation and Tourism
Eight courses (24 credit hours) of English courses at the 300 or 400 level:

One of the following:

ENGL 309-3 Intermediate Studies in Film or Television
ENGL 331-3 Genres in Canadian Literature
ENGL 350-3 Comparative Literature
ENGL 383-3 Romantic Literature
ENGL 384-3 Victorian Literature

Two of the following:

ENGL 430-3 Special Topics in Canadian Literature
ENGL 431-3 Northern BC Literature
ENGL 480-3 Science Fiction
ENGL 483-3 Special Topics in Romantic Literature
ENGL 486-3 Literature of the Fantastic
ENGL 493-(2-6) Cultural Studies

Five additional English courses (15 credit hours) are required to ensure the fulfillment of the 24 credit hour upper-division requirement in English. Two courses may be chosen from the following list of English ancillary courses:

WMST 304-3 Contemporary Women's Writing in an English International Frame
WMST 306-3 Indigenous Women: Perspectives
WMST 309-3 Gender and Film
WMST 401-3 Cultural Studies: Gender, Race and Representation
WMST 411-3 Contemporary Feminist Theories

One of the following theory courses:

ENGL 200-3 Gender and Literary Theory
ENGL 300-3 Theory
ENGL 400-3 Contemporary Theory

Elective and Academic Breadth

Elective credit hours are required as necessary to ensure a completion of a minimum of 120 credit hours including any additional credit hours necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15). Electives may be at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours.

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

Program / Academic / Administrative Unit: Environmental and Sustainability Studies & English

College: CSAM & CASHS

SCCC Review Date: April 26, 2018

College Council Motion Number: CASHSCC.2018.05.17.03

College Council Approval Date: May 17, 2018

College Council Motion Number: CSAMCC Omnibus Motion 2018:05:10:03:6.11

College Council Approval Date: May 10, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.37

Moved by: E. Jensen

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the deletion of INTS 644-3, Russian Foreign Policy, on page 139 of the 2017/2018 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The Department no longer has the expertise to offer this course.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

INTS 644-3 Russian Foreign Policy An analysis of the sources of Russian foreign policy and the patterns of external relations, from the Tsarist period to the present.
Precluded: INTS 444-3

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

~~**INTS 644-3 Russian Foreign Policy** An analysis of the sources of Russian foreign policy and the patterns of external relations, from the Tsarist period to the present.
Precluded: INTS 444-3~~

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

Program / Academic / Administrative Unit: Global and International Studies

College: CASHS

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.05

College Council Approval Date: May 17, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.06

Moved by: B. Schorcht

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the deletion of INTS 680-3, Pacific Environment, on page 139 of the 2017/2018 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The Department no longer has the expertise to offer this course.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

INTS 680-3 Pacific Environment This is a seminar on international environmental problems of the Pacific region and efforts to solve them, with particular attention to the theory and practice of international environmental cooperation as applied to the Pacific region.
Precluded: INTS 480-3

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

~~**INTS 680-3 Pacific Environment** This is a seminar on international environmental problems of the Pacific region and efforts to solve them, with particular attention to the theory and practice of international environmental cooperation as applied to the Pacific region.
Precluded: INTS 480-3~~

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

Program / Academic / Administrative Unit: Global and International Studies

College: CASHS

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.05

College Council Approval Date: May 17, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.07

Moved by: B. Schorcht

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the deletion of INTS 480-3, Pacific Environment, on page 270 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The Department no longer has the expertise to offer this course.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

INTS 480-3 Pacific Environment This seminar analyzes environmental and sustainability issues of the Asia and Pacific region, with particular attention to the theory and practice of international environmental cooperation.

Prerequisites: INTS 100-3, INTS 210-3, and INTS 225-3 or ENV5 225- 3, or permission of the instructor

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

~~**INTS 480-3 Pacific Environment** This seminar analyzes environmental and sustainability issues of the Asia and Pacific region, with particular attention to the theory and practice of international environmental cooperation.~~

~~Prerequisites: INTS 100-3, INTS 210-3, and INTS 225-3 or ENV5 225-3, or permission of the instructor~~

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

Program / Academic / Administrative Unit: Global and International Studies

College: CASHS

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.05

College Council Approval Date: May 17, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.08

Moved by: B. Schorcht

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course INTS 620-3, International Regimes be approved as proposed.

A. Description of the Course

1. **Proposed semester of first offering:** September 2018
2. **Academic Program:** International Studies (MA Program)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** INTS 620-3
4. **Course Title:** International Regimes
5. **Goal(s) of Course:** To provide students with advanced knowledge of international regimes in selected key topic areas.
6. **Calendar Course Description:**

Broadly known as norms, principles, rules, and decision-making procedures that prescribe and proscribe certain types of behaviour, international regimes or institutions are seen as fundamental bases on which many international actors do what they do. This course investigates the shifts that have occurred in international institutions and the predominance of international (or global governance) normative arrangements in areas such as human rights, human security, finance, trade, development, environment, and resource extraction.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

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

Yes* _____ No X

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

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

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

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture _____ Seminar 3
 Laboratory _____ Other (please specify) _____

9. Prerequisites (taken prior): None

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

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

12. Preclusions: INTS 420-3

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____
 each year _____
 alternating years X

16. Proposed text / readings: Will use readings selected by Instructor depending on topic selection.

B. Significance Within Academic Program Provides one of the options for students to meet a Global Development requirement in the revised MA International Studies program.

1. Anticipated enrolment 6

2. If there is a proposed enrolment limit, state the limit and explain: No

3. Required for: Major: _____ Minor: _____ Other: _____

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

5. Course required by another major/minor: N/A

6. **Course required or recommended by an accrediting agency:** N/A
7. **Toward what degrees will the course be accepted for credit?** N/A
8. **What other courses are being proposed within the Program this year?** INTS 408-3, INTS 409-3, INTS 609-3, INTS 702-0.5, INTS 797-3
9. **What courses are being deleted from the Program this year?** INTS 798-3, INTS 480-3, INTS 644-3, INTS 680-3

C. Relation to Other Program Areas May also be of interest to graduate students in other social science disciplines.

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:**
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.):** None
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** None

E. Additional Attached Materials

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

PROPOSED NEW COURSE: INTS 620-3, International Regimes

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

a) Are current library holdings adequate? Yes ✓ 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

3 / 27 / 2018

Date

Motion Number (assigned by
Steering Committee of Senate): S-201806.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course INTS 621-3, The Political Economy of Natural Resource Extraction be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2018
2. **Academic Program:** International Studies (MA Program)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** INTS 621-3
4. **Course Title:** The Political Economy of Natural Resource Extraction
5. **Goal(s) of Course:** To provide students with advanced level understanding of extractivism.
6. **Calendar Course Description:**

This course examines the political economy/ecology of natural resource extraction by examining issues such as the socio-economic, political, human and environmental dimensions of extractive activities. Specific global case studies are used to explore the concepts of sustainable livelihoods, vulnerability and adaptation, community well-being and governance at both domestic and global levels.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

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

Yes* _____ No X

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

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

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

Variable credit is denoted by the following examples:

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

ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture _____

Seminar _____ 3 _____

Laboratory _____

Other (please specify) _____

9. Prerequisites (taken prior): none

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

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

12. Preclusions: INTS 421-3

13. Course Equivalencies:

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____

each year _____

alternating years X _____

16. Proposed text / readings: Readings will be selected by Instructor based on theories and case studies analyzed. Will vary by year of offering.

B. Significance Within Academic Program Natural resource extraction is an important area of study for students pursuing a degree in MA International Studies.

1. Anticipated enrolment _____ 6 _____

2. If there is a proposed enrolment limit, state the limit and explain: _____ No _____

3. Required for: Major: _____ Minor: _____ Other: _____

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

5. Course required by another major/minor: N/A

6. **Course required or recommended by an accrediting agency:** N/A
7. **Toward what degrees will the course be accepted for credit?** N/A
8. **What other courses are being proposed within the Program this year?** INTS 408-3, INTS 608-3, INTS 409-3, INTS 702-0.5, INTS 797-3
9. **What courses are being deleted from the Program this year?** INTS 798-3, INTS 480-3, INTS 644-3, INTS 680-3

C. Relation to Other Program Areas May also be of interest to graduate students in other social science disciplines.

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.):** None
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** None

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):** Arts, Social and Health Sciences
2. **SCCC Review Date:** April 26, 2018
3. **College Council Motion Number(s):** Omnibus Motion: CASHSCC.2018.05.17.05
4. **College Council Approval Date(s):** May 17, 2018
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.10

Moved by: T. Summerville

Seconded by: B. Schorcht

Committee Decision:

Approved by SCAAF: June 6, 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: INTS 621-3, The Political Economy of Natural Resource Extraction

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

a) Are current library holdings adequate? Yes 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

3/27/2018

Date

Motion Number (assigned by
Steering Committee of Senate): S-201806.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course INTS 420-3, International Regimes be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2018
2. **Academic Program:** Global and International Studies
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** INTS 420-3
4. **Course Title:** International Regimes
5. **Goal(s) of Course:** To provide students with advanced knowledge of international regimes in selected key topic areas.
6. **Calendar Course Description:**

Broadly known as norms, principles, rules, and decision-making procedures that prescribe and proscribe certain types of behaviour, international regimes or institutions are seen as fundamental bases on which many international actors do what they do. This course investigates the shifts that have occurred in international institutions and the predominance of international (or global governance) normative arrangements in areas such as human rights, human security, finance, trade, development, environment, and resource extraction.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

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

Yes* _____ No X

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

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

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

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture _____ Seminar 3
 Laboratory _____ Other (please specify) _____

9. Prerequisites (taken prior): Upper level standing

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

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

12. Preclusions: INTS 620-3

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____
 each year _____
 alternating years X

16. Proposed text / readings: Will use readings selected by Instructor depending on topic selection.

B. Significance Within Academic Program

Enables students to explore key themes in global governance at an advanced level which is an important option for students pursuing a Global and International Studies degree.

1. Anticipated enrolment 8

2. If there is a proposed enrolment limit, state the limit and explain: No

3. Required for: Major: _____ Minor: _____ Other: _____

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

5. Course required by another major/minor: N/A

6. **Course required or recommended by an accrediting agency:** N/A
7. **Toward what degrees will the course be accepted for credit?** N/A
8. **What other courses are being proposed within the Program this year?** INTS 608-3, INTS 409-3, INTS 609-3, INTS 702-0.5, INTS 797-3
9. **What courses are being deleted from the Program this year?** INTS 798-3, INTS 480-3, INTS 644-3, INTS 680-3

C. Relation to Other Program Areas

May be of interest to students in other social science disciplines.

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:**

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.):** None
- iii: **Library Holdings:** See attached form
- iv. **Computer (time, hardware, software):** None

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):** Arts, Social and Health Sciences
2. **SCCC Review Date:** April 26, 2018
3. **College Council Motion Number(s):** Omnibus Motion: CASHSCC.2018.05.17.05
4. **College Council Approval Date(s):** May 17, 2018
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

Brief Summary of Committee Debate:

Motion No.: SCAAF
Moved by: T. Summerville **Seconded by:** B. Petersen
Committee Decision: CARRIED

Approved by SCAAF: June 6, 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: INTS 420-3, International Regimes

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

a) Are current library holdings adequate? Yes 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

3/27/2018

Date

Motion Number (assigned by
Steering Committee of Senate): S-201806.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course INTS 421-3, The Political Economy of Natural Resource Extraction be approved as proposed.

A. Description of the Course

1. **Proposed semester of first offering:** September 2018
2. **Academic Program:** Global and International Studies
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** INTS 421-3
4. **Course Title:** The Political Economy of Natural Resource Extraction
5. **Goal(s) of Course:** To provide students with advanced level understanding of extractivism.

6. Calendar Course Description:

This course examines the political economy/ecology of natural resource extraction by examining issues such as the socio-economic, political, human and environmental dimensions of extractive activities. Specific global case studies are used to explore the concepts of sustainable livelihoods, vulnerability and adaptation, community well-being and governance at both domestic and global levels.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

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

Yes* _____ No X

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

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

"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

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

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture _____ Seminar 3
 Laboratory _____ Other (please specify) _____

9. Prerequisites (taken prior): Upper level standing

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

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

12. Preclusions: INTS 621-3

13. Course Equivalencies:

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____
 each year _____
 alternating years X

16. Proposed text / readings: Readings will be selected by Instructor based on theories and case studies analyzed. Will vary by year of offering.

B. Significance Within Academic Program Natural resource extraction is an important area of study for students pursuing a degree in Global and International Studies

1. Anticipated enrolment 8

2. If there is a proposed enrolment limit, state the limit and explain: No

3. Required for: Major: _____ Minor: _____ Other: _____

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

5. Course required by another major/minor: N/A

6. **Course required or recommended by an accrediting agency:** N/A
7. **Toward what degrees will the course be accepted for credit?** N/A
8. **What other courses are being proposed within the Program this year?** INTS 408-3, INTS 608-3, INTS 609-3, INTS 702-0.5, INTS 797-3
9. **What courses are being deleted from the Program this year?** INTS 798-3, INTS 480-3, INTS 644-3, INTS 680-3

C. Relation to Other Program Areas May be of interest to students in other social science disciplines or related 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.):** None
 - iii: **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** None

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):** Arts, Social and Health Sciences
2. **SCCC Review Date:** April 26, 2018
3. **College Council Motion Number(s):** Omnibus Motion: CASHSCC.2018.05.17.05
4. **College Council Approval Date(s):** May 17, 2018
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.12

Moved by: E. Jensen

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 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: INTS 421-3, The Political Economy of Natural Resource Extraction

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

a) Are current library holdings adequate? Yes _____ 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

Date

3/27/2018

Motion Number (assigned by
Steering Committee of Senate): S-201806.16

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course HHSC 804-3 The Health of First Nations People be approved as proposed.

A. Description of the Course: This course presents a detailed review of the health status and its determinants of the First Nations peoples

1. **Proposed semester of first offering:** Fall 2018

2. **Academic Program:** School of Health Sciences

3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** HHSC 804-3

4. **Course Title:** The Health of First Nations People

5. **Goal(s) of Course:** provide detailed review of the health status and its determinants of the First Nations peoples.

6. **Calendar Course Description:**

This course provides a detailed review of the determinants and health status of First Nations peoples. Emphasis is placed on biological determinants and those factors that are derived from the status of the First Nations peoples in the larger population, including evolving lifestyles, environmental influences, dominant government and social policies.

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 3 credit hours if the material is substantially different."

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

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture # _____

Seminar 3

Laboratory # _____

Other (please specify) _____

9. Prerequisites (taken prior): none

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

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

12. Preclusions: HHSC 604-3, NURS 604-3 crosslisted with this course

13. Course Equivalencies:

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____

each year _____

alternating years x

16. Proposed text / readings: tbd

B. Significance Within Academic Program

1. Anticipated enrolment 5

2. If there is a proposed enrolment limit, state the limit and explain: #

3. Required for: Major: _____ Minor: _____ Other: _____

4. Elective in: Major: Phd Health Sciences

5. Course required by another major/minor:

6. Course required or recommended by an accrediting agency: no

7. Toward what degrees will the course be accepted for credit? Phd Health Sciences,

8. What other courses are being proposed within the Program this year? 800 cross listings of 600 level

9. What courses are being deleted from the Program this year? none

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:

2. Is a preclusion required? Yes _____ No _____

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? 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:

ii. Space (classroom, laboratory, storage, etc.): classroom with 604

iii: Library Holdings: See attached form

iv. Computer (time, hardware, software): Blackboard

E. Additional Attached Materials

F. Other Considerations

1. First Nations Content*: Yes** X No

* *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: requested of Graduate office to have 800 level courses on the calendar

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): Arts, Social and Health Sciences

2. **SCCC Review Date: April 26, 2018**
3. **College Council Motion Number(s): Omnibus Motion: CASHSCC.2018.05.17.04**
4. **College Council Approval Date(s): May 17, 2018**
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

PLEASE COMPLETE THE “NEW COURSE APPROVAL MOTION FORM CHECKLIST” AND THE “LIBRARY HOLDINGS” FORM ACCESSIBLE ON THE SENATE WEB PAGE AND THE MOTION FORM IS NOW READY FOR SUBMISSION — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING	
Brief Summary of Committee Debate:	
Motion No.:	SCAAF201806.13
Moved by:	E. Jensen Seconded by: B. Schorcht
Committee Decision:	CARRIED, pending review at SCFNAP
Approved by SCAAF:	
Date	Chair's Signature
For recommendation to <u> ✓ </u>, or information of _____ Senate.	

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

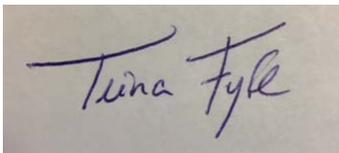
PROPOSED NEW COURSE: The Health of First Nations People 804-3
Crosslisted with HHSC 604-3

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
Health Sciences Librarian

 May 28, 2018
Date

Motion Number (assigned by
Steering Committee of Senate): S-201806.17

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course Organization and Financing of Canadian Health Care HHSC 811-3 be approved as proposed.

A. Description of the Course:

1. **Proposed semester of first offering:** Fall 2018
2. **Academic Program:** School of Health Sciences
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** HHSC 811-3
4. **Course Title:** Organization and Financing of Canadian Health Care
5. **Goal(s) of Course:** The historical development and current structure and financing of the Canadian health care system are related to changes that have occurred in the political, social, and technological environment. This information may be necessary for thesis and research work.

6. Calendar Course Description:

This course focuses on the historical development and current structure and financing of the Canadian health care system, which are related to changes that have occurred in the political, social, and technological environment.

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 3 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).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture # _____

Seminar _____ 3 _____

Laboratory # _____

Other (please specify) _____

9. Prerequisites (taken prior: none)

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

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

12. Preclusions: POLS 603-3 HHSC 602-3

13. Course Equivalencies:

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____

each year _____

alternating years x _____

16. Proposed text / readings: tbd

B. Significance Within Academic Program

1. Anticipated enrolment _____ 5 _____

2. If there is a proposed enrolment limit, state the limit and explain: _____ # _____

3. Required for: Major: _____ Minor: _____ Other: _____

4. Elective in: Major: Phd Health Sciences

5. Course required by another major/minor:

6. Course required or recommended by an accrediting agency: no
7. Toward what degrees will the course be accepted for credit? Phd Health Sciences,
8. What other courses are being proposed within the Program this year? HHSC 800/ 600 crossing listings: HHSC 804, HHSC 860
9. What courses are being deleted from the Program this year? none

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:
- 2.
3. Is a preclusion required? Yes _____x No Pols 603
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? _____ 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 X 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:
 - ii. Space (classroom, laboratory, storage, etc.): classroom
 - iii: Library Holdings: See attached form
 - iv. Computer (time, hardware, software): Blackboard

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: Attachment Pages (in addition to required “Library Holdings” Form):**
 0

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

1. **College(s): Arts, Social and Health Sciences**
2. **SCCC Review Date: April 26, 2018**
3. **College Council Motion Number(s): Omnibus Motion: CASHSCC.2018.05.17.04**
4. **College Council Approval Date(s): May 17, 2018**
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

PLEASE COMPLETE THE “NEW COURSE APPROVAL MOTION FORM CHECKLIST” AND THE “LIBRARY HOLDINGS” FORM ACCESSIBLE ON THE SENATE WEB PAGE AND THE MOTION FORM IS NOW READY FOR SUBMISSION — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING	
Brief Summary of Committee Debate:	
Motion No.:	SCAAF201806.14
Moved by:	B. Schorcht
Seconded by:	T. Summerville
Committee Decision:	CARRIED
Approved by SCAAF:	
<u> June 6, 2018 </u>	_____
Date	Chair's Signature
For recommendation to <u> ✓ </u>, or information of _____ Senate.	

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

PROPOSED NEW COURSE: Organization and Financing of Canadian Health Care
HHSC 811-3
Cross listed with HHSC 602

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

a) Are current library holdings adequate? Yes 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?

Tina Ehr
University Librarian (or designate) signature
Health Sciences Librarian

May 4, 2018
Date

Motion Number (assigned by
Steering Committee of Senate): S-201806.18

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course HHSC 860-3 Field School in Human Ecology be approved as follows:

A. Description of the Course:

1. **Proposed semester of first offering:** Fall 2018
2. **Academic Program:** School of Health Sciences
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** HHSC 860-3
4. **Course Title:** Field School in Human Ecology
5. This field-school is an intensive, interdisciplinary course addressing themes including social-ecological systems, human-environment relationships and ecosystem approaches to health.

6. Calendar Course Description:

This field-school is an intensive, interdisciplinary course addressing themes including social-ecological systems, human-environment relationships and ecosystem approaches to health. The course includes class-based sessions and intensive field-based components relevant to the course theme and location that differ from year to year. The field-school brings together colleagues in natural sciences, health sciences, social sciences, humanities, and beyond, who work in collaboration with interested parties and community members to address issues at the interface of environment, society and health.

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 3 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).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture # _____

Seminar _____

Laboratory # _____

Other (please specify) field school

9. Prerequisites (taken prior: none)

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

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

Preclusions: HHSC 760/NRES 760

13. Course Equivalencies:

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester _____

each year _____

alternating years x

16. Proposed text / readings: tbd

B. Significance Within Academic Program

1. Anticipated enrolment 5

2. If there is a proposed enrolment limit, state the limit and explain: #

3. Required for: Major: _____ Minor: _____ Other: _____

4. Elective in: Major: Phd Health Sciences

5. Course required by another major/minor:

6. Course required or recommended by an accrediting agency: no
7. Toward what degrees will the course be accepted for credit? Phd Health Sciences,
8. What other courses are being proposed within the Program this year? 800 level crosslistings
9. What courses are being deleted from the Program this year? none

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: NRES 760
2. Is a preclusion required? Yes No
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? No
same instructor, Dr. Parkes
5. In offering this course, will UNBC require facilities or staff at other institutions?
Yes No
If yes, please describe requirements:
6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?
Yes No
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:
 - ii. Space (classroom, laboratory, storage, etc.): classroom
 - iii: Library Holdings: See attached form
 - iv. Computer (time, hardware, software): Blackboard

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):** Arts, Social and Health Sciences
2. **SCCC Review Date:** April 26, 2018
3. **College Council Motion Number(s):** Omnibus Motion: CASHSCC.2018.05.17.04
4. **College Council Approval Date(s):** May 17, 2018
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

PLEASE COMPLETE THE “NEW COURSE APPROVAL MOTION FORM CHECKLIST” AND THE “LIBRARY HOLDINGS” FORM ACCESSIBLE ON THE SENATE WEB PAGE AND THE MOTION FORM IS NOW READY FOR SUBMISSION — PLEASE DISREGARD THE BLOCK BELOW

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

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.15

Moved by: B. Schorcht

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 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: HHSC 860-3 Field School in Human Ecology
Cross listed with HHSC 760

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

a) Are current library holdings adequate? Yes 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?

Tina B. H.
University Librarian (or designate) signature
Health Sciences Librarian

May 4, 2018
Date

Motion Number (assigned by
Steering Committee of Senate): S-201806.19

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program description for the School of Health Sciences Honours in the PDF calendar accessible on the UNBC web page of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The numbering had a mistake as well as the Honours section was missed and incomplete in the Senate approval of the calendar reorganizing motion in September 2017, S-201709.14.
3. **Implications of the changes for other programs, etc., if applicable:** "None"
4. **Reproduction of current Calendar entry for the item to be revised:**

Pg. 150

Shannon Wagner, Professor and Chair
Henry Harder, Professor
Ranjana Bird, Professor
Sarah de Leeuw, Associate Professor
Luke Harris, Associate Professor
Peter MacMillian, Associate Professor
Margot Parkes, Associate Professor and Canada Research Chair
Kevin Smith, Associate Professor
Chelsea Pelletier, Assistant Professor
Mamdouh Shubair, Assistant Professor
Sandra Allison, Adjunct Professor
Russ Callaghan, Adjunct Professor
Darby Eakins, Adjunct Professor
Anne George, Adjunct Professor
Candida Graham, Adjunct Professor
Josée Lavoie, Adjunct Professor
Sheona Mitchell, Adjunct Professor
Geoffrey Payne, Adjunct Professor
Tammy Klassen-Ross, Instructor
Sarah Hewko, Senior Lab Instructor
Anne Sommerfeld, Senior Lab Instructor

Website: http://www.unbc.ca/health_sciences/undergraduate/

Pg. 152

Major in Community and Population Health - Aboriginal and Rural Health

Students pursuing a major in Community and Population Health-Aboriginal and Rural Health are required to complete the following 94 credit hours. It is recommended that students take the courses listed below in the year of study indicated.

1st year - 29 credit hours

2nd year - 27 credit hours

3rd year - 23 credit hours

4th year- 18 credit hours

Major in Community and Population Health - Environmental Health

Students pursuing a major in Community and Population Health-Aboriginal and Rural Health are required to complete the following 94 credit hours. It is recommended that students take the courses listed below in the year of study indicated.

1st year - 29 credit hours

2nd year - 27 credit hours

BIOL 203-3 Microbiology

ECON 210-3 Introduction to Health Economics and Policy
or GEOG 202-3 Resources, Economies, and Sustainability

ENSC 308-3 Northern Contaminated Environments

HHSC 102-3 Introduction to Health Science II:
Rural and Aboriginal Issues

HHSC 201-3 Ethics and Law in Health Care

HHSC 311-3 Nutrition

PSYC 101-3 Psychology as a Science

PSYC 102-3 Psychology and Human Problems

STAT 240-3 Basic Statistics

or ECON 205-3 Statistics for Business

3rd year - 20 credit hours

4th year - 18 credit hours

Pg. 153

Bachelor of Health Sciences

Honours (BHSc, Honours)

Entry to the Honours Program takes place after the end of the second year (i.e., upon completion of 60 credit hours) and requires a minimum CGPA of 3.33 over the most recent 30 credit hours or permission of the School Chair.

Consultation with Student Advising is highly recommended before applying. Attaining the minimum requirement does not guarantee entry to the honours program, which is at the discretion of the School Chair. Subsequent to entry and to remain in the honours program, students must maintain a minimum SGPA of 3.33 in each semester. All honours students complete a thesis project (HHSC 490-6 Honours Thesis) under the direct supervision of a faculty member.

To be awarded the BHSc Honours degree, students are required to complete 128 credit hours. This consists of 64 credit hours of common requirements for all BHSc students, with the remainder coming from the following majors, and electives, as follows:

Biomedical Studies: Students take 34 credit hours of courses from the Biomedical Studies Major; 21 elective credit hours of which at least 9 credit hours must be at the Health Sciences upper level; and
The following 9 Honours credit hours:

HHSC 490-6 Honours Thesis
HHSC 497-3 Senior Seminar

Community and Population Health - Aboriginal and Rural Health:

Students take 21 credit hours from the common course requirements for both Community and Population Health Majors, as well as a minimum of 12 credit hours (6 specified, 6 chosen) in Aboriginal and Rural Health-related courses; 22 credit hours are obtained from elective credit hours; and the following 9 Honours credit hours:

HHSC 490-6 Honours Thesis
HHSC 497-3 Senior Seminar

Community and Population Health - Environmental Health: Students take 21 credit hours from the common course requirements for both Community and Population Health Majors, as well as a minimum of 12 credit hours (6 specified, 6 chosen) in Environmental Health-related courses; 22 credit hours are obtained from elective credit hours; and the following 9 Honours credit hours:

HHSC 490-6 Honours Thesis
HHSC 497-3 Senior Seminar

The minimum requirement for completion of a BHSc Honours is 128 credit hours.

All Honours Thesis research must comply with the Research Ethics Board requirements and is carried out at the discretion of the School of Health Sciences.

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

Pg. 150

Shannon Wagner, Professor and Chair
Henry Harder, Professor
Ranjana Bird, Professor
Sarah de Leeuw, Associate Professor
Luke Harris, Associate Professor
Peter MacMillian, Associate Professor
Margot Parkes, Associate Professor and Canada Research Chair
Kevin Smith, Associate Professor
Chelsea Pelletier, Assistant Professor
Mamdouh Shubair, Assistant Professor
Sandra Allison, Adjunct Professor
Russ Callaghan, Adjunct Professor
Darby Eakins, Adjunct Professor
Anne George, Adjunct Professor
Candida Graham, Adjunct Professor
Josée Lavoie, Adjunct Professor
Sheona Mitchell, Adjunct Professor
Geoffrey Payne, Adjunct Professor
Tammy Klassen-Ross, Instructor
Sarah Hewko, Senior Lab Instructor
Anne Sommerfeld, Senior Lab Instructor

Website: http://www.unbc.ca/health_sciences/undergraduate/

Pg.152

Major in Community and Population Health - Aboriginal and Rural Health

Students pursuing a major in Community and Population Health-Aboriginal and Rural Health are required to complete the following ~~94~~ 97 credit hours. It is recommended that students take the courses listed below in the year of study indicated.

1st year - ~~29~~ 26 credit hours
2nd year - ~~27~~ 24 credit hours
3rd year - 23 credit hours
4th year- 18 credit hours

Major in Community and Population Health - Environmental Health

Students pursuing a major in Community and Population Health-Aboriginal and Rural Health are required to complete the following 94 97 credit hours. It is recommended that students take the courses listed below in the year of study indicated.

1st year – ~~29~~ 26 credit hours

2nd year – 27 credit hours

BIOL 203-3 Microbiology

ECON 210-3 Introduction to Health Economics and Policy
or GEOG 202-3 Resources, Economies, and Sustainability

~~ENSC 308-3 Northern Contaminated Environments~~

ENPL 205-3 Environment and Society

HHSC 102-3 Introduction to Health Science II:

Rural and Aboriginal Issues

HHSC 201-3 Ethics and Law in Health Care

HHSC 311-3 Nutrition

PSYC 101-3 Psychology as a Science

PSYC 102-3 Psychology and Human Problems

STAT 240-3 Basic Statistics

3rd year - 20 credit hours

4th year - 18 credit hours

Pg.153

Bachelor of Health Sciences

Honours (BHSc, Honours)

Entry to the Honours Program takes place after the end of the ~~second~~ third year (i.e., upon completion of ~~60~~ 90 credit hours) and requires a minimum Cumulative CGPA of 3.33 over the most recent 30 credit hours or permission of the School Chair. Consultation with Student Advising is highly recommended before applying. Attaining the minimum requirement does not guarantee entry to the ~~H~~onours ~~P~~rogram, which is at the discretion of the School Chair. Subsequent to entry and to remain in the ~~H~~onours ~~P~~rogram, students must maintain a minimum Semester SGPA of 3.33 in each semester. All ~~H~~onours students complete a thesis project (~~HHSC 490-6 Honours Thesis~~) under the direct supervision of a faculty member. Students are responsible to find their own undergraduate thesis research supervisor. Faculty members are under no obligation to supervise Honours students

To be awarded the BHSc Honours Ddegree, students must complete all requirements for the BHSc in their major of choice. ~~students are required to complete 128 credit hours. This consists of 64 credit hours of common requirements for all BHSc students, with the remainder coming from the following majors, and electives, as follows: Biomedical Studies: Students take 34 credit hours of courses from the Biomedical Studies Major; 21 elective credit hours of which at least 9 credit hours must be at the Health Sciences upper level division; and the following 9 Honours credit hours:~~

HHSC 490-6 Honours Thesis*

HHSC 497-3 Senior Seminar

*Students must achieve a minimum grade of B (3.0) in HHSC 490-6 to be granted the Honours designation.

~~Community and Population Health—Aboriginal and Rural Health:~~

~~Students take 21 credit hours from the common course requirements for both Community and Population Health Majors, as well as a minimum of 12 credit hours (6 specified, 6 chosen) in Aboriginal and Rural Health-related courses; 22 credit hours are obtained from elective credit hours; and the following 9 Honours credit hours:~~

~~HHSC 490-6 Honours Thesis
HHSC 497-3 Senior Seminar~~

~~Community and Population Health—Environmental Health:~~

~~Students take 21 credit hours from the common course requirements for both Community and Population Health Majors, as well as a minimum of 12 credit hours (6 specified, 6 chosen) in Environmental Health-related courses; 22 credit hours are obtained from elective credit hours; and the following 9 Honours credit hours:~~

~~HHSC 490-6 Honours Thesis
HHSC 497-3 Senior Seminar~~

The minimum requirement for completion of a BSc Honours is ~~128~~ 131 credit hours.

All Honours Thesis research must comply with the Research Ethics Board requirements and is carried out at the discretion of the School of Health Sciences.

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

Program / Academic / Administrative Unit: School of Health Sciences

College: CASHS

SCCC Review Date: May 28, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.04

College Council Approval Date: Omnibus Motion: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.16

Moved by: T. Klassen-Ross

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.20

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the degree preamble for Health Sciences (PDF calendar accessible on the UNBC web page, pg 69-71 print) of the 2017/2018 graduate be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:** Wording update to better reflect the recent name change of the degree and match revisions to School of Health Sciences website. In addition, the list of electives has been updated to remove courses that have been deleted, and to increase course offerings and content relevant to the scope of current and future range of potential supervisors in Health Sciences MSc.

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

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

P. 69 Graduate Supervisors are noted below but faculty from other programs listed in the Calendar may co-supervise students as well.

Henry Harder, Professor Cindy Hardy, Professor (Psychology) Chow Lee, Professor (Biochemistry, Chemistry) Martha MacLeod, Professor (Nursing) Geoffrey Payne, Professor (Biochemistry, Northern Medical Program) Kenneth Prkachin, Professor (Psychology) Stephen Rader, Professor (Biochemistry, Chemistry) Glen Schmidt, Professor (Social Work) Shannon Wagner, Professor Sarah deLeeuw, Associate Professor (Northern Medical Program) R. Luke Harris, Associate Professor Dawn Hemingway, Associate Professor (Social Work) Peter MacMillan, Associate Professor (Education) Margot Parkes, Associate Professor and Canada Research Chair, Health, Ecosystems and Society Kevin Smith, Associate Professor Chelsea Pelletier, Assistant Professor Mamdouh Shubair, Assistant Professor Russ Callaghan, Adjunct Professor Kuo-Hsing Kuo, Adjunct Professor Josee Lavoie, Adjunct Professor Website: www.unbc.ca/health-sciences/community-health

p.69, Col 1,

The aim of this Program is to provide opportunity for health professionals and others interested in working in the health fields with the knowledge and skills to conduct health-related research. The program provides students with relevant health research and critical appraisal skills, and opportunities to engage in a variety of health-related topics.

Current students in the Program come from a wide variety of backgrounds. These include health professionals such as nurses, social workers, occupational therapists, and physicians, as well as graduates with a background in science and other relevant fields.

p.70, Col 1, under "Additional Course Requirements"

Additional Course Requirements

Two courses (6 credit hours), chosen in consultation with the advisor.

Examples of courses taken by our students are:

DISM 609-3 Professional Ethics in Health Care Management

ECON 610-3 Health Economics

HHSC 602-3 Organization and Financing of Canadian Health Care
 HHSC 603-3 Community Research Methods
 HHSC 604-3 The Health of First Nations People
 HHSC 606-3 Health Promotion
 NURS 604-3 The Healing and Well-being of Indigenous Peoples
 NURS 701-6 Advanced Clinical Practice in Nursing
 NURS 703-3 Health Program Planning, Community Development and Evaluation
 POLS 603-3 Social and Health Policy in the Context of Health and Health Care
 PSYC 605-4 Quantitative Methods II
 PSYC 620-3 Health Psychology
 PSYC 720-3 Cross-Cultural Communication in Health Care Settings
 SOCW 610-3 Wellness: Alternate Approaches

Pg. 71 Henry Harder, Professor Cindy Hardy, Professor (Psychology) Chow Lee, Professor (Biochemistry, Chemistry) Martha MacLeod, Professor (Nursing) Geoffrey Payne, Professor (Biochemistry, Northern Medical Program) Kenneth Prkachin, Professor (Psychology) Stephen Rader, Professor (Biochemistry, Chemistry) Glen Schmidt, Professor (Social Work) Shannon Wagner, Professor Sarah de Leeuw, Associate Professor (Northern Medical Program) Dawn Hemingway, Associate Professor (Social Work) R. Luke Harris, Associate Professor Ross Hoffman, Associate Professor (First Nations) Peter MacMillan, Associate Professor (Education) Margot Parkes, Associate Professor and Canada Research Chair in Health, Ecosystems and Society Russell Callaghan, Adjunct Professor Kuo-Hsing Kuo, Adjunct Professor Josée Lavoie, Adjunct Professor

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

~~Graduate Supervisors are noted below but faculty from other programs listed in the Calendar may co-supervise students as well. Henry Harder, Professor Cindy Hardy, Professor (Psychology) Chow Lee, Professor (Biochemistry, Chemistry) Martha MacLeod, Professor (Nursing) Geoffrey Payne, Professor (Biochemistry, Northern Medical Program) Kenneth Prkachin, Professor (Psychology) Stephen Rader, Professor (Biochemistry, Chemistry) Glen Schmidt, Professor (Social Work) Shannon Wagner, Professor Sarah deLeeuw, Associate Professor (Northern Medical Program) R. Luke Harris, Associate Professor Dawn Hemingway, Associate Professor (Social Work) Peter MacMillan, Associate Professor (Education) Margot Parkes, Associate Professor and Canada Research Chair, Health, Ecosystems and Society Kevin Smith, Associate Professor Chelsea Pelletier, Assistant Professor Mamdouh Shubair, Assistant Professor Russ Callaghan, Adjunct Professor Kuo Hsing Kuo, Adjunct Professor Josee Lavoie, Adjunct Professor Website: www.unbc.ca/health-sciences/community-health~~

For potential supervisors, please visit our website: <https://www.unbc.ca/health-sciences>

~~The aim of this Program is to provide opportunity for health professionals and others interested in working in the health fields with the knowledge and skills to conduct health-related research. The program provides students with relevant health research and critical appraisal skills, and opportunities to engage in a variety of health-related topics.~~

~~Current students in the Program come from a wide variety of backgrounds. These include health professionals such as nurses, social workers, occupational therapists, and physicians, as well as graduates with a background in science and other relevant fields.~~

~~The MSc in Health Science offers a combined student-centred and community-oriented approach. The MSc strengthens, students capacity to progress their research interests and equips a new generation of researchers to understand and respond to contemporary health challenges, especially those faced by northern, rural, remote and Indigenous communities. The interdisciplinary program provides opportunities for those interested in health within a changing health system to explore and research and to benefit from the diverse health research strengths in the School of Health Sciences and across UNBC.~~

~~Students pursue health research approaches that fit with their interests, learning from a range of research expertise spanning but not limited to biomedical, epidemiological, community health and ecohealth approaches. Our students also benefit from active research partnerships across and beyond the university that create opportunities for applied and community-oriented research, with direct experience working with~~

and learning from a range of community partners.

The research-based Masters degree equips students for a thriving career in health research (including applications for PhD programs), and is well suited for established health professionals seeking a research-oriented program that will build on existing practice and skills.

p.70, Col 1, under “Additional Course Requirements”

Additional Course Requirements

Two courses (6 credit hours), chosen in consultation with the ~~advisor~~supervisor.

Examples of courses taken by our students are:

BCMB 702 Chemical Biology Theory and Techniques

BIOL 625-3 Applied Genetics and Biotechnology

DISM 609-3 Professional Ethics in Health Care Management

ENPL 609-3 First Nations Community and Environmental Planning

ECON 610-3 Health Economics

HHSC 602-3 Organization and Financing of Canadian Health Care

HHSC 603-3 Community Research Methods

HHSC 604-3 The Health of First Nations People

HHSC 606-3 Health Promotion

HHSC760-3 Field School in Human Ecology

NURS 604-3 The Healing and Well-being of Indigenous Peoples

NURS 701-6 Advanced Clinical Practice in Nursing

NURS 703-3 Health Program Planning, Community Development and Evaluation

POLS 603-3 Social and Health Policy in the Context of Health and Health Care

PSYC 605-4 Quantitative Methods II

PSYC 620-3 Health Psychology

~~PSYC 720-3 Cross-Cultural Communication in Health Care Settings~~

SOCW 610-3 Wellness: Alternate Approaches

Other courses may be substituted or added with the approval of the student’s Supervisory Committee.

Pg. 71 ~~Henry Harder, Professor Cindy Hardy, Professor (Psychology) Chow Lee, Professor (Biochemistry, Chemistry) Martha MacLeod, Professor (Nursing) Geoffrey Payne, Professor (Biochemistry, Northern Medical Program) Kenneth Prkachin, Professor (Psychology) Stephen Rader, Professor (Biochemistry, Chemistry) Glen Schmidt, Professor (Social Work) Shannon Wagner, Professor Sarah de Leeuw, Associate Professor (Northern Medical Program) Dawn Hemingway, Associate Professor (Social Work) R. Luke Harris, Associate Professor Ross Hoffman, Associate Professor (First Nations) Peter MacMillan, Associate Professor (Education) Margot Parkes, Associate Professor and Canada Research Chair in Health, Ecosystems and Society Russell Callaghan, Adjunct Professor Kuo Hsing Kuo, Adjunct Professor Josée Lavoie, Adjunct Professor~~

For potential supervisors, please visit our website: <https://www.unbc.ca/health-sciences>

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

Program / Academic / Administrative Unit: School of Health Sciences

College: Arts, Social and Health Sciences

SCCC Review Date: April 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.04

College Council Approval Date: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.17

Moved by: T. Klassen-Ross

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.21

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course description for HHSC 703-3 on page 127 (PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:** Updating the content to reflect

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

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

HHSC 703-3 Qualitative Research Approaches in Health and Human Sciences This course explores various approaches to qualitative research in the health and human sciences. These approaches are discussed in light of the epistemological and ontological commitments, their methods and their demands upon the researcher. Included is an examination of inherent issues of ethics and rigour. The approaches examined normally include: phenomenology, interpretive phenomenology, participatory action research, feminist research, grounded theory and institutional ethnography. Precluded: NURS 609-3

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

HHSC 703-3 Qualitative Research Approaches in Health and Human Sciences This course explores various approaches to qualitative research in the health and human sciences. These approaches are discussed in light of their epistemological and ontological commitments, their methods and their demands upon the researcher. Included is an examination of inherent issues of ethics and rigour. The approaches examined normally include: phenomenology, interpretive phenomenology, participatory action research, feminist research, grounded theory, **Indigenous methodologies**, and institutional ethnography. Precluded: NURS 609-3

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

Program / Academic / Administrative Unit: School of Health Sciences

College: Arts, Social and Health Sciences

SCCC Review Date: April 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.04

College Council Approval Date: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.18

Moved by: T. Klassen-Ross **Seconded by:** T. Summerville

Committee Decision: CARRIED pending review at SCFNAP

Approved by SCAAF: June 6, 2018
Date



Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.22

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course description for HHSC 602-3 on page 133 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Updating the content to reflect the changes made to the crosslisted course HHSC 811-3
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**
HHSC 602-3 Organization and Financing of Canadian Health Care The historical development and current structure and financing of the Canadian health care system are related to changes that have occurred in the political, social, and technological environment.
Precluded: POLS 603-3 and POLS 403-3
5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

HHSC 602-3 Organization and Financing of Canadian Health Care This course focuses on
~~The~~ historical development and current structure and financing of the Canadian health care system, which are related to changes that have occurred in the political, social, and technological environment.

Precluded: POLS 603-3 and POLS 403-3

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

Program / Academic / Administrative Unit: School of Health Sciences

College: Arts, Social and Health Sciences

SCCC Review Date: April 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.04

College Council Approval Date: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.19

Moved by: T. Klassen-Ross

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.23

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course description for HHSC 604-3 on page 123 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:** Updating the content to reflect the changes made to the crosslisted course HHSC 804-3

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

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

HHSC 604-3 The Health of First Nations People This course provides a detailed review of the health status and its determinants of the First Nations peoples. Emphasis is placed not only on biological determinants but also on those factors that are derived from the status of the First Nations in the larger population including evolving lifestyles, dominant government and social policies, and environmental influences.

Precluded: NURS 604-3

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

HHSC 604-3 The Health of First Nations People This course provides a detailed review of the determinants and health status ~~and its determinants~~ of the First Nations peoples. Emphasis is placed ~~not only~~ on biological determinants ~~but also on~~ and those factors that are derived from the status of the First Nations peoples in the larger population including evolving lifestyles, environmental influences, dominant government and social policies, ~~and environmental influences.~~

Precluded: NURS 604-3

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

Program / Academic / Administrative Unit: School of Health Sciences

College: Arts, Social and Health Sciences

SCCC Review Date: April 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.04

College Council Approval Date: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:
Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.20

Moved by: T. Summerville **Seconded by:** B. Schorcht

Committee Decision: CARRIED pending review at SCFNAP

Approved by SCAAF: June 6, 2018
Date



Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.24

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course description for HHSC 760-3 on page 134 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:** Updating the content to reflect the changes made to the crosslisted course HHSC 860-3

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

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

HHSC 760-3 Field School in Human Ecology This field-school is an intensive, interdisciplinary course addressing themes including social-ecological systems, human-environment relationships and ecosystem approaches to health. The course includes class-based sessions and intensive field-based components relevant to the course theme and location, which differ from year to year. The field-school brings together colleagues in natural sciences, health sciences, social sciences, humanities, and beyond, who work in collaboration with interested parties and community members to address issues at the interface of environment, society and health.
Precluded: NRES 760-3

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

HHSC 760-3 Field School in Human Ecology This field-school is an intensive, interdisciplinary course addressing themes including social-ecological systems, human-environment relationships and ecosystem approaches to health. The course includes class-based sessions and intensive field-based components relevant to the course theme and location, that ~~which~~ differ from year to year. The field-school brings together colleagues in natural sciences, health sciences, social sciences, humanities, and beyond, who work in collaboration with interested parties and community members to address issues at the interface of environment, society and health.
Precluded: NRES 760-3, HHSC 860-3

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

Program / Academic / Administrative Unit: School of Health Sciences

College: Arts, Social and Health Sciences

SCCC Review Date: April 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.04

College Council Approval Date: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:
Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.21

Moved by: B. Schorcht

Seconded by: B. Petersen

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date



Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.25

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the degree preamble for Disability Management (MA Program), PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:** The practicum option for this degree has been removed and this will finalize the deletion. In keeping with this, the process for opting into the Thesis Option rather than the Comprehensive exam option has been more clearly laid out. In addition, the list of Electives has been updated to remove courses that have been deleted and to increase options for online course offerings and content relevant to working with Indigenous Peoples.

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

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

p. 57, Col 1, para 1:

Henry Harder, Professor Shannon Wagner, Professor R. Luke Harris, Associate Professor Margot Parkes, Associate Professor and Canadian Research Chair, Health, Ecosystem and Society Chelsea Pelletier, Assistant Professor Mamdouh Shubair, Assistant Professor Arlene Ward, Adjunct Professor Website: www.unbc.ca/health-sciences/disability-management

The program is attractive to students interested in integrating the fields of economics, community health, social work, psychology, education, and business. The combination of course work, research, and the practical application of knowledge gives students a well-rounded, applied education in the field of Disability Management.

p. 57, Col 2, under "Thesis Option"

All students in the Thesis Option are required to write a letter outlining their practical experience. If their experience is considered insufficient by the program they will be required to do a practicum in addition to all requirements listed above. In addition, all students in the Thesis Option are required to travel to the Prince George campus to fulfill some of their thesis requirements.

p. 58, Col 1, under "Elective Courses"

Candidates must complete a minimum of 9 credit hours from the following list.

DISM 720-3 Special Topics

DISM 798-(3-6) Directed Studies

ECON 610-3 Health Economics

ECON 611-3 Cost Benefit Analysis

EDUC 613-3 Interpersonal Counselling Skills

HHSC 602-3 Organization and Financing of Canadian Health Care

POLS 603-3 Social and Health Policy in the Context of Health and Health Care

PSYC 620-3 Health Psychology

PSYC 720-3 Cross-Cultural Communication in Health Care Settings
SOCW 605-3 Comm Work/Politics of Change
SOCW 698-3 Special Topics

Other courses may be substituted or added with the approval of the student's Supervisory Committee.

5. Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":

p. 57, Col 1, para 1:

~~Henry Harder, Professor Shannon Wagner, Professor R. Luke Harris, Associate Professor Margot Parkes, Associate Professor and Canadian Research Chair, Health, Ecosystem and Society Chelsea Pelletier, Assistant Professor Mamdouh Shubair, Assistant Professor Arlene Ward, Adjunct Professor~~ Website: www.unbc.ca/health-sciences/disability-management

Website: www.unbc.ca/health-sciences/disability-management

The program is attractive to students interested in integrating the fields of economics, community health, social work, psychology, education, and business. The combination of course work, research, and the practical application of knowledge gives students a well-rounded, applied education in the field of Disability Management.

p. 57, Col 2, under "Thesis Option"

All students in the Thesis Option are required to write a letter outlining their applied experience relevant to the theory, research and practice of Disability Management, and rationale for taking the 9 credit Thesis Option. If the scope of their experience is considered insufficient by the program they will be required to take the Comprehensive exam option (see below). ~~do a practicum in addition to all requirements listed above.~~ In addition, all students in the Thesis Option are required to travel to the Prince George campus to fulfill some of their thesis requirements.

p. 58, Col 1, under "Elective Courses"

Candidates must complete a minimum of 9 credit hours from the following list.

DISM 720-3 Special Topics

DISM 798-(3-6) Directed Studies

ECON 610-3 Health Economics

ECON 611-3 Cost-Benefit Analysis

EDUC 613-3 Interpersonal Counselling Skills

EDUC 609 - Aboriginal/Indigenous Learners: History, Culture, and Ways of Knowing

HHSC 602-3 Organization and Financing of Canadian Health Care

NURS 604 - The Healing and Well-being of Indigenous Peoples

POLS 603-3 Social and Health Policy in the Context of Health and Health Care

PSYC 620-3 Health Psychology

~~PSYC 720-3 Cross-Cultural Communication in Health Care Settings~~

SOCW 605-3 Community Work/Politics of Change

SOCW 698-3 Special Topics

Other courses may be substituted or added with the approval of the student's Supervisory Committee.

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

Program / Academic / Administrative Unit: School of Health Sciences

College: Arts, Social and Health Sciences

SCCC Review Date: April 26, 2018

College Council Motion Number: Omnibus Motion: CASHSCC.2018.05.17.04

College Council Approval Date: May 17, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF

Moved by: T. Klassen-Ross

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.26

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the course description for NRES 760-3 on page 143 (PDF calendar accessible on the UNBC web page) of the 2017/2018 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:** Updating the content to reflect the changes made to the crosslisted course HHSC 860-3

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

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

NRES 760-3 Field School in Human Ecology This field-school is an intensive, interdisciplinary course addressing themes including social-ecological systems, human-environment relationships and ecosystem approaches to health. The course includes class-based sessions and intensive field-based components relevant to the course theme and location, which differ from year to year. The field-school brings together colleagues in natural sciences, health sciences, social sciences, humanities, and beyond, who work in collaboration with interested parties and community members to address issues at the interface of environment, society and health.
Precluded: HHSC 760-3

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

NRES 760-3 Field School in Human Ecology This field-school is an intensive, interdisciplinary course addressing themes including social-ecological systems, human-environment relationships and ecosystem approaches to health. The course includes class-based sessions and intensive field-based components relevant to the course theme and location, ~~that which~~ differ from year to year. The field-school brings together colleagues in natural sciences, health sciences, social sciences, humanities, and beyond, who work in collaboration with interested parties and community members to address issues at the interface of environment, society and health.
Precluded: HHSC 760-3, HHSC 860-3

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

Program / Academic / Administrative Unit

College

SCCC Review Date: April 26, 2018

College Council Motion Number:

College Council Approval Date:

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.23

Moved by: H. Empey

Seconded by: T. Summerville

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.27

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the program requirements for the Bachelor of Planning Major in First Nations Planning degree on page 117 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The GEOG 100-3 *Environments and People: The Geography of Natural Hazards* course was deleted and the School of Environmental Planning is replacing it with *ENVS 101-3 Introduction into Environmental Citizenship*.
3. **Implications of the changes for other programs, etc., if applicable:** The instructor for ENVS 101-3 has agreed to the potential increase in student number.
4. **Reproduction of current Calendar entry for the item to be revised:**

Major in First Nations Planning

Lower-Division Requirements

BIOL 110-3	Introductory Ecology
FNST 100-3	The Aboriginal Peoples of Canada
FNST 131-3	First Nations Language Level 1

Three of:

ANTH 213-3	Peoples and Cultures
FNST 161-3	First Nations Culture Level 1
FNST 200-3	Methods and Perspectives in First Nations Studies
FNST 203-3	Introduction to Traditional Ecological Knowledge
GEOG 100-3	Environmental and People: The Geography of Natural Resources
HHSC 102-3	Introduction to Health Sciences II: Rural and Aboriginal Issues
MATH 115-3	Precalculus
NREM 210-4	Integrated Resource Management

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

Major in First Nations Planning

Lower-Division Requirements

BIOL 110-3	Introductory Ecology
FNST 100-3	The Aboriginal Peoples of Canada
FNST 131-3	First Nations Language Level 1

Three of the following:

- ANTH 213-3 Peoples and Cultures
- ENVS 101-3 Introduction into Environmental Citizenship
- FNST 161-3 First Nations Culture Level 1
- FNST 200-3 ~~Methods and Perspectives in First Nations Studies~~
- FNST 203-3 Introduction to Traditional Ecological Knowledge
- ~~GEOG 100-3 Environmental and People: The Geography of Natural Resources~~
- HHSC 102-3 Introduction to Health Sciences II: Rural and Aboriginal Issues
- MATH 115-3 Precalculus
- NREM 210-4 Integrated Resource Management

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

Program / Academic / Administrative Unit: School of Environmental Planning

College: College of Science and Management

SCCC Review Date: April 26, 2018

College Council Motion Number: CSAMCC Omnibus Motion 2018:05:10:03:6.3

College Council Approval Date: MAY 10, 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:

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.24

Moved by: T. Klassen-Ross **Seconded by:** H. Empey

Committee Decision: CARRIED pending review to SCFNAP

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.28

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the program requirements for the Bachelor of Planning Major in First Nations Planning degree on page 118 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The ENVS 325-3 Global Environmental Changes: Science and Policy course was changed to ENVS 225-3. As this is a lower division course, it does not fit B.PI upper-division requirements.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Major in First Nations Planning

Upper-Division Requirements

FNST 304-3 First Nations Environmental Philosophy and Knowledge
FNST 350-3 Law and Indigenous Peoples
ENPL 409-4 Advanced First Nations Community and Environmental Planning

Three of:

Bio 350-3 Ethnobotany
ENVS 325-3 Global Environmental Change: Science and Policy
FNST303-3 First Nations Religion and Philosophy
FNST 305-3 Seminar in First Nations Studies
FNST 407-3 First Nations Perspectives on Race, Class, Gender and Power
GEOG 403-3 First Nations and Indigenous Geography
NREM 303-3 First Nations' Approaches to Resource Management
ORTM 306-3 Indigenous Tourism and Recreation
POLS 350-3 Law and Municipal Government
SOCW 455-3 First Nations Governance and Social Policy
SOCW 457-3 Individual and Community Wellness

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

Major in First Nations Planning

Upper-Division Requirements

~~ENPL 409-4 Advanced First Nations Community and Environmental Planning~~
~~FNST 304-3 Indigenous Environmental Philosophy First Nations Environmental Philosophy and Knowledge~~
~~FNST 350-3 Law and Indigenous Peoples~~
~~ENPL 409-4 Advanced First Nations Community and Environmental Planning~~

Three of the following:

~~BioOL 350-3 Ethnobotany~~
~~ENVS 325-3 Global Environmental Change: Science and Policy~~
FNST303-3 First Nations Religion and Philosophy
FNST 305-3 Seminar in First Nations Studies
FNST 407-3 First Nations Perspectives on Race, Class, Gender and Power
GEOG 403-3 First Nations and Indigenous Geography
~~NREM 303-3 First Nations' Approaches to Aboriginal Perspectives on Land and Resource Management~~
ORTM 306-3 Indigenous Tourism and Recreation
POLS 350-3 Law and Municipal Government
SOCW 455-3 First Nations Governance and Social Policy
SOCW 457-3 Individual and Community Wellness

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

Program / Academic / Administrative Unit: School of Environmental Planning
College: College of Science and Management
SCCC Review Date: April 26, 2018
College Council Motion Number: CSAMCC Omnibus Motion 2018:05:10:03:6.6
College Council Approval Date: May 10, 2018
Senate Committee on First Nations and Aboriginal Peoples Motion Number: not applicable
Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. **Other Information**

Attachment Pages: pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.25

Moved by: E. Jensen **Seconded by:** H. Empey

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.29

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the program requirements for the Bachelor of Planning Major in Natural Resources Planning degree on page 119 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The ENVS 325-3 Global Environmental Changes: Science and Policy course was changed to ENVS 225-3. As this is a lower division course, it does not fit B.PI upper-division requirements.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Major Requirements

Upper-Division Requirements

NREM 400-4 Natural Resources Planning
NREM 410-3 Watershed Management

Three of:

BIOL 302-3 Limnology
BIOL 411-3 Conservation Biology
ECON 305-3 Environmental Economics
ECON 330-4 Resource Economics
ECON 331-3 Forestry Economics
ECON 411-3 Cost Benefit Analysis
ENPL 409-4 Advanced First Nations Community and Environmental Planning
ENSC 302-3 Low Carbon Energy Development
ENSC 308-3 Northern Contaminated Environments
ENSC 312-3 Biometeorology
ENSC 404-3 Waste Management
ENSC 412-3 Air Pollution
ENVS 325-3 Global Environmental Change: Science and Policy
ENVS 326-3 Natural Resources, Environmental Issues and Public Engagement
FNST 451-3 Traditional Use Studies
GEOG 401-3 Tenure, Conflict and Resource Geography
INTS 307-3 Global Resources
INTS 470-3 Global Environmental Governance
NREM 413-3 Agroforestry
ORTM 300-3 Recreation and Tourism Impacts
ORTM 305-3 Protected Area Planning and Management

ORTM 407-3 Recreation, Tourism, Communities
POLS 344-3 Society, Policy and Administration of Natural Resources
or NREM 306-3 Society, Policy and Administration
POLS 350-3 Law and Municipal Government

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

Upper-Division Requirements

NREM 400-4 Natural Resources Planning
NREM 410-3 Watershed Management

Three of the following:

BIOL 302-3 Limnology
BIOL 411-3 Conservation Biology
ECON 305-3 Environmental Economics and Environmental Policy
ECON 330-4 Resource Economics
ECON 331-3 Forestry Economics
ECON 411-3 Cost-Benefit Analysis
ENPL 409-4 Advanced First Nations Community and Environmental Planning
ENSC 302-3 Low Carbon Energy Development
ENSC 308-3 Northern Contaminated Environments
ENSC 312-3 Biometeorology
ENSC 404-3 Waste Management
ENSC 412-3 Air Pollution
~~ENVS 325-3 Global Environmental Change: Science and Policy~~
ENVS 326-3 Natural Resources, Environmental Issues and Public Engagement
FNST 451-3 Traditional Use Studies
GEOG 401-3 Tenure, Conflict and Resource Geography
INTS 307-3 Global Resources
INTS 470-3 Global Environmental Governance
NREM 413-3 Agroforestry
ORTM 300-3 Recreation and Tourism Impacts
ORTM 305-3 Protected Area Planning and Management
ORTM 407-3 Recreation, Tourism, Communities
POLS 344-3 Society, Policy and Administration of Natural Resources
or NREM 306-3 Society, Policy and Administration
POLS 350-3 Law and Municipal Government

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

Program / Academic / Administrative Unit: School of Environmental Planning

College: College of Science and Management

SCCC Review Date: April 26, 2018

College Council Motion Number: CSAMCC Omnibus Motion 2018:05:10:03:6.7

College Council Approval Date: May 10, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. Other Information

Attachment Pages: 1 page

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.27

Moved by: E. Jensen

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date



Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.30

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the program requirements for the Bachelor of Planning Major in Northern and Rural degree on page 116 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The GEOG 100-3 *Environments and People: The Geography of Natural Hazards* course was deleted and the School of Environmental Planning is replacing it with *ENVS 101-3 Introduction into Environmental Citizenship*.
3. **Implications of the changes for other programs, etc., if applicable:** The instructor for ENVS 101-3 has agreed to the potential increase in student number.
4. **Reproduction of current Calendar entry for the item to be revised:**

Major Requirements

Lower-Division Requirements

BIOL 110-3 Introductory Ecology

One of:

GEOG 100-3 Environments and People: The Geography of Natural Resources
Or GEOG 206-3 Society and Space

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

Major Requirements

Lower-Division Requirements

BIOL 110-3 Introductory Ecology

One of the following:

~~GEOG 100-3~~ ~~Environments and People: The Geography of Natural Resources~~
~~ENVS 101-3~~ ~~Introduction to Environmental Citizenship~~
Or GEOG 206-3 Society and Space Geography

6. **Program / Academic / Administrative Unit:** School of Environmental Planning

College: College of Science and Management

SCCC Review Date: April 26, 2018

College Council Motion Number: CSAMCC Omnibus Motion 2018:05:10:03:6.5

College Council Approval Date: May 10, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. **Other Information**

Attachment Pages:

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.28

Moved by: E. Jensen

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date



Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.31

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the program requirements for the Bachelor of Planning Major in Northern and Rural Community degree on page 117 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The ENVS 325-3 Global Environmental Changes: Science and Policy course was changed to ENVS 225-3. As this is a lower division course, it does not fit B.PI upper-division requirements.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Major Requirements

Upper-Division Requirements

POLS 350-3 Law and Municipal Government

One of:

ENVS 325 - 3 Global Environmental Change: Science and Policy
or NREM 306-3 Society, Policy and Administration
or POLS 316-3 Municipal Government and Politics
or POLS 320-3 Canadian Politics and Policy

One of:

GEOG 424-3 Social Geography of Northern Communities
or POLS 434-3 Resource Communities in Transition
or POLS 415-3 Comparative Northern Development

Three of:

ANTH 316-3 The Social Theory and Structure of Contemporary Canadian Society
ANTH 413-(3-6) Environmental Anthropology
ENVS 325-3 Global Environmental Change: Science and Policy
ENSC 404-3 Waste Management
ENSC 302-3 Low Carbon Energy Development
ECON 411-3 Cost Benefit Analysis
FNST 350-3 Law and Aboriginal Peoples
GEOG 305-3 Political Ecology

GEOG 403-3 First Nations and Indigenous Geography
GEOG 424-3 Social Geography of Northern Communities
NREM 306-3 Society, Policy and Administration
POLS 302-3 Canadian Public Administration
POLS 316-3 Municipal Government and Politics
POLS 320-3 How Government Works
POLS 332-3 Community Development
POLS 351-3 Local Services and Public Policy
POLS 360-3 Local Government Finance
POLS 415-3 Comparative Northern Development
POLS 434-3 Resource Communities in Transition
SOCW 320-3 Critical Social Policy

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

Major Requirements

Upper-Division Requirements

POLS 350-3 Law and Municipal Government

One of the following:

~~ENVS 325-3 Global Environmental Change: Science and Policy~~

~~or~~ NREM 306-3 Society, Policy and Administration

or POLS 316-3 Municipal Government and Politics

or POLS 320-3 Canadian Politics and Policy

One of the following:

GEOG 424-3 ~~Social Geography of Northern Communities~~

or POLS 434-3 Resource Communities in Transition

or POLS 415-3 Comparative Northern Development

Three of the following:

ANTH 316-3 The Social Theory and Structure of Contemporary Canadian Society

ANTH 413-(3-6) Environmental Anthropology

~~ENVS 325-3 Global Environmental Change: Science and Policy~~

ECON 411-3 Cost Benefit Analysis

ENSC 404-3 Waste Management

ENSC 302-3 Low Carbon Energy Development

~~ECON 411-3 Cost Benefit Analysis~~

FNST 350-3 Law and Aboriginal Peoples

GEOG 305-3 Political Ecology

GEOG 403-3 First Nations and Indigenous Geography

GEOG 424-3 ~~Social Geography of Northern Communities~~

NREM 306-3 Society, Policy and Administration

POLS 302-3 Canadian Public Administration

POLS 316-3 Municipal Government and Politics

POLS 320-3 How Government Works

POLS 332-3 Community Development

POLS 351-3 Local Services and Public Policy

POLS 360-3 Local Government Finance

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

Program / Academic / Administrative Unit: School of Environmental Planning

College: College of Science and Management

SCCC Review Date: April 26, 2018

College Council Motion Number: CSAMCC Omnibus Motion 2018:05:10:03:6.8

College Council Approval Date: MAY 10, 2018

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

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

7. Other Information

Attachment Pages: 1 page

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.29

Moved by: E. Jensen

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018

Date



Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.32

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the courses description for ENSC 654-3 on page 126 of the 2017/18 graduate calendar, be changed as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Changes were made to ENSC 454-3 which is cross listed with ENSC 654-3, course descriptions should be identical.
3. **Implications of the changes for other programs, etc., if applicable:** none
4. **Reproduction of current Calendar entry for the item to be revised:**

ENSC 654-3 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: Permission of the instructor

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

ENSC 654-3 Snow and Ice This course focuses on the physical processes involving snow and ice that greatly influenceds the hydrometeorology of Northern British Columbia ~~BC~~ and the remainder of Canada. ~~The goal of~~ ~~†~~This course has the following goals 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: Permission of the instructor

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

Program / Academic / Administrative Unit:

SCCC Review Date: April 27, 2018

College: CSAM

College Council Motion Number: CSAMCC Omnibus Motion 2018:05:10:03:6.1

College Council Approval Date: May 10, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.30

Moved by: E. Jensen

Seconded by: E. Empey

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201806.33

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: “That the changes to correct the number of required credits for the MSW from motion s-201709.06 from September Senate, be approved as proposed.”

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Motion S-201809.06 approved in September changed the number of required elective credits for the MSW. This change to the credit count gave an incorrect count of 30 credit hours, when the total required credit hours are 33. This motion is to revert the number of required credits for both the Thesis and Practicum options. This motion also changes the language in the beginning of the Calendar entry to clarify and correct the required credits.
3. **Implications of the changes for other programs, etc., if applicable:** none
4. **Reproduction of current Calendar entry for the item to be revised:**

Correction 1-

This program requires the successful completion of a minimum course work of 21 credit hours for thesis students and 24 credit hours for practicum students. The program comprises an integrated core of six required courses, one elective course, and a thesis; OR six required courses, two electives, and a practicum.

Correction 2-

Thesis students are required to take one elective. This elective may be taken from the two lists immediately above, and/or from other UNBC graduate programs, and/or from other accredited Canadian universities via approved transfer agreements (e.g. the Western Deans' Agreement).

Practicum students are required to take two electives, one of which must come from the two lists of courses immediately above.

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

Correction 1-

~~This program requires the successful completion of~~ Thesis students are required to successfully complete a minimum course work of 21 credit hours ~~for thesis students and~~ of five required courses and two electives, as well as a thesis to complete 33 credit hours in total. Practicum students are required to successfully complete a minimum of 24 credit hours of five required courses and three electives, as well as a practicum to complete 33 credit hours in total. ~~for practicum students. The program comprises an integrated core of six required courses, one elective course, and a thesis; OR six required courses, two electives, and a practicum.~~

Correction 2-

Thesis students are required to take a total of two ~~one~~ electives. ~~These~~ is electives may be taken from the two lists immediately above, and/or from other UNBC graduate programs, and/or from other accredited Canadian universities via approved transfer agreements (e.g. the Western Deans' Agreement).

Practicum students are required to take a total of three ~~two~~ electives, one of which must come from the two lists of courses

immediately above.

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

Program / Academic / Administrative Unit: MSW

SCCC Review Date: May 28, 2018

College: CASHS

College Council Motion Number:

College Council Approval Date:

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. **Other Information**

Attachment Pages: 1 pages

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

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.31

Moved by: T. Klassen-Ross

Seconded by: B. Petersen

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.34

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: “That the changes to correct the title of POLS 405 from February Senate, be approved as proposed.”

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Motion S-201802.48 approved in February Senate contained a mistake in the title, the title was not to change, this motion is to correct. Original motion attached for reference
3. **Implications of the changes for other programs, etc., if applicable:** none

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

POLS 405-5 Special Topics on Political Science

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

POLS 405-5 ~~Special Topics in Society and Democracy on Political Science~~

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

Program / Academic / Administrative Unit: POLS

College: CASHS

College Council Motion Number:

College Council Approval Date:

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. **Other Information**

Attachment Pages: 1 pages

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

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.32

Moved by: T. Summerville

Seconded by: H. Empey

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.35

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program description for Co-operative Education, on page 219 of the 2018/2019 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Sections of the description were omitted as being enrolled in the Co-op program ensures students meet all requirements to register in a COOP course.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Co-operative Education (COOP) Unless otherwise stated, the prerequisites for all Co-op Education courses are: acceptance into Co-operative Education, declaration of academic program major, completion of 30 credit hours or permission of the relevant Co-op Co-ordinators and Program Chair. Minimum GPA 2.50. COOP 395 Co-op Work Semester I First term co-operative work experience. Prerequisites: None COOP 396 Co-op Work Semester II Second term co-operative work experience. Prerequisites: COOP 395 COOP 397 Co-op Work Semester III Third term co-operative work experience. Prerequisites: COOP 396 COOP 398 Co-op Work Semester IV Fourth term co-operative work experience. Prerequisites: COOP 397 COOP 399 Co-op Work Semester V Fifth term co-operative work experience. Prerequisites: COOP 398

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

~~Co-operative Education (COOP) Unless otherwise stated, the prerequisites for all~~ Students must be enrolled in the Co-operative Education (Co-op) program and meet all other prerequisites to register in a COOP course. ~~courses are: acceptance into Co-operative Education, declaration of academic program major, completion of 30 credit hours or permission of the relevant Co-op Co-ordinators and Program Chair. Minimum GPA 2.50.~~

COOP 395 Co-op Work Semester I First term co-operative work experience. Prerequisites: None

COOP 396 Co-op Work Semester II Second term co-operative work experience. Prerequisites: COOP 395

COOP 397 Co-op Work Semester III Third term co-operative work experience. Prerequisites: COOP 396

COOP 398 Co-op Work Semester IV Fourth term co-operative work experience. Prerequisites: COOP 397

COOP 399 Co-op Work Semester V Fifth term co-operative work experience. Prerequisites: COOP 398

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

Program / Academic / Administrative Unit: (if applicable, or state “not applicable”)

College: (if applicable, or state "not applicable")

College Council Motion Number: (if applicable, or state "not applicable")

College Council Approval Date: (if applicable, or state "not applicable")

Senate Committee on First Nations and Aboriginal Peoples Motion Number: (if applicable, or state "not applicable")

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: (if applicable, or state "not applicable")

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.33

Moved by: M. Dale

Seconded by: H. Empey

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201806.36

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program description for Co-operative Education, on page 49-50 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** UNBC created the position of Co-operative Education Lead (Term, Fulltime February 2018 – January 2020) to help revitalize the co-op program. The proposed revisions aim to ensure that the Co-operative Education (Co-op) program description in the Academic Calendar contains policies relevant to the program. Many of the sections that were omitted appeared to be process, reference based, or rationale for the program itself. However, some revisions were made to ensure the quality and integrity of UNBC's Co-op program is upheld and student participation in co-op would assist in developing and shaping their career goals. These revisions were also informed by Accountability Council of Co-operative Education of BC/Yukon and Co-operative Education and Work-Integrated Learning Canada guidelines.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Co-operative Education

The Co-operative Education program is based on the principle of integrating a student's academic program with practical work experiences. This principle normally is achieved through an alternating sequence of four month work and study semesters. Recent introductions of parallel and internship co-op models have broadened student and employer opportunities with the possibility of longer work term experiences. This 'hands-on' approach to education extends the learning process beyond the limits of the classroom and into the working world. The Co-op Education program holds many advantages for students, employers and the University. For example, Co-op students are likely to attain higher levels of satisfaction regarding their education, and have a much higher probability of securing relevant, permanent employment immediately after graduation. Employers benefit from hiring bright, capable, highly motivated students who can fill temporary job openings, complete projects, free permanent staff for other tasks, ease the load during a busy season, and potentially fill permanent positions after graduation.

The number of jobs available for Co-op students will vary from semester to semester. Because of this, students cannot be guaranteed Co-op positions.

Admission to the Program

Intake into the Co-operative Education program occurs once throughout the academic year. Students planning to enter the Co-op program should contact the Student Career Centre and attend information sessions in the month of October.

To qualify and continue in the Co-operative Education option of their degree, a student must:
be enrolled full time (9 credit hours)

have a minimum cumulative grade point average of 2.50 with normally no grade lower than "D".

have completed 30 credit hours before beginning the first Co-op Education work term semester.

Students who are required to withdraw from Co-op due to their academic standing may re-apply for admission to the Co-op program based upon re-qualification.

Transfer students should complete a study semester before going out on a work term semester; however, they are encouraged to apply to the program in that semester. Students are normally required to successfully complete three work term semesters. Those students transferring from an approved Co-op program elsewhere and who have successfully completed a work term semester may be exempt from their first and second work term semesters at UNBC (refer to Co-operative Education Transferable Work Terms below). Students who complete the required work term semesters will receive a Co-op designation on their degree.

Students may experience their work term semesters in either the September, January or May semesters. Not all work semesters may be done in the Summer Semester with normally at least one in the September Semester and one in the January Semester. Students must end the Co-operative Education program on an academic term prior to graduation.

Co-operative Education Transferable Work Terms

Co-operative Education Work Terms successfully completed at a British Columbia post-secondary institution will be eligible for transfer credit, on an individual basis, if they meet the following requirements:

The student must be accepted into the UNBC Co-op Education program and apply, in writing, to receive transfer of work terms.

The program in which the work term(s) was undertaken is provincially approved under the criteria of the Accountability Council of Co-operative Education of BC, or is nationally approved under the criteria of the Canadian Association for Co-operative Education.

The work term(s) is officially recognized, i.e., noted on the transcript, by the institution where the work term originated. The credit for the work term(s) was granted for work experience typical of the same discipline into which the student is transferring.

Co-operative Education Work Term Credit Challenge

UNBC Co-op Education allows students to challenge a Work Term on the basis of prior, relevant and satisfactory work experience. Students should discuss any potential challenge with the appropriate Co-ordinator for their major. Work Term Challenges are subject to the following:

To begin a Work Term Challenge, an Application for Course Challenge form must be initiated with the student's Co-ordinator by December 1 in the September term that the student applies to the Co-operative Education option of their program.

The UNBC Course Challenge fee will be assessed with the initiation of the Work Term Challenge forms. Current course challenge fees are listed in the UNBC calendar.

The Co-ordinator will assess the Work Term Challenge application and provide recommendations to the Director. Applicants will be advised of the decision within two weeks of the submission.

Work Term credit by challenge is limited to the first two Work Term courses within the major.

Assessment of the Work Term Challenge will be carried out by the Student Career Centre based on the following:

An aggregate of 560 hours (minimum) relevant paid work experience not previously counted toward Work Term credit, practicum, internship and similar options.

Verification required of employment and evaluation of performance from the employer(s).

Job descriptions outlining prior work experience, providing evidence that the student has acquired professional and personal knowledge and skills appropriate to the discipline or interdisciplinary field.

A portfolio appropriate to the discipline or interdisciplinary field which meets UNBC Co-op Education Work Term guidelines.

Once the challenge is approved, the result will be entered on the student's academic record on a pass or fail basis.

Parallel Co-op Work Terms

A parallel work term is a mode which allows students to complete a work term by working 15 to 20 hours per week for a period not to exceed eight months. For example, a student can now work half-time for eight months rather than full-time for four months. Students are expected to be enrolled in a minimum of two courses for each semester of a parallel work term.

Self-Developed Work Terms

The purpose of the new policy on self-developed work terms is to recognize that some students find some work placements as a result of their own contacts and networks. Students who wish to discuss whether a particular work term should be declared self-developed should talk to their coordinator before beginning that work term, and consult the co-op student handbook for the criteria used to define a self-developed work term.

The Co-op Process

Once a student is registered in the Co-op program, he or she has the opportunity of applying for positions with employers. Students are able to choose appropriate employers from posted job descriptions.

Students submit their résumés directly to employer(s) who choose a number of student applicants to interview. Once the interview process is complete, employers will make an offer to the successful applicant. Co-op students are expected to be flexible and responsive to appropriate work opportunities through BC and elsewhere. Course descriptions for the Co-op option can be found in the UNBC course finder under the prefix **COOP**.

Canadian Association for Co-operative Education

Definition of Co-operative Education

UNBC is a member of the Canadian Association for Co-operative Education (CAFCE). A co-operative education program is a program that formally integrates a student's academic studies with work experience in co-operative employer organizations. The usual plan is for the student to alternate periods of experience in appropriate fields of business, industry, government, social services and the professions according to the following criteria.

Each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation.

The co-operative education student is engaged in productive work rather than merely observing.

The co-operative education student received remuneration for the work performed.

The co-operative education student's progress on the job is monitored by the co-operative education institution.

The co-operative education student's performance on the job is supervised and evaluated by the student's employer.

The time spent in periods of work experience must be at least thirty percent of the time spent in academic study.

For additional information, please visit the Student Career Centre web site at www.unbc.ca/careercentre/.

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

Co-operative Education

The UNBC's Co-operative Education (Co-op) program is ~~based on the principle of integrating an educational model that integrates a student's academic program with practical work experiences.~~ In order to receive a Co-operative Education designation on their transcript, Students usually alternate academic and co-op work terms and are required to do the following:

- attend the required number of workshops as outlined by the UNBC Co-operative Education Student Handbook;
- pass three co-op work terms;
- end the Co-op program on an academic or parallel co-op work term prior to graduation.

UNBC's Co-op office is not obligated to guaranteed Work Term placements.

~~This principle normally is achieved through an alternating sequence of four month work and study semesters. Recent introductions of parallel and internship co-op models have broadened student and employer opportunities with the possibility of longer work term experiences. This 'hands on' approach to education extends the learning process beyond the limits of the classroom and into the working world. The Co-op Education program holds many advantages for students, employers and the University. For example, Co-op students are likely to attain higher levels of satisfaction regarding their education, and have a much higher probability of securing relevant, permanent employment immediately after graduation. Employers benefit from hiring bright, capable, highly motivated students who can fill temporary job openings, complete projects, free permanent staff for other tasks, ease the load during a busy season, and potentially fill permanent positions after graduation.~~

~~The number of jobs available for Co-op students will vary from semester to semester. Because of this, students cannot be guaranteed Co-op positions.~~

Admission to the Program

~~Intake into the Co-operative Education program occurs at the beginning of September and January semesters~~ throughout the academic year. Students planning to enter the Co-op program should contact the Co-op office Student Career Centre and attend an information sessions in the month of ~~October.~~

To qualify for and continue in the Co-op program, students must: ~~operative Education option of their degree, a student must~~

- have completed 30 credit hours before participating in their first co-op work term;
- have declared an academic major;
- be enrolled full-time (9 credit hours or more); and
- have a minimum cumulative grade point average GPA of 2.50 with normally no grade lower than "D".
- ~~have completed 30 credit hours before beginning the first Co-op Education work term semester.~~

~~Students who are~~ required to withdraw from Co-op due to their academic standing may re-apply for admission to ~~the Co-op program~~ based upon re-qualification.

~~Transfer students should complete a study semester before going out on a work term semester; however, they are encouraged to apply to the program in that semester. Students are normally required to successfully complete three work term semesters. Those students transferring from an approved Co-op program elsewhere and who have successfully completed a work term semester may be exempt from their first and second work term semesters at UNBC (refer to Co-operative Education Transferable Work Terms below). Students who complete the required work term semesters will receive a Co-op designation on their degree.~~

~~Students may experience their work term semesters in either the September, January or May semesters. Not all work semesters may be done in the Summer Semester with normally at least one in the September Semester and one in the January Semester. Students must end the Co-operative Education program on an academic term prior to graduation.~~

Co-op Work Terms

A co-op work term is normally equal in length to an academic term (approximately 13 weeks). A co-op work term consists of full-time work relevant to a student's declared academic major or minor (approximately 455-520 hours of work experience, dependent on employer needs). Some co-op work terms are equal in length to two academic terms and will be considered as two co-op work terms. To be considered for two co-op work terms, work terms must be approximately 26 weeks in length and consist of full-time work, relevant to a student's declared academic major or minor (approximately 910-1,040 hours of work experience, dependent on employer needs). If students wish to be enrolled in an academic course while on a co-op work term, they must receive the approval of the Co-op office before registering.

Parallel Co-op Work Terms

A parallel co-op work term is normally equal in length to two academic terms (approximately 26 weeks) and consists of part-time work relevant to a student's declared academic major or minor (approximately 17.5-20 hours per week, for a total of 455-520 hours of work experience, dependent on employer needs). A parallel co-op work term is considered as one co-op work term. During parallel co-op work terms, students are expected to be enrolled in two academic courses (minimum 6 credit hours) per academic semester. If students wish to be enrolled in more than two academic courses in an academic semester, they must receive the approval of the Co-op office before registering.

Self-Developed Work Terms

A self-developed work term recognizes work term placements found as a result of students' own contacts and networks. Students who wish to discuss whether a particular work term should be declared self-developed should consult with the Co-op program office before beginning the work term.

Co-operative Education Transferable Work Terms

Co-operative Education ~~W~~ork ~~T~~erms successfully completed at a ~~British Columbia~~ Canadian post-secondary institution will be eligible for transfer work term credit, as determined on an individual basis, if they meet the following requirements:

~~The student must be accepted into the UNBC Co-op Education program and apply, in writing, to receive transfer of work terms.~~

- ~~T~~he program in which the work term(s) was undertaken is provincially approved under the criteria of the Accountability Council of Co-operative Education and Work-Integrated Learning of BC, or is nationally approved under the criteria of the Co-operative Education and Work-Integrated Learning Canada; Canadian Association for Co-operative Education.
- ~~T~~he work term(s) is officially recognized, (i.e., noted on the transcript), by the institution where the work term originated;
- the credit for ~~the~~ a second work term was granted for work experience typical of a similar major or minorthe same discipline into which the student is transferring, and
- ~~the student must~~ a student is be accepted into the UNBC Co-op ~~Education~~ program and applies for assessment of a, in writing, to receive transfer of work terms.

~~The work term(s) is officially recognized, i.e., noted on the transcript, by the institution where the work term originated.~~

~~The credit for the work term(s) was granted for work experience typical of the same discipline into which the student is transferring.~~

Transfer students must complete the number of workshops outlined in the UNBC Co-operative Education Student Handbook before participating in their first co-op work term as a UNBC student.

Co-operative Education Work Term Credit Challenge

The UNBC Co-op program ~~Education~~ allows students to challenge at their first ~~W~~ork ~~T~~erm on the basis of prior, relevant and satisfactory work experience. Students should discuss any potential work term course challenge with the Co-op office ~~appropriate Co-ordinator for their major~~. Work Term course Challenges are eligible for work term credit, as determined on an individual basis, subject to the upon verification of the following requirements:

- ~~1. To begin a Work Term Challenge, an Application for Course Challenge form must be initiated with the student's Co-ordinator by December 1 in the September term that the student applies to the Co-operative Education option of their program.~~
- ~~2. The UNBC Course Challenge fee will be assessed with the initiation of the Work Term Challenge forms. Current course challenge fees are listed in the UNBC calendar.~~
- ~~3. The Co-ordinator will assess the Work Term Challenge application and provide recommendations to the Director.~~
- ~~4. Applicants will be advised of the decision within two weeks of the submission.~~
- ~~5. Work Term credit by challenge is limited to the first two Work Term courses within the major.~~

6. ~~Assessment of the Work Term Challenge will be carried out by the Student Career Centre based on the following:~~

- ~~An aggregate of approximately 455-520560 hours (minimum) of relevant paid work experience, dependent on employer needs, not previously counted toward Work Term credit, practicum, internship, and similar options;~~
- ~~Verification required of employment verification and evaluation of performance evaluation by from the the employer(s);~~
- ~~a Job descriptions outlining prior work experience, providing evidence that the student has acquired professional and personal knowledge and skills appropriate to the declared academic major or minor and; the discipline or interdisciplinary field.~~
- ~~A a portfolio appropriate to the discipline or interdisciplinary field which meets UNBC Co-operative Education Student Handbook Work Term guidelines.~~

7. ~~Once the challenge is approved, the result will be entered on the student's academic record on a pass or fail basis.~~

If the work term course challenge is approved, the result is entered on the student's transcript on a pass or fail basis.

For additional information, including the UNBC Co-operative Education student and employer handbooks, please visit the Co-op program website at www.unbc.ca/co-op.

~~Parallel Co-op Work Terms~~

~~A parallel work term is a mode which allows students to complete a work term by working 15 to 20 hours per week for a period not to exceed eight months. For example, a student can now work half-time for eight months rather than full-time for four months. Students are expected to be enrolled in a minimum of two courses for each semester of a parallel work term.~~

~~Self-Developed Work Terms~~

~~The purpose of the new policy on self-developed work terms is to recognize that some students find some work placements as a result of their own contacts and networks. Students who wish to discuss whether a particular work term should be declared self-developed should talk to their coordinator before beginning that work term, and consult the co-op student handbook for the criteria used to define a self-developed work term.~~

~~The Co-op Process~~

~~Once a student is registered in the Co-op program, he or she has the opportunity of applying for positions with employers. Students are able to choose appropriate employers from posted job descriptions.~~

~~Students submit their résumés directly to employer(s) who choose a number of student applicants to interview. Once the interview process is complete, employers will make an offer to the successful applicant. Co-op students are expected to be flexible and responsive to appropriate work opportunities through BC and elsewhere. Course descriptions for the Co-op option can be found in the UNBC course finder under the prefix COOP.~~

Canadian Association for Co-operative Education

Definition of Co-operative Education

UNBC is a member of the Canadian Association for Co-operative Education (CAFCE). A co-operative education program is a program that formally integrates a student's academic studies with work experience in co-operative employer organizations. The usual plan is for the student to alternate periods of experience in appropriate fields of business, industry, government, social services and the professions according to the following criteria:

- Each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation.
- The co-operative education student is engaged in productive work rather than merely observing.
- The co-operative education student received remuneration for the work performed.
- The co-operative education student's progress on the job is monitored by the co-operative education institution.
- The co-operative education student's performance on the job is supervised and evaluated by the student's employer.
- The time spent in periods of work experience must be at least thirty percent of the time spent in academic study.

For additional information, please visit the Student Career Centre web site at www.unbc.ca/careercentre/

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

Program / Academic / Administrative Unit:

SCCC Review Date: April 26, 2018

College:

College Council Motion Number:

College Council Approval Date:

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.34

Moved by: M. Dale

Seconded by: H. Empey

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018
Date


Chair's Signature

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

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the renewal of the bilateral exchange agreement between Inland Norway University of Applied Sciences (formerly Lillehammer University College), Norway and the University of Northern British Columbia be approved as proposed.

Effective Date: Upon approval of Senate

Rationale: Inland Norway University of Applied Sciences (formerly Lillehammer University College) and UNBC have been exchange partners since 2007.

The original agreement was a combined agreement with Lillehammer University College (LUC) and Gjøvik University Colleges. This agreement was a part of the recommendations made to Dr. Dale from Dr. Owen on renewing international agreements from 2013. The UNBC International Education office recommended the renewal to only be with LUC due to the historic reciprocity concerns. To address the reciprocity issue, the agreement was limited to one (1) exchange student seat with any remaining seats filled under each institutions' respective Study Abroad Programs. The current agreement is set to expire in the year 2020.

As of January 1st, 2017 Lillehammer University College and Hedmark University of Applied Sciences merged to become the Inland Norway University of Applied Sciences. As requested by the partner institution, the International Education office proposes to renew the agreement to address the merger and ensuing name change.

STUDENT RECIPROCITY						
Period	UNBC to LUC Exchange		LUC to UNBC Exchange		LUC to UNBC Study Abroad	
	Head Count	Semester Count	Head Count	Semester Count	Head Count	Semester Count
Last 5 years 2012 - 2018	1	2	3	3	11	11
Since inception 2007 - 2018	2	4	18	18	21	21

Motion proposed by: Bjorn Petersen, Interim Manager

Academic Program: International Education

Implications for Other Programs / Faculties? Yes

College: Not applicable

College Council / Committee Motion Number: Not applicable

College Council / Committee Approval Date: Not applicable

Attachement Pages (if applicable): 8 pages

To include: Current agreement with Lillehammer University College (3 pages)
Merge announcement (2 pages)
Draft proposal agreement (3 pages)

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201806.35

Moved by: T. Klassen-Ross

Seconded by: R. Foo

Committee Decision: CARRIED

Approved by SCAAF: June 6, 2018

Date



Chair's Signature

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

An Agreement of Cooperation Between
Inland Norway University of Applied Sciences (INN University)
and
The University of Northern British Columbia, Canada

I. Preamble

Inland Norway University of Applied Sciences (INN University) and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate one **(1) student** annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Director of International Office at INN University

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the INN University will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A INN University student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the INN University.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the INN University or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and other matters related to cooperative research.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

Dr. Daniel J. Weeks
President & Vice Chancellor

Date: _____

For the University of Northern British Columbia

Kathrine Skretting
Rector

Date: _____

For Inland Norway University of Applied
Sciences



INLAND NORWAY UNIVERSITY OF APPLIED SCIENCES

Inland Norway University of Applied Sciences

We are happy to announce that as of January 1st, 2017 Hedmark University of Applied Sciences and Lillehammer University College will merge and become the **Inland Norway University of Applied Sciences**.

Our new institution will operate on six campuses in south-eastern Norway: Lillehammer, Hamar, Blæstad, Elverum, Rena and Evenstad and will have approximately 13 000 students and 952 employees.

Inland Norway University of Applied Sciences will offer:

- 25 one-year study programs
- 28 Bachelor programs
- 31 Master programs and
- 5 PhD programs

Our new academic offer covers a vast number of subject areas including: ecology and agricultural sciences, psychology, sports, law, music, pedagogy, health sciences, social sciences, teacher education, language and literature, biotechnology, film, TV and culture, tourism, animation and game sciences, economics, leadership and innovation.

Our new institution will also offer a broadened study portfolio in English:

Bachelor level (semester programs)	Master programs	PhD programs
Ecology	Applied Ecology	Applied Ecology
Forestry and Wildlife Management	Sustainable Agriculture	Child and Youth Participation and Competence Development
Media	Biotechnology	Teaching and Teacher Education
Psychology	Fine Arts in Film Making	Public and Private Service
Social Sciences	Special Education (practical skills transformative learning)	Innovation
Biotechnology		Audiovisual media
Nordic Outdoor		
Sports and Outdoors Tourism		
Management and Marketing		
Norwegian for International Students – Level III (1-year)		

All our international agreements will remain valid as before and all the commitments of each institution will be transferred and continued by Inland Norway University of Applied Sciences. As a necessary part of the merger, **we will contact each partner in the course of 2017** to revise our institutional agreements and negotiate possible changes in the agreements.

We are looking forward to welcoming your students and continuing our cooperation within our new institution – **Inland Norway University of Applied Sciences**.

As of 1 January 2017, the address of our new website will be www.inn.no.

Kind regards,

Acting Rector Inland Norway University of Applied Sciences



Dr. Anna L. Ottosen

**An Agreement of Cooperation Between
Lillehammer University College, Norway
and
the University of Northern British Columbia, Canada**

I. Preamble

Lillehammer University College and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate one (1) student annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Director of International Office at Lillehammer University College

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence, and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Lillehammer University College will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Lillehammer University College student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Lillehammer University College.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the Lillehammer University College or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.



Dr. Daniel Weeks
President & Vice Chancellor

Date: April 28, 2015

For the University of Northern British Columbia



Lillehammer University College

Postb. 852

N-2604 Lillehammer

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BENTE OHNSTAD

Rector

Date: 8 May 2015

For Lillehammer University College



Motion Number (assigned by Steering Committee of Senate): S-201806.38

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That the terms of reference and membership for the Senate Committee on First Nations and Aboriginal Peoples be approved as proposed.

Effective Date: Upon the approval of Senate

Made by: Heather Sanford, University Secretary

College / Academic Department: Office of the University Secretariat

Program: not applicable

Implications for Other Programs / Faculties? None

Rationale: The changes to the terms of reference and membership for the Senate Committee on First Nations and Aboriginal Peoples are to improve and help the committee achieve quorum. The membership has been decreased to 11 with the community members being removed.

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Other Committee Motion Number / Approval Date: not applicable

Attachment Pages (if applicable): 2 pages (background information)

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201806.03

Moved by: H. Massingham

Seconded by: S. Barton

Committee Decision: CARRIED

Attachments: 2

Approved by SCS: June 20, 2018
Date

Acting Chair's Signature

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

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES (SCFNAP)

Terms of Reference:

1. To review and consider, and to advise or make recommendations to Senate with respect to:
 - Indigenization initiatives that are relevant to, or impact academic planning, academic programming, academic support services or aboriginal students;
 - Development, revision and approval of undergraduate and graduate course offerings and content relating to First Nations and Aboriginal Peoples;
 - Terms of scholarships and bursaries for Aboriginal Students;
 - Admissions and recruitment initiatives specifically developed for Aboriginal Students, and;
 - Agreements or MOUS with educational institutions that contain specific academic commitments or offerings relevant to SCFNAP's scope of work.

The Committee may seek input, advice and expertise both within and outside of the University Community, on a regular or ad hoc basis, as the Committee deems appropriate to effectively fulfill its role.

Membership (11):

- President or designate (*ex-officio* – *University Act, s. 63(c)*)
- Provost (Chair)
- Senior Advisor to the President on Aboriginal Relations
- Chair of the Department of First Nations Studies
- Dean of Regional Programs
- One Aboriginal Graduate Student and one Aboriginal Undergraduate Student, appointed by Senate
- Representative of the WWN
- One of either: Aboriginal Regional Senator, or Aboriginal Lay Senator, appointed by Senate
- Two additional Faculty Members with knowledge, interest and expertise relevant to the work of SCFNAP:
 - (a) One Faculty Senator, elected or appointed by Senate
 - (b) One Faculty Member at Large appointed by Senate (who may also be a Member of Senate)

Chair – Provost

Quorum – Majority

Reporting Month – April

Committee Secretary – University Registrar and Secretary to Senate

Recording Secretary - Governance Officer

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES (SCFNAP)

Terms of Reference:

- To provide guidance, support, and review for the development and delivery of undergraduate and graduate course offerings and content relating to First Nations and Aboriginal Peoples;
- To provide guidance, support, and advice to the Director of the First Nations Centre;
- To encourage appropriate research initiatives related to and with First Nations and Aboriginal Peoples through the establishment of research protocols (in collaboration with the University Research Ethics Board);
- To assist in the development of an institutional research policy for those working with First Nations and Aboriginal People;
- To create motions regarding academic programming and research that relates to First Nations and Aboriginal Peoples for approval by the Senate;
- To encourage appropriate representation of First Nations and Aboriginal Peoples at all levels of the University including the student, staff, faculty, and administrative body;
- To review existing and proposed protocol and affiliation agreements between UNBC and First Nations and Aboriginal communities and educational institutions and to recommend guidelines to Senate for future protocol and affiliation agreements;
- To encourage and support First Nations programs throughout UNBC and to create a university environment that honours the knowledge, language, and traditions of First Nations and Aboriginal People;
- To participate actively in the shared institutional responsibility of upholding the special mandate UNBC has to work with First Nations and Aboriginal People.

Membership:

President (*ex officio*)

Provost

Vice Provost Student Recruitment

One College Dean, appointed by the President

Chair of the Department of First Nations Studies

Four Faculty Members, including:

- a) two faculty Senators
- b) one from each College *

** a faculty member from a college may also be a faculty senator*

Eight Representatives of First Nations/Aboriginal Peoples, including:

- a) one Regional representative
- b) one from an affiliated First Nations/Aboriginal Institution
- c) one from a Prince George Métis association
- d) three Members at large
- e) one from the Lheidli T'enneh Nation
- f) one from the School District 57 Aboriginal Education Board Committee

One Full-Time Aboriginal Student

Aboriginal Lay Representative

Dean of Regional Programs

Director, First Nations Centre

Secretary of Senate (non-voting)

Chair: Provost

Committee Secretary: Director of the First Nations Centre

Recording Secretary: Governance Officer

Quorum: Majority

Reporting Month: April

Meeting Schedule: Monthly



Motion Number (assigned by SCS): S-201806.39

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That the terms of reference and membership for the Senate Committee on Honorary Degrees and Other Forms of Special Recognition be approved as proposed.

Effective Date: Upon the approval of Senate

Proposed by: Heather Sanford, University Secretary

Faculty / Academic Department: Office of the University Secretariat

Implications for Other Programs / Faculties: None

Rationale: The changes to the committee terms of reference and membership are based on feedback from the SCHDSR. The Recording Secretary is also changing from a Governance Officer to the Ceremonies and Protocol Officer.

Attachments: The proposed terms of reference for SCHDSR are attached.

SCHDSR Motion Number: SCHDSR201803.03

SCHDSR Approval Date: March 13, 2018

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201806.04

Moved by: H. Massingham

Seconded by: S. Barton

Committee Decision: CARRIED

Attachments: 2 page

Approved by SCS: June 20, 2018
Date


Chair's Signature

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

SENATE COMMITTEE ON HONORARY DEGREES AND OTHER FORMS OF SPECIAL RECOGNITION

Terms of Reference:

- ~~To recommend to Senate candidates for Honorary Degrees, other forms of special recognition and additions to the list of Convocation.~~
 - ~~To recommend changes to the criteria and qualifications for candidates for honorary degrees or for candidates for addition to the list of Convocation.~~
 - ~~To make recommendations to Senate on any other matter concerning forms of special recognition which the Senate may refer to the Committee.~~
 - ~~To consider, and forward to Senate, recommendations made by the Alumni Association on the selection of a new Chancellor.~~
1. To review, advise or make recommendations to Senate with respect to the following:
 - (a) candidates for Honorary Degrees, other forms of special recognition and additions to the list of Convocation;
 - (b) changes to the criteria, qualifications and the process for awarding honorary degrees or for making additions to the convocation roll, and;
 - (c) other matters concerning forms of special recognition within the scope and jurisdiction of Senate, such as Professor Emeritus, UNBC Senate Student Leadership Award, and other similar types of recognition.
 2. To receive from the Board on behalf of Senate and to provide feedback to the Board on Chancellor Nomination Procedures.
 3. To receive in confidence from and to provide feedback to, the Chancellor Nomination Committee on shortlisted nominees in accordance with the approved Chancellor Nomination Procedures.

Membership:

President (Chair)
Chancellor (*ex-officio*)
Provost
Vice President, Research and Graduate Programs
Vice President, Advancement
~~Two Three~~ Faculty Senators, ~~one from each College~~
One Student Senator
One Lay Senator, a member of the Alumni Association
Secretary of Senate (non-voting)

Chair: President

Committee Secretary: University Registrar as Secretary of Senate

Recording Secretary: ~~Governance Officer~~ Ceremonies and Protocol Officer

Quorum: Majority

Reporting Month: January

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

Terms of Reference:

- To recommend to Senate candidates for Honorary Degrees, other forms of special recognition and additions to the list of Convocation.
- To recommend changes to the criteria and qualifications for candidates for honorary degrees or for candidates for addition to the list of Convocation.
- To make recommendations to Senate on any other matter concerning forms of special recognition which the Senate may refer to the Committee.
- To consider, and forward to Senate, recommendations made by the Alumni Association on the selection of a new Chancellor.

Membership:

President
Chancellor (*ex officio*)
Provost
Vice President, Research and Graduate Programs
Vice President, Advancement
Two Faculty Senators, one from each College
One Student Senator
One Lay Senator, a member of the Alumni Association
Secretary of Senate (non-voting)

Chair: President

Committee Secretary: Secretary of Senate

Recording Secretary: Governance Officer

Quorum: Majority

Reporting Month: January



Motion Number (assigned by Steering Committee of Senate): S-201806.40

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That the procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators be approved as proposed.

Effective Date: Upon the approval of Senate

Proposed by: Heather Sanford, University Secretary

Faculty / Academic Department: Office of the University Secretariat

Implications for Other Programs / Faculties:

Rationale: In accordance with the University Act Section 27 (2)(f) and further to a Board of Governors Motion, the selection procedures require Senate approval.

Attachments: The proposed procedures are attached.

Board Motion Number:

SCHDSR Approval Date: March 13, 2018

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201806.03

Moved by: H. Massingham

Seconded by: M. Mandy

Committee Decision: CARRIED

Attachments: 3

Approved by SCS: June 20, 2018
Date

Acting Chair's Signature

For recommendation to ✓, or information of _____ Senate.

 <h1 style="text-align: center;">PROCEDURES</h1>	Policy No: 	Approval Date: Board Motion # 2018BC06.15.03 Senate Motion # 201806.40
	Approving Authority: <i>Board of Governors and Senate</i> Responsible Executive: <i>President</i>	
Title: <h2 style="text-align: center;"><i>Search Committees for Academic Vice-Presidents and other Senior Academic Administrators</i></h2>		

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, Academic Deans, Senior Academic Directors, the Registrar, the University Librarian and any other senior academic administrator as the Board may designate. The Search Committees 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
 - Monitor and encourage the application of best practices in equity and diversity in the posting and advertising, in the search and interview process, and in the making of hiring recommendations.
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, or Associate-Vice, Presidents</u> for Academic Vice-President searches</p> <p><u>One Vice, or Associate-Vice-President</u> for all other searches</p>	<p>Appointed by the Committee Chair (Academic & Administrative Vice Presidents and Associate Vice-Presidents eligible)</p>	<p>1-2</p>
<p><u>Two Academic Deans</u> (for Academic Vice-Presidents and Academic Deans)</p> <p><u>One Academic Dean</u> for all other searches</p>	<p>Appointed by the Chair in consultation with the Academic 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. When searching for a University Librarian or a University Registrar, the staff representative should be drawn from those offices respectively.</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 equity, 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 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>	

5. These Procedures are effective on approval of both the Board and Senate, and replace any previously approved Selection Procedures and Search Committee Terms of Reference for Senior Academic Administrators covered by these Procedures.

Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF)

THE TERMS OF REFERENCE (TOR) FOR THE CATF ARE ESTABLISHED BY THE UNBC BOARD OF GOVERNORS (BOG) IN CONSULTATION WITH PRESIDENT'S EXECUTIVE COUNCIL (PEC) AND THE ALUMNI ASSOCIATION OF UNBC BOARD OF DIRECTORS (AA). THE RESPONSIBILITY FOR OVERSEEING THE CATF EXISTS WITH THE BOG.

1.0 DEFINITION AND PURPOSE OF CATF

- a. As prescribed by section 11 of the University Act, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate. At UNBC, a Chancellor Advisory Task Force (CATF) will advise the Alumni Association on selecting candidate(s) for consideration. The CATF is chaired by the Alumni Association President and includes members of the Senate and Board of Governors. Its membership will include, but may not be limited to, the following:
- The Alumni Association (AA) President;
 - The AA Governance Director or designate;
 - UNBC Vice-President, External Relations;
 - At least one (1) of the alumni-nominated members on the UNBC Board of Governors (BOG);
 - The UNBC alumni representative from the Senate Committee on Honorary Degrees and Special Recognition (SCHDSR).

The UNBC Alumni Relations Office provides administrative support to the CATF and is the Recording Secretary at the CATF meetings.

2.0 PROCEDURES

- a. Approximately eighteen (18) months before the expiry of a Chancellor's term, the UNBC President will notify the Senate, the BOG, and the AA of the impending vacancy. At the same time, the CATF will develop or review and update, as needed, the terms of reference and criteria for selection of the Chancellor.
- b. The AA President shall issue a call for nominations to the alumni, Senate, the BOG and the University community (including, but not limited to, students, staff, and faculty). At the same time, the call for Chancellor nominations will be made available to the general public via the UNBC website. A nomination form and *Position Description of Chancellor* will be posted on-line at this time. The nominations must include a full biography of the nominee(s).

- c. The CATF shall:
 - I. consider nominees in confidence, recognizing the need for due diligence;
 - II. develop a shortlist in strict confidence;
- d. Once an eligible candidate(s) has been identified by the CATF, the AA President will advise the UNBC President, who will contact the individual(s) to confirm his/her interest.
- e. After confirming interest, the AA President will bring the nomination(s) to an in camera vote at the next AA Board meeting. The AA Board of Directors, acting as representatives of the Alumni Association of UNBC, as per section 5.1 a) of their Constitution and Bylaws, shall approve or decline the nomination(s), based on the criteria outlined in the *Position Description of Chancellor*.
- f. Once a candidate(s) has been nominated by the AA, an alumni BOG member will take the nomination(s) to the BOG Governance Committee, during an in camera meeting. The BOG Governance Committee will approve a single nominee to be put forward as the next Chancellor .
- g. After approval by the BOG Governance Committee, the following steps will be taken:
 - 1) The alumni senator on the CATF leads a discussion at the SCHDSR in regards to the process undertaken to select the Chancellor.
 - 2) The Chair of the SCHDSR will present a report about the nominated candidate and the selection process at the next meeting of the full Senate. This discussion will take place in-camera.
- h. Following consultation with SCHDSR and Senate, the UNBC President will take the nomination to the BOG for approval, during an in-camera meeting.
- i. Once approved by the BOG, the Chair of the Board will notify the candidate.

After notifying the candidate, the Chair of the BOG will publicly announce the appointment. The Chancellor will be installed at the next University Convocation ceremony.

Chancellor Renewal & Appointment Timeline

Appointment – Current Chancellor: **May 01, 2016**

Expiry of first term: **April 30th, 2019**

Target start date for renewal process – **May/June 2018**

Consultation and approval dates for revised **Chancellor Selection Procedures**:

- Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR) consultation and input – October – November, 2017 – *complete*
- Alumni Council – consultation and input – October – November, 2017 – *complete*
- Senate – consultation and input – March – April, 2018 - *complete*
- Board Governance Committee and full Board – **APPROVAL** – June 2018

SCENARIO #1 – May/June 2018 – Chancellor re-offering	
May 2018	Call for Members for the Chancellor Nomination Committee
May/June 2018	Committee convened
June 2018	Committee solicits feedback
September 2018	Committee makes recommendation to the Board. Board re-appoints - Chancellor's Term runs to April 2022. Board does not re-appoint –search process initiated.

SCENARIO #2 – May/June 2018 – Chancellor not re-offering	
June 2018	President announces vacancy – call for Committee Members
September 2018	Chancellor Nomination Committee convened - review process, advertisements and timeline
September/October 2018	Call for confidential Nominations for Chancellor
October/November 2018	Committee convenes to review candidates – shortlist created for consideration by the Alumni Council
November 2018	Alumni Council reviews names. Nomination Committee provides ranked shortlist to the President
December/January 2018	President to present ranked shortlist to SCHDSR (2x)
January 2019	Feedback from SCHDSR to Nomination Committee – Nomination Committee to finalize ranked shortlist
January 2019	President to approach 1 st ranked candidate to determine willingness to serve
February 2019	President provides name and summary of process to full Senate in-camera and provides feedback to Alumni Council.
March 2019	Alumni Council makes formal nomination to the Board – for approval
March 2019	New Chancellor announced – Term commencing May 2019

PROCEDURES

Board Motion No:
2018BC06.15.04

Approval Date:
June 15, 2018

Approving Authority: Board of Governors

Responsible Executive: President

Responsible Administrator: University
Secretary

Title:

Chancellor Nomination, Selection and Appointment

1. Scope

- 1.1. These Procedures cover the nomination, selection, appointment and re-appointment of the University Chancellor.

2. Legislative Framework

- 2.1. The *University Act* of British Columbia provides that the University is to be led by a Chancellor.
- 2.2. Pursuant to section 11 of the *Act*, the Board of Governors appoints the Chancellor on nomination by the alumni association and after consultation with the Senate.
- 2.3. The Chancellor holds office for three years and after that until a successor is appointed. A retiring Chancellor is eligible for reappointment. However, a person may not hold the office of Chancellor for more than six consecutive years, in addition to any period of office held by that person as a result of having been appointed for the unexpired term of a predecessor.

3. Notification of Vacancy – During Chancellor’s Final Term

- 3.1. Approximately twelve (12) months before the expiry of a Chancellor’s *final term*, the President will notify the Senate, the Board of Governors, the Alumni Council, the

Undergraduate and Graduate Student Societies, and the University community, of the impending vacancy.

- 3.2. The Governance Committee of the Board (or equivalent Board Committee designated with this responsibility), in consultation with the Alumni Council and the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (or equivalent Senate Committee designated with this responsibility) will promptly review, and propose revisions if needed, to these Procedures, and to the position profile and any nomination or other forms used in the selection process.

4. Formation and Composition of the Nomination Committee

- 4.1. After notification has been given under section 3.1, a joint nomination and advisory committee (the Nomination Committee) of the Board of Governors, the Alumni Council and Senate will be struck to oversee the process for seeking and considering nominations.
- 4.2. The Committee will be constituted as follows (7 Members):
 - (a) the Chair of the Board of Governors, who will chair the Committee;
 - (b) one member of the Board of Governors appointed or elected by the Governance Committee of the Board;
 - (c) the President of the Alumni Council;
 - (d) one member of the Alumni Council;
 - (e) the President of the University, as Chair of Senate, or designate member of Senate at the President's discretion;
 - (f) one faculty Senator, elected or appointed by Senate
 - (g) one student Senator elected or appointed by Senate
- 4.3. The Board, Alumni Council and Senate will each determine their own method of electing or appointing their respective representatives to the Committee.
- 4.4. The University Secretary will serve as secretary to the Committee and will oversee the confidential process and keep records in accordance with best practices and legislative requirements respecting protection of privacy.

5. Reappointment Procedures – during Chancellor's First Term

- 5.1. If the current Chancellor is eligible for, and agreeable to reappointment, the Nomination Committee will be struck in accordance with s. 4 above, approximately fourteen months (14) months prior to the re-appointment, to allow time for the

procedures outlined in s. 6, and otherwise herein, to occur in the event the Chancellor is not re-appointed and there is an impending vacancy.

- 5.2. The Nomination Committee will solicit feedback in confidence, on the Chancellor's first term. Solicitation of feedback will include members of the Board, the Senate, the Alumni Council and Student Societies, and may include the broader University Community. The Committee will consider whether the Chancellor should be reappointed and will make a confidential recommendation to the Board, and may provide summary supporting information or rationale to the Board if the Committee so desires.
- 5.3. With the recommendation of the Nomination Committee, the Board will determine whether or not to re-appoint the Chancellor for a second term, and will so inform the Committee and the Chancellor.

6. Nomination and Selection Process

- 6.1. In the event of an impending vacancy, a Nomination Committee shall be struck and shall issue a call for nominations to the Alumni, the Alumni Council, the Senate, the Board of Governors, the Student Societies, and to the broader University Community. If a Nomination Committee has been struck for the purposes of s. 5, and the Board does not reappoint a Chancellor that Committee will continue to serve for the purposes of this section.
- 6.2. The call for nominations is to include the position profile, nomination form and information about process and proposed timelines, and the call will remain open until the Board has appointed a Chancellor.
- 6.3. The Committee will:
 - (a) Consider nominees, in confidence, recognizing the need for due diligence. Reasonable due diligence in a confidential process may include receipt and review of a nominee's bio or *curriculum vitae* and review of publically accessible information about a nominee, and may include, at the Committee's discretion and with permission of a nominee, personal reference checks.
 - (b) Develop a shortlist and request that the President, as Chair of Senate, present the name(s) and *curriculum vitae*(s) or equivalent background information, of the intended nominee(s) to the appropriate Senate Committee in strict confidence in a closed meeting and, in a subsequent closed meeting of that Committee, that the President solicit feedback on the intended nominee.

- (c) Receive and consider feedback from the Senate Committee and determine whether to amend the shortlist.
 - (d) Finalize a shortlist and consult with the Alumni Council on the short list in strict confidence.
 - (e) Prepare a ranked shortlist from amongst those nominees acceptable to the Alumni Council and ask the President to approach the preferred candidate to ascertain willingness to serve. Should the candidate decline to offer to serve as Chancellor, the Committee will ask the President to approach the next highest ranked candidate.
- 6.4. Should the preferred candidate agree to serve, the President will present the candidate's name in strict confidence to Senate, in a closed meeting, along with a summary of the process followed.
- 6.5. The President will relay feedback provided by Senate to the Alumni Council prior to the Council making a final decision to formally recommend the appointment to the Board of Governors.
- 6.6. On receipt of the nomination from the Alumni Council and a report on the process followed provided by the Committee Secretary, the Board may either appoint the nominated candidate as Chancellor, or may refuse to appoint and refer the matter back to the Nomination Committee to nominate an alternate candidate.

7. Resignation or Vacancy for Other Reasons

- 7.1. Should a Chancellor resign or be unable or unwilling to serve for any reason during their Term, the process outlined herein will be followed, but timelines may be adjusted as deemed necessary or appropriate by the Board, after consultation with the Alumni Council and Senate.

8. Policy Replaces the Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF)

- 8.1. This Policy is effective on approval of the Board and replaces the Terms of Reference for the UNBC Chancellor Advisory Task Force, approved by the Board in June 14, 2014 M 2014BP06.14.07).

 <p style="text-align: center;">POLICY</p>	Policy No:	Approval Date: Senate Motion # Board Motion #
	Approving Authority: Senate and Board of Governors Executive Responsible: Vice President Research and Graduate Programs	
Title: <p style="text-align: center;">Postdoctoral Fellows</p>		
Background & Purpose: Postdoctoral Fellows (PDFs) are valued members of the UNBC community and make important contributions to their field and to the research environment of the University. This Policy and the associated Postdoctoral Fellow Guide (the "Guide") provide a framework to support the appointment and the effective participation of PDFs in the UNBC Research Environment.		

1.0 Scope and Interpretation

This policy applies to postdoctoral fellows, and to the faculty members who act as their supervisors.

2.0 Definitions

2.1 **2.1 Postdoctoral Fellow (PDF):** A PDF is an individual who has completed a doctoral degree and is seeking the opportunity to train further in a particular area of research. A PDF is a member of a research group or an individual researcher working under the general supervision of a faculty member and may assist with the supervision of graduate students.

A PDF could be funded by a research grant held by the Faculty Supervisor or by an external competitive fellowship from National, Provincial or a foreign country agency. PDFs are, in essence, trainees. In light of the transitional nature of their status, postdoctoral fellowships are time-limited and are not on-going.

A PDF could receive an additional appointment as a Part time Instructor involved in undergraduate and/or graduate lecturing, laboratory instruction, tutorials and supervision of undergraduate projects if desired and available in their field of research.

A PDF is invited by a UNBC faculty member and accepted to carry on advanced research at the University of Northern British Columbia.

2.2 **Faculty Supervisor:** A Faculty Supervisor is a member of the UNBC faculty who has

primary responsibility for the recruitment, supervision and evaluation of the PDF consistent with the process outlined in The Guide.

2.3 **Postdoctoral Fellow Guide:** The Postdoctoral Fellow Guide (the Guide), attached to this Policy as Appendix A, outlines procedures for appointments and renewals, expectations, benefits, access to university resources, and other general and specific information to support the effective and consistent implementation of this Policy, and the successful integration of the PDF into the UNBC research environment.

3.0 Appointment

3.1 **Criteria for Appointment:** A PDF must meet the following criteria:

- Completed a doctoral degree within the previous five years, or will be awarded a PhD within six months of beginning the Fellowship (having completed all requirements for their PhD prior to beginning the Fellowship), or has been awarded either a MD , DDS or DVM¹ degree within the previous ten years;
- The appointment is preparatory for a full-time academic and/or research career;
- The incumbent is not registered in another training program (e.g. clinical post graduate training).
- The appointment is temporary;
- Normally the appointment involves full time engagement in research and/or scholarship. The terms of the appointment may be deferred, in which case an agreement in writing is required.

3.2 **Exceptions** will be considered by the Vice-President Research and Graduate Programs (the Vice-President) where the research career has been interrupted by circumstances such as parental responsibilities or illness.

3.3 **Duration and Renewal of Appointment**

All PDF's must hold a formal appointment at UNBC, regardless of the funding source. PDF appointments are for up to two years, and may be renewed, depending upon funding and satisfactory review, one year at a time, up to 3 years. With appropriate written approval from the Faculty Supervisor and documented funding, appointments may be extended by the Vice-President. The maximum duration of a PDF appointment at UNBC is 5 years in total.

3.4 **Requirement for Supervision:** All PDFs must have a Faculty Supervisor.

4. Roles and Responsibilities

4.1 **Authority to Appoint:** PDF appointments are made by the Vice- President, in accordance with,

¹ MD= Medical Degree; DDS=Doctor of Dental Surgery; DVM=Doctor of Veterinary Medicine

and in the form prescribed in, the Guide. The Letter of Appointment must be made with the express support of and acknowledgement of supervisory responsibility by the Faculty Supervisor.

- 4.2 **Acceptance:** Acceptance of an appointment as a PDF must be in writing in accordance with, and in the form prescribed, in the Guide.
- 4.3 **Terms of Appointment:** The terms of appointment are determined by the Faculty Supervisor and reviewed by the Vice President. Where a PDF is funded through an external agency, the terms of appointment of that agency, including remuneration will apply. Where a conflict is identified by the PDF or the Faculty Supervisor, between an external agency's terms, or policies, and any policies or bargained commitments applicable at UNBC, the Vice-President shall ensure that such issues are resolved, and that the parties have clarity, before an appointment is made or accepted. In the absence of specific terms or policies provided by the external agency, the appropriate UNBC policies will apply.

4.4 **Intellectual Property and Publication Rights:** The PDF is expected to read and adhere to UNBC's policies on Intellectual Property and Publication Rights. It is encouraged that the UNBC Intellectual Property Policy and General Research Ethics Policy to facilitate a discussion with their supervisor about his/her role as a co-investigator and researcher. The supervisor can help identify and interpret the implications of these general policies to the field of study being pursued, reflecting the norms and codes of conduct appropriate to the discipline. An agreement between the PDF and the Faculty Supervisor must be developed and documented about intellectual property and publication rights and responsibilities.

~~4.4 The agreement should be discussed and agreed upon before the PDF assumes his/her responsibilities with the Faculty Member. This is required in order to avoid legal questions about duties, working hours, vacation time, etc. and in particular ownership of research results. It is the joint responsibility of the Faculty Supervisor and PDF to develop and document, at the start of the appointment, a clear agreement about intellectual property and publication rights and responsibilities, which must comply with UNBC's Policies on Intellectual Property.~~

4.5 **Instruction and supervision of students:** At the discretion of the Faculty Supervisor and with the explicit consent of the Faculty Supervisor, and in consultation with the Program Chair and appropriate Dean, and in compliance with any bargained commitments with UNBC employee groups, a PDF may participate in teaching, lecturing, laboratory instruction, tutorials, and supervision of undergraduate students or assisting in the supervision of graduate students, if desired. PDFs are not required or expected to take on teaching responsibilities.

4.6 **Administration of the Policy and Procedural Responsibility:** The Vice President has the primary responsibility for the administration of this Policy, which includes the authority to approve, and from time to time amend procedures enacted to give effect to the Policy.

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5. Conflict Resolution

- 5.1 In the event of a disagreement between a PDF and her/his Faculty Supervisor concerning duties or responsibilities, it will be the responsibility of the Program Chair to encourage informal, amicable and prompt settlement of such disagreements. If this is unsuccessful, the PDF should consult sequentially the Dean of the College, and then the Vice President, who will mediate the disagreement, either directly or through delegation. The best way to handle a problem between a Postdoctoral Fellow and his/her Supervising Faculty Member is to identify it when it first arises, and collaborate on finding a solution. Unresolved problems may be brought to the attention of the Chair of the Program/Department, who may act as an Ombudsperson in any dispute of a serious nature where a neutral third party may be required. The Office of Research and Dean's office can also be contacted at any time for assistance.

6. Interpretation

- 6.1 Questions of interpretation and application of this Policy or its procedures shall be referred to the Vice President, whose decision shall be final.

7.0 Effective Date

- 5.1 This Policy is effective on approval of Senate and the Board of Governors, and replaces the UNBC *Statement of Principles on the Treatment of Postdoctoral Fellows* Policy [Senate Motion S-200308.44].

 <p style="text-align: center;">POLICY</p>	Policy No: Click here to enter text.	Approval Date: Click here to enter text.
	Keywords: (Search terms) Postdoctoral, Postdoc, doctoral, fellow, fellowship, research, faculty, supervisor	Most Recent Revision: Click here to enter text.
Executive Responsible: Vice President Research		
Title: (Maximum of 10 words) <p style="text-align: center;">Postdoctoral Fellows</p>		
Classification: <input type="checkbox"/> PE – Executive (President, VP or PEC) <input type="checkbox"/> A – Senate – Academic <input type="checkbox"/> B – Board – Administration <input checked="" type="checkbox"/> C – Board & Senate - Institutional		
Background & Purpose: <p>Postdoctoral Fellows (PDFs) are valued members of the UNBC community and make important contributions to their field and to the research environment of the University. This Policy and the associated Postdoctoral Fellow Guide (the “Guide”) provide a framework to support the appointment and the effective participation of PDFs in the UNBC Research Environment.</p>		

Policy: A University Policy is a **principle-based** statement with broad application throughout the University. It is binding on members of the UNBC community. A University Policy supports and prescribes behavior consistent with UNBC’s mission and core values. The subject matter is such that it requires Board, Senate, Presidential or Vice-Presidential authority for approval or revision. A University Policy promotes good governance, operational efficiencies and management practices and reduces institutional risk.

1.0 Scope

This policy applies to postdoctoral fellows, and to the faculty members who act as their supervisors.

2.0 Definitions

2.1 Postdoctoral Fellow (PDF): A PDF is an individual who has completed a doctoral degree and is seeking the opportunity to train further in a particular area of research. A PDF is a member of a research group or an individual researcher working under the general supervision of a faculty member and may assist with the supervision of graduate students.

A PDF could be funded by a research grant held by the Faculty Supervisor or by an external competitive fellowship from National, Provincial or a foreign country agency. PDFs are, in essence, trainees. In light of the transitional nature of their status, postdoctoral fellowships are time-limited and are not on-going.

A PDF could receive an additional appointment as a Part time Instructor involved in undergraduate and/or graduate lecturing, laboratory instruction, tutorials and

supervision of undergraduate projects if desired and available in their field of research.

A PDF is invited by a UNBC faculty member and accepted to carry on advanced research at the University of Northern British Columbia.

2.2 **Faculty Supervisor:** A **Faculty Supervisor** is a member of the UNBC faculty who has primary responsibility for the recruitment, supervision and evaluation of the PDF consistent with the process outlined in The Guide.

2.3 **Postdoctoral Fellow Guide:** The **Postdoctoral Fellow Guide (the Guide)** outlines procedures for appointments and renewals, expectations, benefits, access to university resources, and other general and specific information to support the effective and consistent implementation of this Policy, and the successful integration of the PDF into the UNBC research environment.

3.0 Appointment

3.1 **Criteria for Appointment:** A PDF must meet the following criteria:

- Completed a doctoral degree within the previous five years, or will be awarded a PhD within six months of beginning the Fellowship (having completed all requirements for their PhD prior to beginning the Fellowship), or has been awarded either a MD, DDS or DVM¹ degree within the previous ten years;
- The appointment is preparatory for a full-time academic and/or research career;
- The incumbent is not registered in another training program (e.g. clinical post graduate training).
- The appointment is temporary;
- Normally the appointment involves full time engagement in research and/or scholarship. The terms of the appointment may be deferred, in which case an agreement in writing is required.

3.2 **Exceptions** will be considered by the Vice-President Research where the research career has been interrupted by circumstances such as parental responsibilities or illness.

3.3 **Duration and Renewal of Appointment**

All PDF's must hold a formal appointment at UNBC, regardless of the funding source. PDF appointments are for up to two years, and may be renewed, depending upon funding and satisfactory review, one year at a time, up to 3 years. With appropriate written approval from the Faculty Supervisor and documented funding, appointments may be extended by the Vice-President Research. The maximum duration of a PDF appointment at UNBC is 5 years in total.

3.4 **Requirement for Supervision:** All PDFs must have a Faculty Supervisor.

4.0 Roles and Responsibilities

¹ MD= Medical Degree; DDS=Doctor of Dental Surgery; DVM=Doctor of Veterinary Medicine

- 4.1 **Authority to Appoint:** PDF appointments are made by the Vice- President Research, in accordance with, and in the form prescribed in, the Guide. The Letter of Appointment must be made with the express support of and acknowledgement of supervisory responsibility by the Faculty Supervisor.
- 4.2 **Acceptance:** Acceptance of an appointment as a PDF must be in writing in accordance with, and in the form prescribed, in the Guide.
- 4.3 **Terms of Appointment:** The terms of appointment are determined by the Faculty Supervisor and reviewed by the Vice President Research. Where a PDF is funded through an external agency, the terms of appointment of that agency, including remuneration will apply. Where a conflict is identified by the PDF or the Faculty Supervisor, between an external agency's terms, or policies, and any policies or bargained commitments applicable at UNBC, the Vice-President Research shall ensure that such issues are resolved, and that the parties have clarity, before an appointment is made or accepted. In the absence of specific terms or policies provided by the external agency, the appropriate UNBC policies will apply.
- 4.4 **Intellectual Property and Publication Rights:** The PDF is expected to read the UNBC [Intellectual Property Policy](#) and [General Research Ethics Policy](#) to facilitate a discussion with their supervisor about his/her role as a co-investigator and researcher. The supervisor can help identify and interpret the implications of these general policies to the field of study being pursued, reflecting the norms and codes of conduct appropriate to the discipline. An agreement between the PDF and the Faculty Supervisor must be developed and documented about intellectual property and publication rights and responsibilities. The agreement should be discussed and agreed upon before the PDF assumes his/her responsibilities with the Faculty Member. This is required in order to avoid legal questions about duties, working hours, vacation time, etc. and in particular ownership of research results. It is the joint responsibility of the Faculty Supervisor and PDF to develop and document, at the start of the appointment, a clear agreement about intellectual property and publication rights and responsibilities, which must comply with UNBC's Policies on Intellectual Property.
- 4.5 **Instruction and supervision of students:** At the discretion of the Faculty Supervisor and with the explicit consent of the Faculty Supervisor, and in consultation with the Program Chair and appropriate Dean, and in compliance with any bargained commitments with UNBC employee groups, a PDF may participate in teaching, lecturing, laboratory instruction, tutorials, and supervision of undergraduate students or assisting in the supervision of graduate students, if desired. PDFs are not required or expected to take on teaching responsibilities.
- 4.6 **Administration of the Policy and Procedural Responsibility:** The Vice President Research has the primary responsibility for the administration of this Policy, which includes the authority to approve, and from time to time amend, procedures to give effect to this Policy.

5.0 Conflict Resolution

5.1 In the event of a disagreement between a PDF and her/his Faculty Supervisor concerning duties or responsibilities, it will be the responsibility of the Program Chair to encourage informal, amicable and prompt settlement of such disagreements. If this is unsuccessful, the PDF should consult sequentially the Dean of the College, and then the Vice President Research, who will mediate the disagreement, either directly or through delegation. The best way to handle a problem between a Postdoctoral Fellow and his/her Supervising Faculty Member is to identify it when it first arises, and collaborate on finding a solution. Unresolved problems may be brought to the attention of the Chair of the Program/Department, who may act as an Ombudsperson in any dispute of a serious nature where a neutral third party may be required. The Office of Research and Dean's office can also be contacted at any time for assistance.

6.0 Interpretation

6.1 Questions of interpretation and application of this Policy or its procedures shall be referred to the Vice President Research, whose decision shall be final.

7.0 Related Policies and Procedures

7.1 UNBC Postdoctoral Fellow Guide –attached as Appendix A.

PROCEDURES

Procedures: *A Procedure outlines the process or steps to be followed to give effect to a University Policy. A Procedure may be amended by the Responsible Executive (President or Vice-President) provided that any such amendments are consistent with the relevant University Policy(s) and are reported to the appropriate Approving Authority in a timely manner. Procedures may be presented in the same document as the Policy, or where there are multiple procedures under a single policy they may be listed here and linked. If there are no Procedures arising from this Policy, please note that.*

1.1 Procedures related to this policy are described in detail in the Postdoctoral Fellow Guide, which is maintained by the Office of Research. Any amendments made to the Postdoctoral Fellow Guide are to be approved by the Vice President Research, and the Research website updated as appropriate.

*The April 2015 version of the Guide is attached as Appendix A.

SUBJECT: STATEMENT OF PRINCIPLES ON THE TREATMENT OF POSTDOCTORAL FELLOWS**1. Purpose**

This policy will provide a framework for Postdoctoral Fellows, as defined below, who are accepted to carry on further research, for a limited period of time, under the supervision of faculty members at the University of Northern British Columbia.

2. Scope

This policy applies to postdoctoral researchers who are funded through fellowships provided by either an external agency or through research grants or contracts held by UNBC faculty members, and to the faculty members who act as their supervisors.

3. Authority

The Vice President Research has primary responsibility for administration of this policy. If funded through external agencies, the terms of appointment, including remuneration, for postdoctoral fellows are normally set at least in part by the external agency and the policies of that agency will apply. In the absence of specific policies provided by the external agency, the appropriate UNBC policies will apply.

4. Definitions

Postdoctoral Fellows (PDFs) are valued members of the UNBC community and make important contributions to the research environment of the University. PDFs are individuals who, having completed a doctoral degree within the previous four years, elect to undertake advanced research at the University of Northern British Columbia in association with one or more UNBC faculty members. PDF appointments are for a limited period of time, usually one to three years. Research work more than three or four years after the doctoral degree is earned is normally conducted by graduate students or by employees of the university who are appointed as research associates, tenure-stream faculty members, or tenured faculty.

Faculty Supervisor

PDFs normally work under the general supervision of a faculty member who is a regular member of the UNBC faculty and who has primary responsibility for the recruitment, and supervision of the PDF. All PDFs must have a Faculty Supervisor.

5. Recruitment/Selection

A faculty member who has funding to support a PDF will normally solicit the advice and assistance of the UNBC Human Resources Department. Recruitment of PDFs may be by whatever method is appropriate; e.g.: advertising in appropriate local, national or international journals, newspapers or electronic media, personal contacts, or response to enquiries.

6. Terms and Conditions of Appointment

Individual faculty members or a group of faculty may invite a PDF to join them as a junior research colleague. As noted above, one faculty member must be designated as the Faculty Supervisor. The letter of appointment from the President of UNBC will specify:

- position title
- the term of appointment
- salary and benefit arrangements (whether funding is from external or internal sources or a combination of both)
- the nature of the research to be undertaken
- any conditions or opportunities that may apply

Acceptance of the appointment letter must be in writing. For a PDF to be recognized at UNBC all appropriate appointment documentation must be completed and submitted to the Human Resources Department (appointment form, C.V., social insurance number, employment authorization if a non-Canadian).

7. Responsibilities of PDFs

PDFs are required to adhere to all applicable University Policies (www.unbc.ca/policy/). Each PDF is responsible to her/his Faculty Supervisor for the satisfactory performance of the research activities specified in the Invitation Letter; failure to perform satisfactorily constitutes cause for termination, irrespective of the source of funding.

It is recognized that PDFs may wish to obtain teaching experience. Therefore, PDFs may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects and assistance with the supervision of graduate students. Arrangements to participate in teaching should be made with the Faculty Supervisor, the Chair of the program, and the College Dean. Teaching activity must be consistent with the relevant University Policies and Regulations and with agreements with UNBC employee groups.

PDFs do not have voting privileges with respect to University level governance or elections. However, programs may make provision for participation of PDFs in Program governance.

8. Responsibility of Supervisor

When recruiting PDFs, faculty members must adhere to appropriate UNBC Human Resources policies and all relevant legislation, such as the Human Rights Code of British Columbia and the Canada Immigration Act. The Faculty Supervisor, Program Chair, and/or Dean are responsible for orienting PDFs to the Program and College. The grant-holder or faculty supervisor is responsible for orientation to the work site, and for providing information about performance expectations, standards for work, safety procedures and ethical/scholarly integrity issues.

It is the responsibility of the Faculty Supervisor to make the PDF aware of the University services and facilities available to PDFs; some of these are described in Appendix A to this policy, and will be updated from time-to-time by the Office of the Vice President Research.

It is the responsibility of the Faculty Supervisor to develop and document, at the start of the appointment, a clear agreement with the PDF about intellectual property and publication rights and responsibilities which must conform with the UNBC policies on intellectual property.

9. Compensation

PDFs may be funded from external awards, by University endowment or operating funds, by payments from grants or contracts held by faculty, or from a combination of sources. Stipends payable to PDFs who are funded externally are normally determined by the external agency.

Where no specific stipend or salary range is mandated the PDF's compensation is based on his/her relevant qualifications, experience and responsibilities and is subject to negotiation between the Faculty Supervisor and the PDF. However the minimum salary for a Grant PDF will normally be the minimum payable to postdoctoral fellows from NSERC grants under current NSERC regulations.

Benefits apply only to those PDFs whose salaries are paid through UNBC's Human Resources Department and who do not have personal funding from external sources and/or competitive fellowship programs. Persons not eligible for benefits are advised to make private arrangements for benefit plans and insurance coverage.

All employees of UNBC receive Worker's Compensation coverage and the employer's contribution to Canada Pension Plan and Employment Insurance. Deductions are made for Federal and Provincial Tax and for employee contributions to the Employment Insurance Program and Canada Pension Plan. The length of appointment will determine the benefit program eligibility for PDFs. Their benefit coverage will be the same as that for UNBC term employees. There are three categories of term employment (each with corresponding benefit packages): 1 year or greater; 6 months to 1 year and 2 months to 6 months.

For complete information on benefit entitlement, please see the "Benefit Entitlement Guide" at www.unbc.ca/hr/entitlements.html. Hours of work, Vacation, Maternity and Parental Leave, and Termination of Employment are governed by the Employment Standards Act of BC.

10. Achievement

Publication of research results and development of patentable or licensable products are typical standards of achievement for a PDF. It is expected that PDFs will be appropriately recognized for their contributions to publications and patents, and will appropriately recognize the contributions of others.

11. Conflict Resolution

In the event of disagreement between a PDF and her/his Faculty Supervisor concerning duties or responsibilities, it will be the responsibility of the Program Chair to encourage informal, amicable and prompt settlement of such disagreements. If this is unsuccessful the PDF should consult sequentially the Dean of the College, then the Vice President Research, who will mediate the disagreement, either directly or through delegation.

12. Interpretation

Questions of interpretation and application of this Policy or its procedures shall be referred to the Vice President Research, whose decision shall be final.

Appendix A

Access to University Services and Facilities

A range of services and facilities are available to members of the campus community. Those available to PDFs include but are not limited to the following.

The UNBC Library (<http://lib.unbc.ca/>) will provide PDFs with a card allowing the same privileges as UNBC faculty members.

UNBC Computing Services offers PDFs internet and email privileges under the category "Other." <http://cts.unbc.ca/>

The UNBC International Programs Office is available to assist international PDF's on issues such as visas and medical insurance. <http://www.unbc.ca/international/>.

The University/Industry Liaison Office (UILO) is the primary organizational structure responsible for technology transfer at UNBC and can assist PDFs in commercialization of their intellectual property - consult <http://www.unbc.ca/uiilo/>

Although PDFs are not eligible to apply for research funding themselves, the Office of Research can provide information on opportunities for external funding for future reference or for application by the Faculty Supervisor - consult <http://www.unbc.ca/research/>

UNBC Fitness Centre will provide memberships to PDFs under the same terms as members of the UNBC Faculty Association - consult <http://www.unbc.ca/fitness/>.

UNBC Health, Counseling and Career Centre offers PDFs emergency medical care, personal counseling, career counseling and crisis intervention - consult <http://www.unbc.ca/counsel/careercentre>

Space in the University residences is very difficult to obtain, because students are given priority; however, the Office of Housing Services maintains a directory of off-campus housing possibilities that is available to PDFs - consult: <http://www.unbc.ca/housing/>. PDFs arriving in the summer may find temporary accommodation on-campus via Conference and Guest Accommodations - consult <http://www.unbc.ca/conference/>.

Although not a University service, the facilities of the UNBC Childcare Society can provide care on campus for children of PDFs - consult <http://www.unbc.ca/daycare/>

Postdoctoral Fellow Guide

2015

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PREFACE

The Office of Research welcomes you to UNBC. This Guide has been written to support and recognize both Postdoctoral Fellows and Faculty Supervisors as valuable members of our research community. This guide is meant to initiate important conversations pertinent to developing a collegial working relationship and to clarify administrative requirements.

In the event of a conflict between approved university policy and the guide, policy will take precedence. The Office of Research will maintain this guide; any corrections, suggestions, or changes identified should be forwarded to the Office of Research (subject: PDF Guide).

DEFINITION OF A POSTDOCTORAL FELLOW

A Postdoctoral Fellow (“PDF”) is an individual who has completed a doctoral degree and is seeking the opportunity to train further in a particular area of research. A PDF is a member of a research group or an individual researcher working under the general supervision of a faculty member and may assist with the supervision of graduate students.

A PDF could be funded by a research grant held by the Faculty Supervisor or by an external competitive fellowship from National, Provincial or a foreign country agency. PDFs are, in essence, trainees. In light of the transitional nature of their status, postdoctoral fellowships are time-limited and are not ongoing.

A PDF could receive an additional appointment as a Part Time Instructor involved in undergraduate and/or graduate lecturing, laboratory instruction, tutorials and supervision of undergraduate projects if desired and available in their field of research.

CRITERIA FOR APPOINTMENT

A PDF must meet the following criteria:

- Completed a doctoral degree within the previous five years, or will be awarded a PhD within six months of beginning the Fellowship (having completed all requirements for their PhD prior to beginning the Fellowship), or has been awarded either a MD , DDS or DVM degree within the previous ten years;
- The appointment is preparatory for a full-time academic and/or research career;
- The incumbent is not registered in another training program (e.g. clinical post graduate training).
- The appointment is temporary;
- Normally the appointment involves full time engagement in research and/or scholarship. The terms of the appointment may withstand deferment, in which case an agreement in writing is required.

Exceptions will be considered by the Vice-President Research where the research career has been interrupted by circumstances such as parental responsibilities or illness.

APPOINTMENT PROCEDURES

Faculty Recruitment of a PDF

A Faculty Member interested in recruiting a PDF may post the position description on the university website with support from Human Resources or in journals and discipline specific organizations' websites, and other professional sites suited to attract the best candidate in the field. However, advertising is not required for PDFs. From time to time faculty members are approached by a potential PDF to pursue a training opportunity.

When recruiting PDFs, Faculty Members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation, such as the [Human Rights Code](#) and [Labour Relations Code](#) of British Columbia and the [Canada Immigration and Refugee Protection Act](#). [UNBC's employment equity](#) goals will be considered when recruiting PDFs, and a working agreement for the PDF position, as described later on in this guide, must be composed by the Faculty Supervisor.

Most often a faculty member who has funding to support a PDF will conduct the selection process personally, or with other faculty members if there is joint funding for the position. Fellowships funded by external agencies are awarded by an adjudication process established by the external agency. In all cases, faculty members are encouraged to obtain letters of reference as well as following up with references either in person or by phone prior to offering a PDF appointment.

The Postdoctoral Fellow Intake Form (found in Appendix I, and posted as a fillable form on both the Research and Human Resources webpages) will be completed for the successful candidate by the Faculty Supervisor with support from the Research Personnel Co-ordinator. Information included in this form will be used to produce the Letter of Appointment, and to facilitate the PDFs access to UNBC resources.

Postdoctoral Fellow Application

If the position is posted by the Human Resources Department, applicants will be required to submit their resume and proof of education quoting the competition number. PDF postings are found on the UNBC website under [Career Opportunities/staff-postings](#) as managed by the Human Resources Department. Only shortlisted candidates will be contacted by the Faculty Member recruiting a PDF.

Letter of Appointment & Working Agreement

The successful candidate will receive a Letter of Appointment from the Vice-President Research/designate. It is essential that the Faculty Supervisor prepare a written working agreement for inclusion in the Letter of Appointment, ideally in communication with the PDF.

The working agreement will contain the position title; hours of work; duration of the appointment; terms of renewal; amount and nature of the compensation, applicable benefits; vacation period; the nature of the research to be undertaken and the general confidentiality agreement statement:

"A Postdoctoral Fellow is expected to maintain confidentiality of sensitive/proprietary information, programmes, and data that may be developed in their work or which they may have access to during the course of their appointment. This obligation survives the termination, for any reason, of this Agreement."

The Letter of Appointment will contain any other applicable conditions or opportunities for the position that may apply, such as funding agency and health insurance requirements.

Acceptance of the Letter of Appointment must be in writing. A signed copy of the Letter of Appointment needs to be returned to the Office of the Vice-President Research confirming acceptance of the terms of the appointment.

Documentation Required

All PDFs must hold a formal appointment at UNBC, regardless of the funding source.

PDF appointments are for up to two year terms, and may be renewed, upon satisfactory review and secured funding, for one year terms. The maximum duration of a PDF appointment at UNBC is 5 years in total.

The following documentation is required for all appointments:

- Copy of the Letter of Appointment signed by the PDF;
- Copy of Doctorate Degree, or proof of completion of all requirements for PhD;
- Proof of legal entitlement to perform work for UNBC;
- Current curriculum vitae – education and relevant work and professional experience sections only;
- Canadian Social Insurance Number (only if being paid through UNBC);
- Completed [Postdoctoral Fellow Intake Form](#). The form will facilitate the PDF's appointment information being entered into the university system, and is needed to process university identification, library access, UNBC phone number, and e-mail address.

The following documentation is also required for foreign academics:

- Copy of a valid work permit;
- For unpaid appointments where the Canadian Social Insurance Number (SIN) is not provided, a copy of one of the following:
 - a passport;
 - birth certificate;
 - Citizenship card.

Termination of Appointment

An appointment may be terminated at any time by the University for cause (a material breach, or failure to meet the specified service standards), in which case the Postdoctoral Fellow is not entitled to any further payments beyond those earned for services provided up to the date of the termination of the appointment. Early termination of the appointment may also occur if either party provides two months' notice in writing to the other party, or, in the case of the University, if it provides a payment in lieu of notice equivalent to the stipend that would have been earned over the course of the notice period.

PDF'S CAREER AT UNBC

PDF and Faculty Supervisor

The Faculty Supervisor is one of the most important links between the PDF and the university. The university expects that the Faculty Supervisor/PDF relationship will be one of mutual respect and consideration. The policies and practices of the university are geared to equitable treatment of all appointees with a measure of consistency; however, written materials cannot cover every situation. The Supervising Faculty Member has some latitude and discretion in handling individual situations as they arise.

Besides the PDF, the Faculty Supervisor is the person most responsible for the continuing development of the PDF. The university encourages individual growth and the Faculty Supervisor is in a good position to help determine what actions should be taken to ensure development within the university environment. The UNBC policy on Postdoctoral Fellows should be reviewed by both PDF and Supervising Faculty Members. The primary responsibilities for each role in the Faculty Supervisor/PDF relationship are provided here.

RESPONSIBILITIES OF THE PDF

Each PDF is responsible to her/his faculty supervisor for the satisfactory performance of the research activities specified in the Letter of Appointment; failure to perform satisfactorily constitutes cause for termination, irrespective of the source of funding. PDFs are required to adhere to all applicable [university policies](#), some of which are described later in this guide.

The PDF is expected to read the UNBC [Intellectual Property Policy](#) and [General Research Ethics Policy](#) to facilitate a discussion with their supervisor about his/her role as a co-investigator and researcher. The supervisor can help identify and interpret the implications of these general policies to the field of study being pursued, reflecting the norms and codes of conduct appropriate to the discipline.

An agreement between the PDF and the Faculty Supervisor must be developed and documented about intellectual property and publication rights and responsibilities. The agreement should be discussed and agreed upon before the PDF assumes his/her responsibilities with the Faculty Member. This is required in order to avoid legal questions about duties, working hours, vacation time, *etc.* and in particular ownership of research results.

PDFs may wish to obtain teaching experience, and therefore may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects and assistance with the supervision of graduate students. Arrangements to participate in teaching should be made with the Faculty Supervisor, the Chair of the Program/Department and the College Dean. Teaching activity must be consistent with the relevant University Policies and Procedures and with agreements with UNBC employee groups.

PDFs do not have voting privileges with respect to University Level Governance or Elections. However, programs may make provision for participation of PDFs in Program Governance.

RESPONSIBILITIES OF THE SUPERVISOR

When recruiting PDFs, faculty members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation as described in the earlier section “Faculty Recruitment of a PDF”.

The Faculty Supervisor must prepared a written working agreement to be incorporated into the Letter of Appointment that provides the PDF with an outline of the position’s duties and responsibilities. It is the responsibility of the Faculty Supervisor to develop and document a clear agreement with the PDF about intellectual property, publication rights and responsibilities, at the start of the appointment, which must conform to the UNBC policy on intellectual property.

The PDF’s orientation to the program and college are the responsibility of the Faculty Supervisor. A request for office and/or lab space for the PDF must be initiated by the Faculty Supervisor through use of the [Space Allocation REQUEST Form](#). The PDF’s orientation to the work site, and information about performance expectations, standards for work, safety procedures and ethical/scholarly integrity issues are the responsibility of the grant-holder and Faculty Supervisor. It is the responsibility of the Faculty Supervisor to make the PDF aware of

the university services and facilities available to PDFs, some of which are described at the end of this guide.

The PDF and their Faculty Supervisor must identify appropriate professional growth and career advancement goals and meet regularly to assess progress to ensure that goals are being achieved during the appointment at UNBC. Faculty working in team environments are encouraged to select PDFs who will contribute to their research team, and in turn, the research team will be able to provide the support and resources needed for the PDF to contribute to their field of interest through publications, professional presentations, and teaching/mentoring the activities of junior researchers and graduate students. Performance Reviews will be provided to the PDF in a timely manner by the Faculty Supervisor and both should keep a record for future purposes (eg. reference material for letters of support and references, job interviews, etc.).

If the Faculty Supervisor plans to be on sabbatical leave during their PDFs appointment, it is up to the Faculty Supervisor to arrange communication and mentoring options for the PDF, as well as on campus signing authority during their absence. These arrangements should be communicated by the Faculty Supervisor to both the PDF and the Program/Department Chair prior to the sabbatical leave.

Orientation

The Faculty Supervisor, is responsible for orienting PDFs to the Program/Department and College. Program/Departmental or College administrators prepare written materials about services, procedures and standards in the Program/Department and College, and useful contacts at UNBC. Viewing the [Web Req](#) and [IT Support](#) interfaces is helpful for people new to UNBC, as is the [Safety Checklist](#). The Supervising Faculty Member is responsible for orientation to the worksite, and for providing information about performance expectations, standards for hours of work, safety procedures and ethical/scholarly integrity issues.

PDFs are generally regarded as advanced research trainees and are treated accordingly in such matters as departmental communications, social interaction and consultation about matters affecting them. To aid the PDFs transition from graduate student to junior colleague, their participation in departmental meetings and collegial activities should be encouraged as appropriate.

Renewal

PDF appointments at UNBC may be renewed, depending upon funding and satisfactory review, one year at a time, up to 3 years. With appropriate written approval from the Faculty Supervisor and documented funding, appointments may be extended by the Vice-President Research. The maximum duration of a PDF appointment at UNBC is 5 years in total.

Faculty Supervisors should give reasonable notice (2 months minimum) to a PDF of their intention to renew or not to renew an appointment. Renewals must be confirmed in writing using the Postdoctoral Fellow Intake Form, complete with the PDF signature accepting the renewal. If the terms and conditions for the renewal have changed significantly (change in wage, benefits or hours worked) from the previous appointment, a new Letter of Appointment will be sent from the Vice-President Research or designate to the PDF and should be signed and returned by the PDF to the Office of Research confirming acceptance of the new terms of appointment. Please review the list provided earlier in this guide of the documentation required for an appointment at UNBC.

For foreign academics a copy of the Work Permit and valid Social Insurance Number (if being paid through UNBC) that covers the additional term being offered should be obtained. Proof of application for work permit extension, and SIN extension prior to their expiration date, allows the individual to continue working while the extension is processed by Canadian Immigration and Citizenship. A copy of the renewed permit and SIN must be received by Human Resources when available. Keep in mind that foreign PDFs may require four months' notice to renew their work permit.

Conflict Resolution

The best way to handle a problem between a Postdoctoral Fellow and his/her Supervising Faculty Member is to identify it when it first arises, and collaborate on finding a solution. Unresolved problems may be brought to the attention of the Chair of the Program/Department, who may act as an Ombudsperson in any dispute of a serious nature where a neutral third party may be required. The Office of Research and Dean's office can also be contacted at any time for assistance.

Respectful Work Environment

The University recognizes the right of staff to work in an environment free from harassment and discrimination.

The University's policy on [discrimination and harassment](#) addresses problems arising from grounds prohibited from discrimination under the Human Rights Code of British Columbia. The prohibited grounds of discrimination include: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation and criminal conviction unrelated to employment. If there are any concerns related to discrimination or harassment, please bring them to the attention of the Supervising Faculty Member.

UNBC'S Policies and Procedures

PDFs are required to adhere to all applicable University Policies; therefore it is important to review the [UNBC Policy and Procedures](#) that guide certain aspects of research related work. Listed below are some of the policies and guides that may be applicable to a PDF at UNBC:

- [Postdoctoral Fellows](#)
- [UNBC Research Guide](#)
- [General Research Ethics](#)
- [Standards of Conduct](#)
- Patents and Licensing ([Intellectual Property Policy](#))
- [Conflict of Interest](#)
- [Purchasing](#)
- [Travel Authorization, Reimbursement](#)
- [Employment Equity](#)
- [Discrimination and Harassment](#)
- [University Safety](#)

[The Reporting of Accidents and Hazardous Conditions](#) please see the [Safety and Risk Management](#) webpage for up-to-date information on [laboratory safety](#), Workplace Hazardous Materials Information System (WHMIS), mandatory and optional laboratory training courses. Faculty Supervisors are responsible for ensuring that PDFs are made aware of policies and other governing documents of the university, especially safety policies and procedures as required. A PDF should not hesitate to approach the supervisor if any issue needs clarification.

Resignation

PDFs who wish to leave their position prior to the appointment end date should provide two months' notice to their Faculty Supervisors in writing. The notice period may be waived by the Faculty Supervisor. The PDF and the Faculty Supervisor should work to ensure a smooth transition for both. The Faculty Supervisor must work with his/her Program/Department administration to inform Human Resources (accompanied with a copy of the resignation letter) and collaborating departments.

RESEARCH

The experience of each PDF varies throughout the university and is influenced by such factors as the academic discipline, the needs and obligations of the Supervising Faculty Member, and the culture of the assigned lab or research unit. PDFs are encouraged to take ownership of their experience, within the bounds of common sense and University Policy, much as one would with any postgraduate career.

Universally accepted standards of academic achievement typically include publication of research in peer-reviewed academic journals, or books (eg. Monographs, essay collections, etc.) and/or the advancement of intellectual property through patenting or licensing. It is expected that PDFs will be appropriately recognized for their contributions to publications, patents and other products of research. It is the responsibility of the Supervising Faculty Member to develop a clear understanding of rights and obligations under [the policies](#) on Research, Patents and Conflict of Interest with the PDF at the beginning of the PDF's appointment. PDFs themselves should become familiar with their obligations under UNBC's Research and Policies ([General Research](#), [Intellectual Property](#)). When publishing research that was conducted at UNBC, acknowledgement of the institutions' support is encouraged.

PDFs are frequently involved in the preparation of proposals for research grants and in other forms of acquiring research support. The degree of involvement in these processes by the PDF, and the level of supervision offered by the Supervising Faculty Member, varies widely. Beyond the support offered by the Supervising Faculty Member and Academic Unit, additional support and information about available research funding is available from the Office of Research.

Professional development courses and workshops are regularly offered through the [Centre for Teaching, Learning and Technology](#) and through other avenues, including participation in graduate student programs on leadership, supervision, and peer coaching. PDFs are encouraged to participate in any courses of interest from faculty, staff and graduate student offerings. Professional development in grant proposal writing is offered periodically through the Office of Research.

TEACHING

It is recognized that PDFs are an intellectual resource in the University and that both undergraduate and graduate programs benefit from their participation. PDFs may be involved in limited undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects, and assistance with the supervision of graduate students.

It is recognized that PDFs may wish to obtain teaching experience. PDFs should discuss their desire to participate in the teaching activities of the University with their Faculty Supervisor and with the Program/Department Chair. It may be possible to give guest lectures in related courses as appropriate. In cases where a Part Time Instructor appointment is available, a formal assignment of teaching duties must be arranged for the additional appointment by the Program/Department Chair and requires approval of the College Dean. In advance of making this type of appointment, any granting agency restrictions on the amount of teaching that can be assigned to the PDF must be explored by the PDF and Faculty Supervisor. Foreign PDFs who

are not employed by the university will need a valid work permit and Social Insurance Number before the appointment can be completed.

BENEFITS AND LEAVES

Health and Welfare Benefits

1) POSTDOCTORAL FELLOWS RECEIVING EMPLOYEE EARNINGS FROM UNBC FUNDING SOURCES (PDF1)

A PDF receiving earnings from UNBC funding sources is an employee of the University and receives statutory benefits. Mandatory employer statutory benefit costs are provided from the Supervising Faculty Member's grant/trust funds to cover compulsory benefit costs which include:

- Canada Pension Plan (CPP);
- Employment Insurance (EI);
- WorkSafe BC (WCB).

If the Letter of Appointment states that additional benefits are available, the PDF will be contacted by Human Resources when their appointment begins. Group benefits are contingent on part-time/full-time equivalency of the employment position, length of appointed term, and initial negotiation with the Supervising Faculty Member. Benefits may include Extended Health, Dental and the Employee and Family Assistance Program. Further details are available through the Human Resources Department's [Employee Benefits](#) webpage.

Any earnings received while at UNBC are considered Canadian income, and are subject to statutory deductions for Canadian Pension Plan, and Employment Insurance and Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country. Canadian Income Tax will be deducted from each paycheque, and a T4 statement of remuneration will be issued by UNBC Finance by February 28 following the taxation year.

2&3) POSTDOCTORAL FELLOWS RECEIVING EARNINGS FROM EXTERNAL FUNDING SOURCES (PDF2 & PDF3)

A PDF who has been awarded a competitive fellowship from an external granting agency that allows funding to be redirected will choose between receiving the funding directly to self-administer, or redirecting the funding to be administered through UNBC.

- 2) UNBC-Administered Fellowship Funds (of External or Internal origin):
 - Receive income every two weeks, with Canadian Income Tax deducted.

- A T4A will be issued by UNBC Finance by February 28 following the taxation year.
- Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

3) Self-Administered External Funds:

- Receive bulk income twice a year, (frequency will vary by funding source and may require application for payment).
 - Individual must be diligent in budgeting personal living expenses over long periods.
 - Must set aside funds to pay Annual Income Taxes.
- Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

A PDF receiving earnings directly from external funding sources is not eligible for benefits through UNBC and is encouraged to make private arrangements for benefit plans and insurance coverage.

Any earnings received while at UNBC are considered Canadian income, and are subject to Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country.

Medical Services Plan

All British Columbia residents are required to have basic medical coverage through the [BC Medical Services Plan \(MSP\)](#). For PDFs who are employees of UNBC, and are eligible for health benefits, arrangements for MSP coverage will be made through the Human Resources Department. PDFs who are not employees of the university must apply for coverage directly from MSP upon arrival in BC. There is a three-calendar-month residency waiting period prior to enrollment with MSP. PDFs are strongly encouraged to have arranged for private medical coverage prior to their and their families arrival to B.C. Private medical coverage for the waiting period can be purchased through various private insurance providers.

International PDFs holding work permits for six months or more may be eligible to apply for Health Insurance BC. There is a 3 month waiting period for Health Insurance BC which means the applicant must have coverage in place with a provider of their choice. The work permit end date dictates the same Health Insurance BC coverage expiration date. PDFs with work permits for less than six months are required to purchase private health coverage for the duration of their stay through the private insurance provider of their choice.

Vacation Entitlement

A PDF is entitled to annual vacation time during his/her appointment and must negotiate the vacation time with the supervisor. This is normally two weeks of vacation provided for a one year appointment. If there is a reappointment of a second or third year, annual entitlement is recommended to increase to three weeks of vacation.

INFORMATION SPECIFIC TO INTERNATIONAL PDFS

Immigration Process

International PDFs are required to obtain a temporary work permit in order to be employed or hold a trainee position at UNBC. The steps outlined below are broken down into the following sections: “Before Arrival”, “After Arrival” and “Renewal of a Temporary Work Permit and Social Insurance Number”.

BEFORE ARRIVAL

Once the PDF has been selected to hold a position at UNBC, their Supervisor will start the process to obtain the necessary authorization to work in Canada by contacting the UNBC Director of International Education. Together the Faculty Supervisor and International Education Director will draft the Letter of Invitation to be sent to the PDF. [Citizenship and Immigration Canada \(CIC\)](#) rules and requirements must be followed, please refer to the CIC website for further information.

Refer to Citizenship & Immigration Canada’s website on [Working Temporarily in Canada](#) for details on how to apply for a temporary work permit. A fee is charged for the application of the work permit and, depending on the immigration office, it may take several days, weeks or months to process the application. Individuals are advised to review the [website of their local Canadian Immigration Office](#) to ascertain processing times and required documentation.

If a PDF will hold an unpaid appointment at UNBC, or will be receiving fellowship funding directly, an application for a work permit must still be made. A work permit of at least six months in duration is required in order to be eligible for medical coverage under the BC Medical Services Plan.

When the temporary work permit is approved, the Canadian Immigration Office will issue a letter approving the issuance of a work permit. The work permit will actually be issued at the border. Travel and moving arrangements can be finalized at this point.

In addition to a work permit, the Citizenship and Immigration Canada office may also require:

Temporary Resident Visa: In addition to the temporary work permit, citizens of some countries and territories will also require a temporary resident visa (TRV). If a TRV is required, it is not necessary to make a separate application; the immigration officer will issue the TRV at the same time as the approval for a work permit. A list of countries and territories whose citizens need a TRV can be found on the [CIC website](#). If you are planning to travel outside of Canada while at UNBC, please ensure that you notify CIC at the time of application to ensure that, if eligible, a multiple entry visa is obtained.

Biometric Data Requirements: Citizenship & Immigration Canada also requires citizens of certain countries to supply biometric data in order to enter Canada. Please refer to the [CIC website](#) for a list of countries whose citizens will be required to provide this data, and what is specifically required. Note that there is a fee per person associated with this. Families applying together for a visitor visa will pay a maximum biometric fee.

A temporary work permit will normally be issued for the dates outlined in the letter of invitation. However, there are other factors, such as passport expiry date, which the immigration officer will take into consideration when issuing a work permit.

For information regarding accompanying spouses and children please refer to the CIC website for details.

AFTER ARRIVAL

After arrival, new PDF employees must apply in person for a Social Insurance Number (SIN) at a Service Canada office¹. Upon receipt of the SIN card, a copy of this and the temporary work permit must be supplied to the office of Human Resources at UNBC.

Please note that you are not allowed to begin working until the effective date of your work permit; for example, if you were hired effective July 1 but your work permit is not effective until August 15, your start date will now be August 15th.

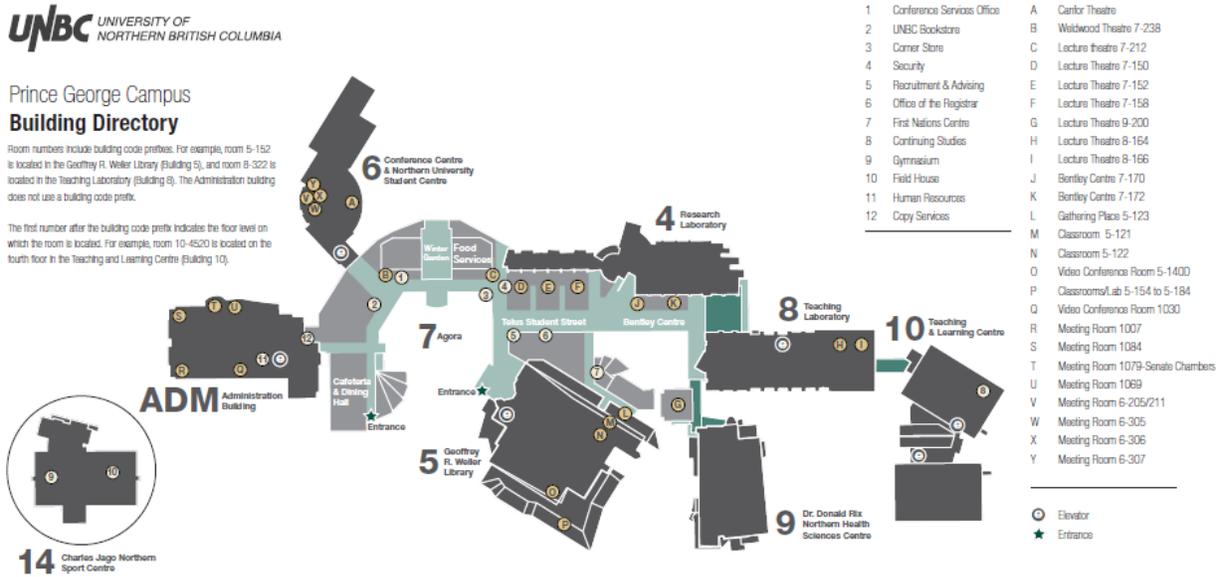
EXTENTION OF A TEMPORARY WORK PERMIT AND SOCIAL INSURANCE NUMBER

PDFs employed at UNBC on a work permit must apply to extend their work permit and SIN if their appointment is to continue beyond the expiry of their current work permit. It is important to begin the dual extension processes for a work permit and SIN well in advance of the expiry date. Please refer to the [Extension of your Work Permit](#) CIC's webpage for important details on timing, and contact a Service Canada office for information on extending the SIN.

¹ The Prince George Service Canada Center is at 1363 4th Avenue.

UNBC CAMPUS MAPS

As found on the website (unbc.ca/about-unbc/campus-maps)



UNBC CARD AND IDENTIFICATION NUMBER

To access university services and for security purposes the identification number is required. After the PDF Intake Form processing has been completed the ID number is generated, and the position information is disseminated to the PDF's supervisor and relevant university departments through e-mail. It is this ID number that is referenced for the UNBC picture ID card to be produced at the [Cashiers Window](#) by Recruitment and Advising on Student Street.

E-MAIL & ACCOUNT ACCESS

PDF's may obtain an e-mail account through Information Technology (IT) Help Desk (phone: 250-960-5321, email: support@unbc.ca, room: LAB8-265) after the PDF Intake Form processing has been completed, and ID card has been obtained. The Supervising Faculty Member must determine what university drives and directories the PDF will need in association with their work. The specified access request should be made through the [IT Support System](#) by the Supervising Faculty Member. Requests are "triaged" through the support@unbc.ca e-mail, and forwarded on to the appropriate Systems Administrator. If a time extension is required for the PDF's e-mail account past their term at UNBC, the Supervising Faculty Member must make a request using the same process (in order to facilitate completion of collaborative publications and analysis).

LIBRARY

[Geoffrey R. Weller Library](http://library.unbc.ca) (library.unbc.ca)

The library account (both on-site and remote) can be activated by going to the library with your UNBC Card. The library will need your Prince George address, phone number, and university e-mail address to complete the account setup.

KEYS

The Facilities Department has the Key & Other Access Device Request Form available at their front desk. Get the form, fill it out with the building and room numbers needed, and obtain the authorizing authority approval signature (department chair, and the Dean for CSAM only). Return the completed form to the Facilities Department and you will be contacted once your request is fulfilled.

INFORMATION TECHNOLOGY SERVICES (ITS)

[ITS](#) is responsible for the [IT Service Desk](#), application services, phone setup, system administration, network, server operation and maintenance, media services, IT security. Call 250-960-5321 or email support@unbc.ca

PURCHASING AND CONTRACT MANAGEMENT

Any materials, supplies, equipment and services required by UNBC faculty, staff and researchers are obtained through this department. [Travel bookings](#) are managed through a single travel agent; for more information go to unbc.ca/purchasing/travel-bookings. Working within the federal and provincial government regulations, as well as the [University's Purchasing Policies and Procedures](#), all goods or services may be purchased using one of four methods: petty cash for purchases under \$50.00; UNBC procurement MasterCard; Authorized UNBC purchase order number available only from Purchasing, prior to placing an order; authorized UNBC service contract available only from Purchasing.

Please read the policies for both travel and purchasing as the information will help when the needs arise. For an overview of the department's responsibilities, services and support please go to unbc.ca/purchasing.

CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY

The [Centre for Teaching, Learning and Technology](#) (CTLT) is committed to supporting the teaching and learning community at UNBC. The centre is dedicated to helping faculty, staff, PDFs and graduate students in achieving their goal of delivering the best possible learning experience for students. It is also committed to facilitating and encouraging the development of teaching excellence.

The Centre offers a range of programs and services designed to enhance the practice and scholarship of teaching and learning at UNBC. Support is provided in areas including: e-learning issues; online course design and technical mentoring; face to face faculty and graduate students professional development programs, workshops and conferences; and career mentoring for faculty as teachers.

THE CHARLES JAGO NORTHERN SPORT CENTRE

This four season fitness, sport and recreation facility was built through a partnership forged between the City of Prince George and UNBC to support sport, education and the community. The centre is home to the Varsity Basketball and Soccer teams, and the Northern Health Hub for various user groups, teams, companies and individuals of all ages. Some of the facilities include an indoor soccer/football field for training (also rugby, ultimate Frisbee, lacrosse, field hockey, and baseball), three full size basketball courts, fitness and conditioning rooms, squash courts, indoor track and training zones. For more information on classes, teams and costs visit the [NSC webpage](#).

INFORMATION ON CAMPUS LIFE, EVENTS AND PERSONAL SUPPORT SERVICES

Look on the UNBC webpage for [Services](#) and [Campus Life](#). There are many clubs, teams, programs and events to incorporate individuals interests into their daily lives at UNBC.

OFF-CAMPUS RESOURCES

Emergencies: phone 9-1-1 which will connect you to the police, fire and ambulance services

HEALTH SERVICES

University Hospital of Northern British Columbia

250-565-2000

1475 Edmonton Street, Prince George.

Nechako Medical Clinic (after Hours)

250-563-3399

761 West Central St., Prince George, in the Spruceland Shopping Centre

Monday – Thursday 4:00-9:00pm

Friday 1:00-9:00pm

Saturday 9:00am-7:00pm

Sunday & Holidays 10:00am-7:00pm

Salveo Medical Clinic (Urgent Care and Walk-In Clinic)

250-614-0007

2155 Ferry Avenue (main floor inside Superstore), Prince George.

Monday – Friday 8:00am to 7:00pm

Saturday, Sunday & most Holidays 9:00am-3:00pm

Walk-in fees may apply for people without BC Health Insurance coverage.

Physicians taking new patients in Prince George listed (phone 250-565-2237) or [College of Physicians and Surgeons of British Columbia Online](#) list at cpsbc.ca/physician_search.

[HealthLink BC](#): phone 8-1-1 which will connect you with a nurse, pharmacist, dietician, smoking cessation and more. These calls are meant to help trouble shoot your health issue and guide you in seeking appropriate help. Also online at [/healthlinkbc.ca](http://healthlinkbc.ca)

TRANSPORTATION

Driving: Driver's licenses in BC can only be obtained from the Insurance Corporation of British Columbia (ICBC). Information about bringing your vehicle to BC is also available on the ICBC website. A BC driver's license is required within 90 days from arrival to legally drive in the Province of BC. Obtaining a BC driver's license may require a road test depending on where you are arriving from. To find out the specific requirements please visit [ICBC's page on moving to BC](#).

Parking: Pay Parking is available at both the [University](#) and Northern Sports Centre on campus. The city of Prince George provides a mixture of free and pay parking throughout the surrounding community.

Cycling: Covered bicycle shelters are located throughout campus (there are two shower locations available on campus). The public buses are equipped to carry two bicycles for those wishing to have a combined transportation option.

Hiking, Cross country skiing, Snowshoeing, Equestrian Trails: A [trail network](#) serves people coming to campus from all directions, in all seasons.

Public Transportation: Prince George is served by [BCTransit](#) and has an [extensive service area](#) with increased frequency of service during the academic year. Single fares, sets of 10 tickets, day, monthly passes (that are tax deductible) are available at many locations in town, as well as at the UNBC Bookstore.

RECREATION OPPORTUNITIES

The [Active Living Guide](#) for the City of Prince George gives a complete listing of all Community Association programs, clubs and groups, public swim and swim lesson schedules, special events, parks information and more. View a digital version of the guide on line.

[Tourism Prince George](#) has an extensive website listing upcoming events, activities and opportunities for everyone at every stage in life.

ACKNOWLEDGEMENTS

This guide draws from the University of Windsor, “Policies and Procedures For Post-Doctoral Fellowship”, Office of the Provost and Vice-President, Academic, November 2010 and from the University of British Columbia “A Guide for Postdoctoral Fellows”, August 2013.

Postdoctoral Fellow Intake Form

Reset Form

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
POSTDOCTORAL FELLOW INTAKE FORM

PDF Name: _____ Today's Date: _____
 Email Address: _____ Renewal of PDF: Yes No
 Telephone No.: _____ If Yes, UNBC ID#: _____
 Mailing Address: _____ Date of Birth: _____
 Social Insurance Number: _____
 Status: Full Time Part Time Hours/Week: _____

Faculty Member PDF Supervisor, name: _____ Start Date: _____ Effective Dates
 Program/Department: _____ End Date: _____
 Program Chair: _____ Office Use Only

Work Agreement and Nature of Research to be undertaken:

Please Indicate Source(s) of Funding

- PDF1 – Employee under Supervisor grant/funding. Benefits provided: Yes No
- PDF2 – Fellowship funding awarded to PDF or from Supervisor, Administered by UNBC
- PDF3 – Externally funded, not Administered by UNBC

Source of Funding: _____ Total Amount to be Paid: _____
 Fund: _____ Org: _____ Account: _____ Program: _____
 Budget Holder: _____ Signature: _____ Date: _____

Budget Control
 Budget/Research Analyst: _____ Date: _____
 (Completed by Finance Department for PDF1 and 2)

Space Needed: Yes No Space Provided by: _____ Space Allocation Request Form Submitted: Yes No

Appointment/Renewal Approval Signatures

Faculty Member PDF Supervisor: _____ Date: _____
 Program Chair: _____ Date: _____

Upon completion please forward to the Office of Research Attn: Research Personnel Co-ordinator

For Renewal Only

Postdoctoral Fellow Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY
 ID#: _____ Created By: _____ Date: _____
 Copy Of: Accepted Letter of Appointment Current Curriculum Vitae Voided Cheque for Direct Deposits
 Eligibility to Work at UNBC Form of Proof Provided _____
 Retroactive Payment (PMR): Position# _____ X _____ = _____
 # of Payments Amount Total

Revised: December 2014
<http://www.unbc.ca/research/forms>

Print Form

Information Flow for Incoming Postdoctoral Fellows Using the Intake Form

First section General and Defining Information:

- PDF name; e-mail; telephone number; mailing address
- Date form started; Renewal of PDF (Y/N); UNBC ID# if renewal;
- D.O.B. and S.I.N.
 - Does not have to be collected at initial stage, but will be needed to complete the appointment (SIN not needed if PDF3)
- Full Time or Part Time status and hours per week if part time.
- Faculty Supervisor name; Program/Department; Program Chair;
- Start and End Dates (Effective Dates used for office processing)
- Working Agreement and Nature of Research to be undertaken: required content outlined in guide under: Letter of Appointment & Working Agreement and Responsibilities of the Supervisor.
- Type of PDF (1, 2, or 3 by tick box);
- Name of External Funding Agency and amount of funding for period (start – end dates);
- Fund; Org; (for PDF1 or PDF2)
- Budget Holder; Signature; Date (for PDF1 or PDF2)

Second Section: Budget Control (for PDF1 and PDF2 only)

- Completed by Finance Department when received. For our Budget/Research Analyst to sign and date confirming the funding is available as documented.

Third Section: Space Needed

- Space Requests are made using the [Space Allocation Request Form](#) filled in by the Faculty Supervisor, signed by Program/Department Chair (Head); Dean or Director then delivered to the Facilities Department. The need for space is noted on the PDF Intake Form as a point of information only, this form does not feed into the space allocation process in any way.

Fourth Section: Appointment Approval/Renewal Signatures

- Faculty Supervisor
- Program/Department Chair

Once completed to this point, the Intake Form is forwarded to the Office of Research, Attention Research Personnel Co-ordinator to have the Letter of Appointment produced.

The Letter of Appointment will be generated using information from the Intake Form.

- For PDF1s (Employees) Human Resources will produce the Letter of Appointment and a package that includes: Employment Eligibility Statement; Voided cheque for direct deposit; TD1 and TD1BC tax forms.
- For PDF2s (Funds administered by UNBC, non-employees) the Office of Research Personnel Co-ordinator will produce the Letter of Appointment and package that includes: request for proof of legal entitlement to perform work for UNBC; SIN and DOB

if not already provided on Intake Form; Voided cheque for direct deposit; TD1 and TD1BC tax forms.

- For PDF3s (Funds not administered by UNBC, non-employees) the Office of Research Personnel Co-ordinator will produce a Letter of Appointment and package that includes: a request for proof of legal entitlement to perform work for UNBC; DOB if not already provided on Intake Form.

The Letter of Appointment is reviewed by the Faculty Supervisor before being signed by the VP Research. The Letter of Appointment is then sent, along with any payroll or payment documentation required (for PDF1 and PDF2) to the PDF. Once a copy of the Letter of Appointment is returned, signed by the PDF, to the Office of Research, attention: Research Personnel Co-ordinator, the processing of the position can be completed.

Fifth Section: Office Use Only:

- ID# Created for PDF1 through Human Resources by: _____ and date: _____
- ID# Created for PDF2 through Research Accounting by: _____ and date: _____
- ID# Created for PDF3 through Research Accounting by: _____ and date: _____
- Check list for :
 - Copy of Accepted Appointment Letter and date received
 - Eligibility to Work for UNBC, and form of proof provided
 - PDF1 &2 SIN (& work permit if international academic)
 - PDF3 (work permit if international academic; one of: Passport; Birth Certificate; Citizenship Card)
 - Current CV
 - Voided Cheque for direct deposit (PDF1 and PDF2)

Completion Process for new appointments and renewals:

- Information e-mail sent out to list of UNBC departments by person who created ID# or processed the renewal.
 - For PDF1 with Employee Position Information Form done by Human Resources;
 - For PDF2 and PDF3 with Postdoctoral Position Information Form done by Research Accounting.
- An electronic copy of the completed PDF Intake Form is sent to the Office of Research, c/o Research Personnel Co-ordinator.
- PDF Documentation is stored within the department that generated the PDFs ID# in a file for that PDF. The file should contain:
 - Original Intake Form;
 - Copy of the accepted Letter of Appointment;

- Copy of PhD degree;
 - CV;
 - support documentation (TD1, TD1BC, for PDF 1 & 2 only);
 - Subsequent renewals.
- Facilitated by ID#'s Generation, and needing extension with each renewal:
 - University ID Card (with ID# the PDF goes to the Cashiers window on Student Street to have photo taken for ID Card; for renewals, get new end date sticker at the Cashiers window);
 - library access (with ID card visit the library in person to get access initiated; for renewals visit the library with updated date sticker on ID Card);
 - e-mail address, phone number and access for the PDF to pertinent departmental drives is made through the supervisors request to [IT Support Systems](#) as described on the Employee Position Information Form (PDF1) and on the Postdoctoral Position Information Form (PDF2 & 3); for renewals the supervisor needs to request to IT Support Systems that the PDFs services be extended.

International Academics

- An Invitation Letter is usually needed to start the process of getting a Work Permit and SIN.
- If unpaid still need a Work Permit and one of :
 - Passport;
 - Birth Certificate;
 - Citizenship card