

**SENATE MEETING  
PUBLIC SESSION  
AGENDA**

September 26, 2018  
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

---

**1.0 Acknowledgement of Territory**

**2.0 S-201809.01**

**Approval of the Agenda †**

Page 1

That the agenda for the September 26, 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-201809.02**

**Approval of Senate Minutes**

Page 8

That the minutes of the June 27, 2018 Public Session of Senate be approved as presented.

**4.0 Business Arising from Previous Minutes of Senate**

**4.1 Principles of Graduate Supervision (5 minutes)**

Dr. Payne

**4.2 Notice of Motion – June 27, 2018 (5 minutes)**

Dr. Murphy

**Changes to the procedures for Search Committees for Academic Vice Presidents and Other Senior Academic Administrators (Board Motion # 2018BC06.15.03).**

Murphy

That part 4. (Committee Composition) be revised as follows:

Column 1, Row 3: Replace the existing text with "**One Vice, or Associate-Vice-President.**"

Column 3, Row 3: Replace the existing text with "1"

Column 1, Row 6: Replace the existing text with: "**Six Faculty Members with tenure or tenure-track appointments.**"

Column 3, Row 6: Replace the existing text with "6"

Page 19 S-201806.40 - **Search Committees for Academic Vice-Presidents and other Senior Academic Administrators** is included in the package

**S-201809.03**

**Changes Introduced by Senate motion S-201806.40 – Part 4 - Procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators**

That changes introduced by Senate motion S-201806 Row 3 be amended as follows:

<p><del>Two One Vice, or Associate-Vice, President for Academic Vice President searches</del></p> <p><del>One Vice, or Associate-Vice President for all other searches</del></p>	<p>Appointed by the Committee Chair (Academic &amp; Administrative Vice Presidents and Associate Vice-Presidents eligible)</p>	<p>1-2</p>
--	--	------------

**S-201809.04**

Changes Introduced by Senate motion S-201806.40 – Part 4 - Procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators  
That changes introduced by Senate motion S-201806 Row 6 be amended as follows:

<p>Five Six 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 6</p>
--	---	------------

4.3 Notice of Motion – June 27, 2018 (5 minutes)

Dr. Budde

Changes to the procedures for Search Committees for Academic Vice Presidents and Other Senior Academic Administrators (Board Motion # 2018BC06.15.03).

Budde

That part 4. Committee Composition be revised by adding the following (Row 10):

<p><u>One Equity and Access Officer (Faculty Member)</u></p>	<p><u>Appointed by Senate in consultation with the Equity Committee of the Faculty Association</u></p>	<p><u>1</u></p>
--	--	-----------------

Page 19 S-201806.40 - Search Committees for Academic Vice-Presidents and other Senior Academic Administrators is included in the package

**S-201809.05**

Changes Introduced by Senate motion S-201806.40 – Part 4 - Procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators  
That changes introduced by Senate motion S-201806.40 to add a Row 10 be amended as indicated.

4.4 **S-201809.06**  
**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 amended, and forwarded to the Board for approval.

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

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

7.0 **Report of the Registrar (3 minutes)** **Mr. Annear**

8.0 **Question Period (10 minutes)**

Page 26 8.1 Written questions submitted in advance

8.1.1 For the Senate Committee on Honorary Degrees and Other Forms of Special Recognition  
**Dr. Mandy**

The current nomination form contains information upon which the current policy is silent. Should the policy be revised to clarify:

- (a) who is responsible which expenses associated with the honoree's visit to UNBC
- (b) how other activities involving the honoree are organized and expensed.

There is concern that the current nomination form could be interpreted as being somewhat inhospitable by those beyond the UNBC community.

8.2 Questions from the floor

9.0 **S-201809.07**  
**Approval of Motions on the Consent Agenda** **Dr. Weeks**  
That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

10.0 **Committee Reports**

10.1 **Senate Committee on Academic Affairs (10 minutes)** **Dr. Ryan**

**"For Approval" Items:**

Consent **S-201809.08**  
**Course Deletion – HIST 221-3**  
That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of HIST 221-3 United States from Colonization to 1877 be approved as proposed.  
Page 33 Effective date: September 2019

Consent **S-201809.09**  
**Course Deletion – HIST 222-3**  
That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of HIST 222-3 The United States since 1877 be approved as proposed.  
Page 34 Effective date: September 2019

Regular **S-201809.10**  
**New Course Approval – HIST 223-3**  
That, on the recommendation of the Senate Committee on Academic Affairs, the new course HIST 223-3, from Colony to Superpower: A History of the United States of America be approved as proposed.  
Page 35 Proposed semester of first offering: September 2019

**S-201809.11**

Regular

**New Course Approval – HIST 233-3**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course HIST 233-3, Europe since 1789 be approved as proposed.

Page 39

Proposed semester of first offering: September 2019

**S-201809.12**

Regular

**Change(s) to the Qualification for Degree – Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs the changes to the Qualification for Degree section and the addition of a Transfer Credit Section in the General Requirements for Nursing on page 176 of the 2017/2018 undergraduate calendar, be approved as proposed.

Page 43

Effective date: September 2018

**S-201809.13**

Regular

**Changes to the Program Requirements –Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the Family Nurse Practitioner Stream, on page 90-91 of the draft 2018/2019 graduate calendar, be approved as proposed.

Page 47

Effective date: September 2019

**S-201809.14**

Regular

**Change(s) to the Program Requirements – Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the English Language Requirement under the Admission Requirements for the NCBNP on page 177 of the 2017/2018 undergraduate calendar, be approved as proposed.

Page 52

Effective date: September 2017

**S-201809.15**

Regular

**Changes to Transfer Credit - Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Transfer Credit section under the Northern Collaborative Baccalaureate Nursing Program on page 177 of the 2017/2018 undergraduate calendar, be approved as proposed.

Page 54

Effective date: September 2018

**S-201809.16**

Regular

**Changes to the Program Requirements – Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the MScN Thesis Stream, on page 91 of the draft 2018/2019 graduate calendar, be approved as proposed.

Page 56

Effective date: September 2019

**S-201809.17**

Regular

**Changes to the Program Requirements – Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the MScN Thesis Stream, on page 91 of the draft 2018/2019 graduate calendar, be approved as proposed.

Page 60

Effective date: September 2019

**S-201809.18**

Regular

**Changes to the Program Titles and Description – Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the Program Titles and opening paragraphs of the Master of Science in Nursing pages on page 89 of the 2018/2019 (draft) graduate calendar, be approved as proposed.

Page 65

Effective date: September 2019

**S-201809.19**

Regular

**Changes to the Program Titles and Description – Nursing**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the Program Titles and opening paragraphs of the Master of Science in Nursing pages on page 89 of the 2018/2019 (draft) graduate calendar, be approved as proposed.

Page 68

Effective date: September 2019

**S-201809.20**

Consent

**Course Deletion – NURS 609-3**

That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of of NURS 609-3 Qualitative Research Approaches in Nursing and Health (course description on page 140 of the draft 2018/2019 graduate calendar) be approved as proposed.

Page 71

Effective date: September 2019

**S-201809.21**

Consent

**Course Deletion – NURS 610-3**

That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of NURS 610-3 Quantitative Research in Nursing and Health (course description on page 140 of the draft 2018/2019 graduate calendar) be approved as proposed.

Page 73

Effective date: September 2019

**S-201809.22**

Consent

**Changes to the Course Description - NURS 101-3**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for NURS 101-3, The Art and Science of Nursing, on page 277 of the 2017/2018 undergraduate calendar, be approved as proposed.

Page 75

Effective date: September 2018

**S-201809.23**

Consent

**Changes to the Course Description - NURS 102-3**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course description for NURS 102-3 Communication Theory and Practice on page 277 of the 2017/2018 undergraduate calendar, be approved as proposed.

Page 77

Effective date: September 2018

**S-201809.24**

Regular

**Change(s) to the regulation – Letters of Permission**

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the regulation for Letters of Permission, on page 37 (in the [print](#) or PDF calendar accessible on the UNBC web page) of the 2017/2018 undergraduate calendar, be approved as proposed.

Page 79

Effective date: September 2018

**S-201809.25**

Regular

**Memorandum of understanding – Columbia College**

That, on the recommendation of the Senate Committee on Academic Affairs, the memorandum of understanding between Columbia College and the University of Northern British Columbia on guaranteed admissions pathways be approved as proposed

Page 81

Effective Date: Upon the approval of Senate.

**S-201809.26**

Regular

**Grade Submission Regulation**

That, on the recommendation of the Senate Committee on Academic Affairs, the regulation, in which faculty will have until the last day of exams OR 72 hours if an exam is on the last day of the exam period to submit grades, be approved as proposed.

Page 88

Effective date: September 2018

**10.2 Senate Committee on Admissions and Degrees (no material)**

**Mr. Annear**

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

**10.4 Senate Committee on Nominations (10 minutes)**

**Dr. Casperson**

**“For Approval” Items:**

**S-201809.27**

**Recommendation of Faculty Senator to Serve on the Chancellor Nomination Committee**

That, on the recommendation of the Senate Committee on Nominations, one of the following candidate(s), who have met all eligibility requirements, to serve on the Chancellor nomination Committee, be appointed as proposed.

Page 90

Effective date: Upon the approval of Senate

**S-201809.28**

**Recommendation of Student Senator to Serve on the Chancellor Nomination Committee**

That, on the recommendation of the Senate Committee on Nominations, one of the following candidate(s), who have met all eligibility requirements, to serve on the Chancellor nomination Committee, be appointed as proposed.

**Furqana Khan, Graduate Senator**

Page 90

Effective date: Upon the approval of Senate

**10.5 Senate Committee on Scholarships and Bursaries (5 minutes)**

**Mr. Annear**

**“For Information” Items:**

**SCSB20180627.04** (approved)

**MBA Alumni Award**

Page 94

That the new Terms and Conditions for the MBA Alumni Award be approved as clarified.  
Effective Date: 2018-2019 Academic Year

**SCSB20180627.05** (approved)

**Israel Prabhudass Bursary**

Page 96

That the new Terms and Conditions for the Israel Prabhudass Bursary be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB20180627.06** (approved)

**McCarthy Tetrault Annual Scholarship**

Page 98

That the revised Terms and Conditions for the McCarthy Tetrault Annual Scholarship be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB20180627.07** (approved)

**Northern BC Mining Research Award**

Page 100

That the revised Terms and Conditions for the Northern BC Mining Research Award be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB 20180822.03** (approved)

**From VK to C in 50 Award**

Page 102

That the new Terms and Conditions for the From VK to C in 50 Award be approved.  
Effective Date: 2019-2020 Academic Year

**SCSB 20180822.04** (approved)

**Janet Hamilton Memorial Award**

Page 104

That the new Terms and Conditions for the Janet Hamilton Memorial Award be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB 20180822.05** (approved)

**Great-West Life Scholarship**

Page 106

That the revised Terms and Conditions for the Great-West Life Scholarship be approved.  
Effective Date: 2018-2019 Academic Year

**10.6 Steering Committee of Senate (no material)**

**10.7 Senate Committee on Honorary Degrees and Other Forms of Special Recognition (no material)**

**11.0 Information**

**11.1 Integrated Planning & Budget Timeline 2018-2019 (5 minutes)**

**Ms. Sanford**

- [SharePoint Documents](#)

**12.0 Other Business**

**12.1 Academic Re-Structuring Update (30 minutes)**

**Dr. Ryan**

**13.0 S-201809.29 (10 minutes)**

**Move to In Camera Session**

That the meeting move In Camera.

**14.0 S-201809.33**

**Adjournment**

That the Senate meeting be adjourned.



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>	<b>Policy No:</b>	<b>Approval Date:</b> Board Motion # 2018BC06.15.03 Senate Motion # 201806.40
	<b>Approving Authority:</b> <i>Board of Governors and Senate</i>	<b>Responsible Executive:</b> <i>President</i>
<b>Title:</b>  <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><b><u>President</u> (or designate) for Academic Vice-Presidents (Provost, Research)</b></p> <p><b><u>Provost and Vice-President Academic</u> (or designate) for all other senior academic positions covered by these Procedures</b></p>	<p><b>Chair</b></p>	<p><b>1</b></p>
<p><b><u>Board Chair or Designate</u> for Academic Vice-President searches only</b></p>	<p><b>Designate must be an external (Order in Council) Board Member</b></p>	<p><b>0-1</b></p>
<p><b><u>Two Vice, or Associate-Vice, Presidents</u> for Academic Vice-President searches</b></p> <p><b><u>One Vice, or Associate-Vice-President</u> for all other searches</b></p>	<p><b>Appointed by the Committee Chair (Academic &amp; Administrative Vice Presidents and Associate Vice-Presidents eligible)</b></p>	<p><b>1-2</b></p>
<p><b><u>Two Academic Deans</u> (for Academic Vice-Presidents and Academic Deans)</b></p> <p><b><u>One Academic Dean</u> for all other searches</b></p>	<p><b>Appointed by the Chair in consultation with the Academic Deans</b></p>	<p><b>1-2</b></p>
<p><b><u>One Senior Academic Director</u></b></p>	<p><b>Appointed by the Chair</b></p>	<p><b>1</b></p>

<p><b>Five Faculty Members with tenure or tenure-track appointments</b></p>	<p><b>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</b></p> <p><b>In a search for an Academic Vice-President at least one faculty member is to be a Research Chair or former Research Chair.</b></p> <p><b>*in the case of a search for a University Librarian, at least one member should be a faculty librarian</b></p>	<p><b>5</b></p>
<p><b>One Staff Representative</b></p>	<p><b>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.</b></p>	<p><b>1</b></p>
<p><b>Two students</b></p>	<p><b>Appointed or elected by the Undergraduate and Graduate Student Societies</b></p>	<p><b>2</b></p>
<p><b>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</b></p>	<p><b>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.</b></p>	<p><b>0-2</b></p>
<p><b>NON-VOTING – RESOURCE MEMBERS: Director of Human Resources (or designate) +appropriate Human Resources support personnel and Search Consultants as applicable</b></p>	<p><b>Determined by the AVP People or by the Director of Human Resources</b></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.

  <h1 style="text-align: center;">PROCEDURES</h1>	<b>Policy No:</b>	<b>Approval Date:</b> Board Motion # Senate Motion #
	<b>Approving Authority:</b> <i>Board of Governors and Senate</i>	
<b>Responsible Executive:</b> <i>President</i>		
<b>Title:</b>  <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, 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><b><u>President</u> (or designate) for Academic Vice-Presidents (Provost, Research)</b></p> <p><b><u>Provost and Vice-President Academic</u> (or designate) for all other senior academic positions covered by these Procedures</b></p>	<p><b>Chair</b></p>	<p><b>1</b></p>
<p><b><u>Board Chair or Designate</u> for Academic Vice-President searches only</b></p>	<p><b>Designate must be an external (Order in Council) Board Member</b></p>	<p><b>0- 1</b></p>
<p><b><u>Two Vice, or Associate-Vice, Presidents</u> for Academic Vice-President searches</b></p> <p><b><u>One Vice, or Associate-Vice-President</u> for all other searches</b></p>	<p><b>Appointed by the Committee Chair (Academic &amp; Administrative Vice Presidents and Associate Vice-Presidents eligible)</b></p>	<p><b>1-2</b></p>
<p><b><u>Two Deans</u> (for Academic Vice-Presidents and Deans)</b></p> <p><b><u>One Dean</u> for all other searches</b></p>	<p><b>Appointed by the Chair in consultation with the Deans</b></p>	<p><b>1- 2</b></p>
<p><b><u>One Senior Academic Director</u></b></p>	<p><b>Appointed by the Chair</b></p>	<p><b>1</b></p>

<p><b>Five Faculty Members with tenure or tenure-track appointments</b></p>	<p><b>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</b></p> <p><b>In a search for an Academic Vice-President at least one faculty member is to be a Research Chair or former Research Chair.</b></p> <p><b>*in the case of a search for a University Librarian, at least one member should be a faculty librarian</b></p>	<p><b>5</b></p>
<p><b>One Staff Representative</b></p>	<p><b>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.</b></p>	<p><b>1</b></p>
<p><b>Two students</b></p>	<p><b>Appointed or elected by the Undergraduate and Graduate Student Societies</b></p>	<p><b>2</b></p>
<p><b>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</b></p>	<p><b>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.</b></p>	<p><b>0 – 2</b></p>
<p><b>NON-VOTING – RESOURCE MEMBERS: Director of Human Resources (or designate) +appropriate Human Resources support personnel and Search Consultants as applicable</b></p>	<p><b>Determined by the AVP People or by the Director of Human Resources</b></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.

 <p style="text-align: center;"><b>POLICY &amp; Procedures</b></p>	<b>Policy No: S-201801.14</b>	<b>Approval Date:</b> January 24, 2018 <b>Most Recent Revision:</b> January 2018
	<b>Approving Authority:</b> Senate  <b>Responsible Executive:</b> President  <b>Responsible Administrator:</b> University Registrar - Secretary to Senate	
<b>Title:</b>  <h2 style="text-align: center;">Honorary Degrees</h2>		

# Policy

## 1.0 Scope and Interpretation

The *University Act of British Columbia* gives Senate the authority to grant degrees, including Honorary Degrees. This Policy, enacted by Senate, outlines the criteria and principles by which nominees are evaluated for the award of an Honorary Degree.

## 2.0 Definitions

2.1 **Committee** – Committee means the *Senate Committee on Honorary Degrees and Other Forms of Special Recognition*, or the Committee tasked by Senate with responsibility for recommendations for, and matters related to, Honorary Degrees.

## 3.0 Policy Statement

3.1 **Criteria** - An Honorary Degree Recipient is selected for excellence, eminence and accomplishment in scholarship, research, teaching, the creative arts, business or other fields of service to the public, and:

- i) Has established a regional, provincial, national or international reputation for excellence in their field of endeavor;
- ii) Has made a notable contribution in the service of humanity, and;
- iii) Is a role model exemplifying the vision and mission of the University.

3.2 Nominations may be made by members of the Committee, the University Community or the public.

3.3 Normally, two Honorary Degrees will be conferred at the regular convocation. In exceptional circumstances, the Committee may recommend that Senate approve the awarding of up to three

Honorary Degrees at a single regular convocation. All Honorary Degree recipients should be afforded the opportunity to address graduates.

- 3.4 To the extent possible, the Committee will strive to ensure that over any two to three year period, recommended recipients reflect a diversity of backgrounds and contributions.
- 3.5 Honorary Degrees must be explicitly accepted by a nominee and therefore may not be conferred on those who, because of incapacity or death, are unable to accept the honour.
- 3.6 Except in unusual circumstances, and with the approval of Senate, Honorary Degrees must be received in person at a convocation ceremony. Should a person become incapacitated or die after acceptance of an Honorary Degree but before conferral, the President as Chair of Senate will have the discretion to determine whether and how the Honorary Degree may be conferred.
- 3.7 **Special Convocations** – in the event of a Special Convocation, the Committee will be convened and may draw from the pool of Senate approved candidates from the most recent nomination and selection cycle, may draw from the historical pool of candidates approved by Senate within the previous two years or, may determine that a separate call for nominations is needed.
- 3.8 In exceptional circumstances, Senate may entertain a motion to rescind an Honorary Degree. Such a motion would require two thirds support of Senate to be passed.

#### **4.0 Roles and Responsibilities**

- 4.1 Senate is the approving authority for this Policy and for the Procedures enacted under this Policy.
- 4.2 The President, as Chair of Senate, has the discretion to make reasonable interpretations and non-substantive amendments to the Procedures, to address unique circumstances and in the interests of giving effect to the timely and appropriate application of the Policy.
- 4.3 The Registrar, as Secretary to Senate, oversees the confidential nomination process. In order to ensure alignment of the Honorary Degree process with convocation planning and protocols, the Ceremonies and Protocol Officer, or designated representative from the Office of Advancement, acts as Recording Secretary for the Committee and for the Honorary Degree selection process.
- 4.4 All Committee deliberations are to be held in closed sessions and members and committee participants are required to maintain strict confidentiality through the nomination and selection process.

## **Procedures**

- 1.0 **Call for Nominations** – An annual call for nominations will be made each fall for nominees to be awarded Honorary Degrees at the next regular spring convocation.
  - i) The call for nominations shall be prepared by the Recording Secretary and issued by the Office of the Secretary of Senate. The notice is to be forwarded to Senate, the

Board, Undergraduate and Graduate Student Societies, the Alumni Council and the University Community, and is to be made publically available on the University website.

- ii) Nominations may be submitted at any time to the Secretary of Senate, but nominators should be informed that their nomination may not be considered for the next upcoming convocation if the Committee has already convened or Senate has already approved recipients for that convocation.

2.0 **Nominations in Writing** - All nominations must be in writing and must provide the following information:

- i) Name and current contact information for the nominee
- ii) Curriculum vitae or similar biographical and professional information that provides information such as reference articles, lists of publications, awards and accomplishments
- iii) A brief statement outlining why the nominee should be considered and how the nominee meets the criteria outlined in the Policy
- iv) Name and contact information of the nominator

3.0 **Acknowledgement of Nominations** – The Recording Secretary shall ensure that all nominations are acknowledged in writing, by the President.

4.0 The Recording Secretary shall prepare and distribute confidential meeting packages to the Committee. The Secretary of Senate shall convene the Committee, and the Committee shall:

- i) Review and evaluate the nominations against the criteria outlined in the Policy
- ii) Generate a ranked list of no more than six (6) nominees to be recommend to Senate for approval

5.0 The Recording Secretary shall prepare DRAFT citations for each of the recommended nominees and the Secretary of Senate shall present the ranked list and citations to Senate at the next regular Senate meeting.

6.0 Each nominee requires the majority support of Senate, and so each must be presented for approval in a separate motion according to the ranked order.

7.0 Once nominees are approved, the Recording Secretary will arrange for the President to speak with the approved nominees in ranked order to determine willingness to receive an honorary degree. The President will continue to contact and offer the honor in accordance with the approved ranked list until the approved number of recipients, as per s. 3.3 of the Policy, have confirmed acceptance and attendance. The Recording Secretary will prepare correspondence and ensure that the offer and acceptance are confirmed in writing by the President.

- 8.0 The Recording Secretary, or the University Ceremonies and Protocol Officer, if not acting as the Recording Secretary, will make all arrangements with the Honorary Degree Recipients up to and including the recipients' attendance at and participation in convocation.
  
- 9.0 Each Nominee approved by Senate, who is not awarded an honorary degree in the next convocation, shall be added to a list of approved nominees from which the Committee may draw in making recommendations to the Senate in subsequent years. Such nominees remain on the list of approved candidates for three years. If not awarded an honorary degree in that three year period the nominee's name will be removed from the list.
  
- 10.0 Nominees whose names are not recommended to Senate by the Committee or are recommended but are not approved by Senate, shall not be kept on an active or approved list from year to year.

## CALL FOR NOMINATIONS

### 2019 HONORARY DOCTOR OF LAWS DEGREE

The Senate of the University of Northern British Columbia is inviting nominations for its most distinguished public award, the Honorary Doctor of Laws Degree:

- The award of an Honorary Degree is recognition by the University of Northern British Columbia of distinguished achievement in scholarship, research, teaching, the creative arts, business, or other fields of service to the public.
- Nominees are sought encompassing international, national, provincial or regional contributions and, normally, two Honorary Degrees will be conferred at each regular convocation ceremony.

Nominations must be sent to the University of Northern British Columbia by **Tuesday, October 9, 2018** and should include the following information:

1. A completed Honorary Doctor of Laws Degree nomination form;
2. The name and current contact information of the nominee;
3. A current curriculum vitae (résumé) of the nominee;
4. A list of publications or other achievements of the nominee;
5. A brief statement outlining why the nominee should be considered for this honour;
6. The name, current address and telephone number of the nominator(s).
7. The College associated with the nominator(s), if applicable.

Nominator(s), or selected designates of nominator(s), will serve as Host to the Honorary Degree recipient. Hosts are expected to provide local transportation and coordinate with the Convocation Office on the itinerary. We anticipate recipients may be invited to participate in other events, potentially organized by the nominator, and we encourage those opportunities; however, nominators should not expect additional funding and only if the Convocation Office is given advanced notice.

The Honorary Degree recipient will be recognized at Convocation on May 31, 2019.

Please visit the UNBC website at <http://www.unbc.ca/governance/senate/forms> or contact the Recording Secretary below, for a nomination form (also attached, along with related policy).

For further information, please contact:

Zarrah Holvick

Ceremonies and Protocol Officer - Recording Secretary

Phone: (250) 960-6304

E-mail: [zarrah.holvick@unbc.ca](mailto:zarrah.holvick@unbc.ca)

Office of University Advancement (Convocation Office)

University of Northern British Columbia

3333 University Way

Prince George, BC V2N 4Z9

## NOMINATION FORM

### Honorary Doctor of Laws Degree

---

**Instructions:**

Please complete this form and include the following information:

1. The name and current address of the nominee;
2. A current curriculum vitae (résumé) of the nominee;
3. A list of publications or other achievements of the nominee;
4. A brief statement outlining why the nominee should be considered for this honour;
5. The name, current address and telephone number of the nominator(s);
6. The College associated with the nominator(s), if applicable.

**1. Name and Current Address of Nominee:**

Name of nominee: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Current Address of Nominee: \_\_\_\_\_

Current Phone Number: (        ) \_\_\_\_\_(work) ; (        ) \_\_\_\_\_(home)

**2. Current curriculum vitae of the nominee: (*please attach*)**

**3. List of representative items to support the achievements of the nominee (i.e. publication, artwork, musical performance, etc.):**

---

---

---

---

---

---

---

---

---

---

**4. Brief statement outlining why the nominee should be considered for this honour:**

---

---

---

---

---

---

---

---

---

---

**5. Name, current address and telephone number of nominator:**

I, the undersigned, wish to nominate \_\_\_\_\_ for an Honorary Doctoral Degree from the University of Northern British Columbia.

\_\_\_\_\_  
Printed Name of nominator

Current address of nominator: \_\_\_\_\_

\_\_\_\_\_  
Phone Number: (        ) \_\_\_\_\_ (work); (        ) \_\_\_\_\_(home)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**6. The College associated to the nominator(s), if applicable:**

---

Please mail, email, or fax the completed form, along with the additional information requested, to the following:

Zarrah Holvick  
Ceremonies and Protocol Officer  
Office of University Advancement (Convocation Office)  
University of Northern British Columbia  
3333 University Way  
Prince George, BC V2N 4Z9  
Email: zarrah.holvick@unbc.ca  
Fax Number: (250) 960-5281

**NOMINATIONS MUST BE RECEIVED BY:**

October 9, 2018  
**Date**

Motion Number (assigned by  
Steering Committee of Senate): S-201809.08

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the deletion of HIST 221-3 United States from Colonization to 1877 be approved as proposed.

**Effective Date:** September 2019

**Rationale:**

The motion to delete HIST 221 & HIST 222 are closely related to the motion to create the new course HIST 223. The changes essentially turn a two-semester introduction of American History (HIST 221 and 222) into a new one-semester course. This will permit a more effective delivery of our American History courses in the future. It also mirrors a change recently made by the UBC History Department.

**Motion proposed by:** Dr. Ted Binnema

**Academic Program:** HISTORY

**Implications for Other Programs / Faculties?** None

**College:** Arts, Social and Health Sciences

**College Council / Committee Motion Number:** Omnibus Motion: CASHSCC.2018.08.16.05

**Attachment Pages (if applicable):** 0 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201809.05

**Moved by:** S. Wagner

**Seconded by:** R. Foo

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018

**Date**

  
**Chair's Signature**

For recommendation to ✓, or information of \_\_\_\_\_ Senate.

Motion Number (assigned by  
Steering Committee of Senate): S-201809.09

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the deletion of HIST 222-3 The United States since 1877 be approved as proposed.

**Effective Date:** September 2019

**Rationale:**

The motion to make changes to the title and course description for HIST 221 and the motion to delete HIST 222 are closely related. The changes essentially turn a two-semester introduction of American History (221 and 222) into a one-semester course. This will permit a more effective delivery of our American History courses in the future. It also mirrors a change recently made by the UBC History Department.

**Motion proposed by:** Dr. Ted Binnema

**Academic Program:** HISTORY

**Implications for Other Programs / Faculties?** None

**College:** Arts, Social and Health Sciences

**College Council / Committee Motion Number:** Ominibus Motion: CASHSCC.2018.08.16.05

**Attachment Pages (if applicable):** 0 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201809.06

**Moved by:** S. Wagner

**Seconded by:** R. Foo

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018

**Date**



**Chair's Signature**

For recommendation to ✓, or information of \_\_\_\_\_ Senate.

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course HIST 223-3 be approved as follows:

**A. Description of the Course**

1. **Proposed semester of first offering:** September 2019
2. **Academic Program:** History
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** HIST 223-3
4. **Course Title:** From Colony to Superpower: A History of the United States of America
5. **Goal(s) of Course:** This new course essentially turns a two-semester introduction of American History (HIST 221 and HIST 222) into a one-semester course. This will permit a more effective delivery of our American History courses in the future. It also mirrors a change recently made by the UBC History Department. One-semester introductions such as this are not uncommon, and suitable textbooks are plenty.
6. **Calendar Course Description:** The history of the United States of America has had a tremendous impact on the history of Canada and the world. In this course, students gain a better understanding of the history of Canada's nearest neighbour from earliest times to the present. Lectures, readings, and assignments explore political, economic, social, cultural, and military themes.
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



6. Course required or recommended by an accrediting agency:
7. Toward what degrees will the course be accepted for credit?
8. What other courses are being proposed within the Program this year?
9. What courses are being deleted from the Program this year?

**C. Relation to Other Program Areas**

1. Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:
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? Yes  No
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: none
  - ii. Space (classroom, laboratory, storage, etc.): n/a
  - iii: Library Holdings: See attached form
  - iv. Computer (time, hardware, software): n/a

**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:** none  
3. **Attachment Pages (in addition to required “Library Holdings” Form):**  0  pages

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

**Program / Academic / Administrative Unit:** HISTORY

1. **College(s):** Arts, Social and Health Sciences
2. **SCCC Review Date:** March 26, 2018
3. **College Council Motion Number(s):** OMNIBUS MOTION: CASHSCC.2018.08.16.03
4. **College Council Approval Date(s):** August 16, 2018
5. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** n/a
6. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** n/a

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF

**Moved by:** S. Wagner

**Seconded by:** R. Foo

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018

**Date**



**Chair's Signature**

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

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course HIST 233-3, Europe since 1789 be approved as follows:

**A. Description of the Course**

1. **Proposed semester of first offering:** September 2019

2. **Academic Program:** History

3. **Course Subject, Number:** HIST 233-3

4. **Course Title:** Europe since 1789

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

1) A greater understanding of the history of Europe. 2) A greater understanding of the connections between local, national, and transnational history. 3) A greater ability to describe how gender and class have shaped European societies. 4) A greater ability to analyze historiography.

6. **Calendar Course Description:**

This course introduces students to the history of Europe from the French Revolution to the end of the Cold War. Focusing on various revolutions, industrialization, nationalism, war, and new ideologies, the course charts the shift from largely rural, agrarian societies to industrial ones and from absolutist monarchies and later dictatorships to participatory democracies.

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

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

8. **Contact Hours (per week):**

Lecture 3

Laboratory #

Seminar \_\_\_\_\_ # \_\_\_\_\_ 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: none
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: none

**B. Significance Within Academic Program**

1. Anticipated enrolment  25
2. If there is a proposed enrolment limit, state the limit and explain:  no
3. Required for: Major: (Honors)  no  Minor:  no  Other:  no
4. Elective in: Major:  yes  Minor:  yes  Other:  yes
5. Course required by another major/minor: no
6. Course required or recommended by an accrediting agency: no
7. Toward what degrees will the course be accepted for credit? BA History
8. What other courses are being proposed within the Program this year? none
9. What courses are being deleted from the Program this year? none

**C. Relation to Other Program Areas**

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: not applicable
4. Has this overlap been discussed with the Program concerned? Not applicable
5. In offering this course, will UNBC require facilities or staff at other institutions?

Yes \_\_\_\_\_ No  X

If yes, please describe requirements: Not applicable

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.): n/a
- iii. Library Holdings: See attached form
- iv. Computer (time, hardware, software): n/a

#### 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: none
- 3. Attachment Pages (in addition to required “Library Holdings” Form):  0  pages

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

Program / Academic / Administrative Unit: HISTORY

- 1. College(s): Arts, Social and Health Sciences
- 2. SCCC Review Date: March 26, 2018
- 3. College Council Motion Number(s): OMNIBUS MOTION: CASHSCC.2018.08.16.03
- 4. College Council Approval Date(s): August 16, 2018
- 5. Senate Committee on First Nations and Aboriginal Peoples Motion Number: n/a

6. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201809.08

**Moved by:** S. Wagner

**Seconded by:** R. Foo

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 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 Qualification for Degree section and the addition of a Transfer Credit Section in the General Requirements for Nursing on page 176 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The statement regarding program completion is still ambiguous as to when the 8 years for completion start (6 years for RNCP), and what courses are included. Adding a transfer credit section to the general requirements that directs students to their individual nursing program and referring to outstanding requirements after admission to a specific nursing program clarifies what transfer credit can be used towards the degree (if applicable) and exactly how long students have to complete the respective Nursing credential.
3. **Implications of the changes for other programs, etc., if applicable:** None.
4. **Reproduction of current Calendar entry for the item to be revised:**

**Qualification for Degree**

It is the responsibility of the student to ensure that his/her degree or certificate requirements are met. Graduation requirements are found in the Regulations and Policies section of this Calendar. To fulfill the requirements of graduation, the student must:

- attain a minimum Cumulative GPA of 2.33 (C+) on all courses used for credit towards the degree or certificate
- attain a minimum passing grade of (P) in NURS 220-5, NURS 329-1 and NURS 330-4, as applicable to the specific program
- obtain a minimum passing grade of 2.00 (C) in the following courses, or their equivalents, as applicable to the specific program. *Note: Students enrolling in any required course must have completed all prerequisites with a grade of (C) or better, or if NURS 220-5, NURS 329-1 or NURS 330-4 is the prerequisite, a passing grade of (P) is required:*
  - all NURS courses, including NURS electives
  - all mandatory HHSC courses
  - ANTH 213-3
  - STAT 240-3
  - POLS 403-3

- complete all requirements for the appropriate program as follows:
  - NCBNP BScN within eight years, starting with the first semester of registration in a NURS course in the NCBNP at UNBC or one of its collaborative partner institutions
  - Post-Diploma BScN within eight years, starting with the first semester of registration in a NURS course in the Post-Diploma BScN at UNBC
  - Certificate program within six years, starting with the first semester of registration in a NURS course in the Certificate program at UNBC.

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

### **Transfer Credit**

Transfer credit may be awarded for course work completed at other recognized institutions.

Individual Nursing (NURS) or Health Sciences (HHSC) courses, or their equivalents, must have been completed within five years prior to the semester of admission to the specific nursing program to be eligible for transfer credit. Other course work must be completed within 10 years prior to the semester of admission to be considered for transfer credit. Course work taken at other institutions after admission may also be eligible for transfer credit (Refer to Letter of Permission in the General Requirements for Nursing). Students are encouraged to consult with the advisor in their specific program prior to registration for courses completed outside of UNBC.

Students who have completed a Registered Nurse Diploma at a recognized post-secondary institution may be eligible for transfer credit towards the Post-Diploma Baccalaureate Nursing Program or Rural Nursing Certificate Program BScN Completion. Students may also be eligible for transfer credit for post-diploma course work (Refer to Post-Diploma Baccalaureate Nursing Program and/or the Rural Nursing Certificate Program/BScN Completion).

Students who have completed a Licensed Practical Nurse Certificate or Diploma may be eligible for transfer credit towards the Northern Collaborative Baccalaureate Nursing Program (Refer to Admission Requirements: Licensed Practical Nurse (LPN) Access under the NCBNP).

### **Previous UNBC Coursework**

Nursing (NURS) and Health Sciences (HHSC) courses, or their equivalents taken at UNBC more than 5 years prior to the semester of admission to a Nursing program are evaluated on an individual basis to determine eligibility towards the program of study.

## **Qualification for Degree or Certificate**

It is the students' responsibility ~~of the student~~ to ensure that his/her/their degree or certificate requirements are met. Graduation requirements are found in the Regulations and Policies section of this Calendar. To fulfill the requirements of graduation, ~~the students~~ must:

- attain a minimum Cumulative GPA of 2.33 (C+) on all courses used for credit towards the degree or certificate;
- attain a minimum passing grade of (P) in NURS 220-5, NURS 328-(1,2), NURS 329-1 and NURS 330-4, as applicable to the specific program;
- obtain a minimum passing grade of 2.00 (C) in the following courses, or their equivalents, as applicable to the specific program. *Note: Students enrolling in any required course must have completed all prerequisites with a grade of (C) or better, or if NURS 220-5, NURS 328-(1,2), NURS 329-1 or NURS 330-4 is the prerequisite, a passing grade of (P) is required:*
  - all NURS courses, including NURS electives
  - all mandatory HHSC courses
  - ANTH 213-3
  - STAT 240-3
  - POLS 403-3
- confirm all transfer credit meets eligibility requirements and has been awarded accordingly;
- complete all outstanding requirements for the appropriate specific program of study, starting from the first semester of registration following admission to one of the following programs:
  - ~~NCBNP BScN within eight years;~~ starting with the first semester of registration in a NURS course in the NCBNP at UNBC or one of its collaborative partner institutions
  - ~~Post-Diploma BScN or RNCP BScN Completion within eight years;~~ starting with the first semester of registration in a NURS course in the Post-Diploma BScN at UNBC
  - ~~Rural Nursing Certificate pProgram within six years;~~ starting with the first semester of registration in a NURS course in the Certificate program at UNBC.

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

**Program / Academic / Administrative Unit:** School of Nursing

**SCCC Review Date:** February 26, 2018

**College:** Arts, Social and Health Sciences

**College Council Motion Number:** CASHCC.2018.08.16.07

**College Council Approval Date:** August 16, 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.:** SCAAF201809.15

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 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 Family Nurse Practitioner Stream, on page 90-91 of the draft 2018/2019 graduate calendar, be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**  
Change from 'Stream' to 'Program'. Change in structure of the MScN (FNP) and MScN Thesis programs requires removal of Core and specific subtitle references. Change in course from POLS 603-3 to NURS 704-3 that includes content related to leadership, policy and the health care system relevant to advanced practice nursing. New course tailored to the needs of MScN students.
3. **Implications of the changes for other programs, etc., if applicable:** consulted with POLS program re: POLS 603. Consulted with Registrar's Office regarding change from Stream to Program.
4. **Reproduction of current Calendar entry for the item to be revised:**

## MScN (FNP) Family Nurse Practitioner Stream

### Admission to Family Nurse Practitioner Stream

In addition to the application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants for the Family Nurse Practitioner Stream are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting;
- An academic transcript showing undergraduate courses in nursing theory, health assessment, and community health nursing, and research;
- Nursing practice résumé or curriculum vitae;
- Criminal records searches;
- Applicants are required to successfully complete the San'yas Indigenous Cultural Safety Training within the previous two years prior to the semester of admission to the MScN (FNP) Stream;
- Evidence of at least two years full-time practice experience, or equivalent, following completion of the Baccalaureate degree;
- Evidence of active and continuing registration as a nurse in British Columbia. Annual documentation of current, practicing CRNBC licensure is required while enrolled in the program.

#### **Recommendations:**

The following recommendations, if undertaken, may strengthen applications to the UNBC MScN (FNP) Stream, and may be beneficial in preparing applicants for the demands of an MScN (FNP) graduate program. Applicants are strongly encouraged to successfully complete the following within three years prior to the semester of admission to the MScN (FNP) Stream:

- an upper-division or graduate-level anatomy and physiology course
- an academic writing course
- a graduate-level research methods course

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at <http://www.unbc.ca/calendar/graduate/admissions>.

The MScN (FNP) Stream accepts students for the September Semester.

## Requirements

In addition to five core MScN courses (15 credit hours), eight nurse practitioner-specific courses (36 credit hours), are required. On-site instruction is a required component of five courses. Placements for clinical experiences will be in rural and northern communities. A final project completes the degree.

### Family Nurse Practitioner Stream

Core Courses	15 credit hours
Nurse Practitioner Courses (includes project):	36 credit hours
Total	51 credit hours

### Family Nurse Practitioner Stream Requirements

#### Core courses

NURS 604-3	The Healing and Well-being of Indigenous Peoples
NURS 606-3	Developing Nursing Knowledge
NURS 607-3	Appraising and Synthesizing Evidence to for Practice
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

*\*Note: POLS 603-3 is precluded if students already have credit for POLS 403-3. Students are required to choose another course to make up the credit hours upon consultation with their supervisor.*

#### Nurse Practitioner Courses

NURS 602-3	Pathophysiology
NURS 603-3	Health Assessment and Diagnostic Reasoning
NURS 605-3	Pharmacological Management and Therapeutic Interventions
NURS 608-3	Ethics, Accountability and Responsibility for Practice
NURS 720-6	Practicum: Integrating Primary Health Care I
NURS 730-6	Practicum: Integrating Primary Health Care II
NURS 790-9	Nurse Practitioner Internship
NURS 798-3	Nurse Practitioner Project

### Program Costs

Costs associated with study in the MScN (FNP) are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. This includes travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face (on-campus) course work. See the Fees section in this calendar.

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

## MScN (FNP) Family Nurse Practitioner Program Stream

### Admission to Family Nurse Practitioner Program Stream

In addition to the application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants for the Family Nurse Practitioner Program Stream are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting;
- An academic transcript showing undergraduate courses in nursing theory, health assessment, and community health nursing, and research;
- Nursing practice résumé or curriculum vitae;

- Criminal records searches;
- ~~Applicants are required to successfully completion of~~ the San'yas Indigenous Cultural Safety Training within the previous two years prior to the semester of admission to the MScN (FNP) Program Stream;
- Evidence of at least two years full-time practice experience, or equivalent, following completion of the Baccalaureate degree;
- Evidence of active ~~and continuing~~ registration as a nurse in British Columbia. Note that aAnnual documentation of current, practicing CRNBC licensure is required while enrolled in the program.

**Recommendations:**

The following recommendations, if undertaken, may strengthen applications to the UNBC MScN (FNP) Program Stream, and may be beneficial in preparing applicants for the demands of an MScN (FNP) graduate program. Applicants are strongly encouraged to successfully complete the following within three years prior to the semester of admission to the MScN (FNP) Program Stream:

- an upper-division or graduate-level anatomy and physiology course
- an academic writing course
- a graduate-level research methods course

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at <http://www.unbc.ca/calendar/graduate/admissions>.

The MScN (FNP) Program Stream accepts students for the September Semester.

**Requirements**

~~In addition to five core MScN courses (15 credit hours), eight nurse practitioner-specific courses (36 credit hours), are required. On-site instruction is a required component of five courses. Placements for clinical experiences will be in rural and northern communities. A final project completes the degree.~~

**Family Nurse Practitioner Stream**

Core Courses	15 credit hours
Nurse Practitioner Courses (includes project):	36 credit hours
Total	51 credit hours

**Family Nurse Practitioner Stream Requirements**

**Core courses**

- NURS 604-3 — The Healing and Well-being of Indigenous Peoples
- NURS 606-3 — Developing Nursing Knowledge
- NURS 607-3 — Appraising and Synthesizing Evidence to for Practice
- 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

*\*Note: POLS 603-3 is precluded if students already have credit for POLS 403-3. Students are required to choose another course to make up the credit hours upon consultation with their supervisor.*

**Nurse Practitioner Courses**

- NURS 602-3 — Pathophysiology
- NURS 603-3 — Health Assessment and Diagnostic Reasoning
- NURS 605-3 — Pharmacological Management and Therapeutic Interventions
- NURS 608-3 — Ethics, Accountability and Responsibility for Practice
- NURS 720-6 — Practicum: Integrating Primary Health Care I
- NURS 730-6 — Practicum: Integrating Primary Health Care II
- NURS 790-9 — Nurse Practitioner Internship
- NURS 798-3 — Nurse Practitioner Project

**Family Nurse Practitioner Program Requirements**

51 credit hours of MScN and Nurse Practitioner courses are required. On-site instruction is a required component of

five courses. Placements for clinical experiences will be in rural and northern communities. A final project completes the degree.

NURS 602-3 Pathophysiology

NURS 603-3 Health Assessment and Diagnostic Reasoning

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

NURS 605-3 Pharmacological Management and Therapeutic Interventions

NURS 606-3 Developing Nursing Knowledge

NURS 607-3 Appraising and Synthesizing Evidence for Practice

NURS 608-3 Ethics, Accountability and Responsibility for Practice

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

NURS 704-3 Leadership in Health Care and Practice

NURS 720-6 Practicum: Integrating Primary Health Care I

NURS 730-6 Practicum: Integrating Primary Health Care II

NURS 790-9 Nurse Practitioner Internship

NURS 798-3 Nurse Practitioner Project

## **Program Costs**

Costs associated with study in the MScN (FNP) Program are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. This includes travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face (on-campus) course work. See the Fees section in this calendar.

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

**Program / Academic / Administrative Unit:** School of Nursing

**SCCC Review Date:** June 26, 2018

**College:** Arts, Social and Health Sciences

**College Council Motion Number:** OMNIBUS MOTION: CASHSCC.2018.08.16.16

**College Council Approval Date:** August 16, 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.:** SCAAF201809.16

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018



**Date**

**Chair's Signature**

**For recommendation to**  **, or information of** \_\_\_\_\_ **Senate.**

Motion Number (assigned by  
Steering Committee of Senate): S-201809.14

---

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the changes to the English Language Requirement under the Admission Requirements for the NCBNP on page 177 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2017

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

Changes have already been made to English Language Requirement section on page 30 of the 2017/2018 undergraduate calendar. This motion is to match the Nursing program pages with what already exists in the Admissions section of the calendar.

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

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

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. For the NCBNP, the following are required for admission:

- fulfillment of the BC Secondary School English 12 requirements (67%), or equivalent, and
- either an IELTS (International English Language Testing System), or a CELBAN (Canadian English Language Assessment for Nurses) with current, valid results and scores as set by the College of Registered Nurses of British Columbia (CRNBC) for the year of admission.

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

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. For the NCBNP, the following are required for admission:

- fulfillment of the BC Secondary School English 12 requirements (~~67~~ 70%), or equivalent, and;
- either an IELTS (International English Language Testing System) Academic, or a CELBAN (Canadian English Language Assessment for Nurses) with current, valid results and scores as set by the College of Registered Nurses of British Columbia (CRNBC) for the year of admission.

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

**Program / Academic / Administrative Unit:** School of Nursing

**SCCC Review Date: February 26, 2018**

**College:** Arts, Social and Health Sciences

**College Council Motion Number: CASHSCC.2018.08.16.06**

**College Council Approval Date:** August 16, 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.:** SCAAF201809.17

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018



**Date**

**Chair's Signature**

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

Motion Number (assigned by S-201809.15  
Steering Committee of Senate): \_\_\_\_\_

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the changes to the Transfer Credit section under the Northern Collaborative Baccalaureate Nursing Program on page 177 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** In addition to NURS courses, Health Science courses (e.g. Anatomy/Physiology, Microbiology) need to be completed within 5 years in order for students to be successful in subsequent courses such as Pathophysiology and Pharmacology.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

### Transfer Credit

Transfer credit and/or advanced standing may be awarded for course work completed at other recognized institutions. All transfer credit for course work taken prior to admission to the BScN program will be evaluated at the request of the student, and applied at the time of initial registration in the program.

The total transfer credit awarded on the basis of acceptable course work completed at non-collaborative partner institutions may not exceed 60 credit hours. Nursing courses must have been completed within five years prior to admission to be eligible for transfer credit into the nursing program.

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

### Transfer Credit

~~Transfer credit and/or advanced standing may be awarded for course work completed at other recognized institutions. All transfer credit for course work taken prior to admission to the BScN program will be evaluated at the request of the student, and applied at the time of initial registration in the program.~~

The total transfer credit awarded on the basis of acceptable course work completed at non-collaborative partner institutions may not exceed 60 credit hours. Nursing (NURS)

and Health Science (HHSC) courses, or their equivalents, must have been completed within five years prior to the semester of admission to be eligible for transfer credit into the nursing program NCBNP.

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

**Program / Academic / Administrative Unit:** School of Nursing

**College:** Arts, Social and Health Sciences

**SCCC Review Date:** February 26, 2018

**College Council Motion Number:** CASHSCC.2018.08.16.08

**College Council Approval Date:** August 16, 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.:** SCAAF201809.18

**Moved by:** T. Klased-Ross

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 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 MScN Thesis Stream, on page 91 of the draft 2018/2019 graduate calendar, be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**  
Change from 'Stream' to 'Program'. Change in course from POLS 603-3 to NURS 704-3 that includes content related to leadership, policy and the health care system relevant to advanced practice nursing. New course is tailored to the needs of MScN students. New prerequisite course NURS 618-3 required renumbering of NURS 609-3 and NURS 610-3 to NURS 619-3 and NURS 620-3 for proper sequencing.
3. **Implications of the changes for other programs, etc., if applicable:** consulted with POLS program re: POLS 603. Consulted with Registrar's Office regarding change from Stream to Program.
4. **Reproduction of current Calendar entry for the item to be revised:**

## MScN Thesis Stream

### Admission to MScN Thesis Stream

In addition to the application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants for the Academic Master's Stream are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting.
- An academic transcript showing undergraduate courses in nursing theory, health assessment, community health nursing, and research.
- Nursing practice résumé or curriculum vitae.
- Criminal records searches prior to being admitted.
- Applicants must have current active registration (in the jurisdiction in which the student resides while taking the program). Annual documentation of current licensure is required while enrolled in the program.

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at <http://www.unbc.ca/calendar/graduate/admissions>.

The MScN Thesis Stream accepts students for the September and January Semesters.

### Thesis Stream Requirements

In addition to the core courses, one elective and two advanced nursing practice courses are required. As well, students must complete an independent research thesis.

#### Thesis Stream

Core Courses	15 credit hours
Advanced Practice Courses	6 credit hours
Elective	3 credit hours
Thesis	12 credit hours

Total 36 credit hours

#### Core courses

NURS 604-3	The Healing and Well-being of Indigenous Peoples
NURS 606-3	Developing Nursing Knowledge
NURS 607-3	Appraising and Synthesizing Evidence for Practice
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

*\*Note: POLS 603-3 is precluded if students already have credit for POLS 403-3. Students are required to choose another course to make up the credit hours upon consultation with their supervisor.*

#### Advanced Nursing Practice Courses

NURS 609-3	Qualitative Research Approaches in Nursing and Health
NURS 610-3	Quantitative Research in Nursing and Health

#### Electives

At least 3 credit hours of graduate-level study (i.e. at or above the 600 level). The purpose is to broaden the student's depth and scope of learning on a particular topic of interest. The supervisory committee will ensure the appropriate selection of relevant elective course(s).

#### Thesis

NURS 799-12 Thesis

MScN Thesis Stream students must write and defend an independent research thesis. The thesis entails research in a topic area developed in consultation with the student's supervisory committee. Oral examination is required as per University regulations.

#### Program Costs

Costs associated with study in the MScN are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. This includes travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face course work. See the Fees section in this calendar.

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

## MScN Program - Thesis Stream

### Admission to MScN Program Thesis Stream

In addition to the application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants for the Academic Master's Program Stream are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting.
- An academic transcript showing undergraduate courses in nursing theory, health assessment, community health nursing, and research.
- Nursing practice résumé or curriculum vitae.
- Criminal records searches prior to being admitted.
- Applicants must have Evidence of current active registration ~~(in the jurisdiction in which the student resides while taking the program).~~ Note that a Annual documentation of current licensure is required while enrolled in the program.

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at <http://www.unbc.ca/calendar/graduate/admissions>.

The MScN ~~Program~~ ~~Thesis Stream~~ accepts students for the September and January Semesters.

## Thesis Stream Requirements

~~In addition to the core courses, one elective and two advanced nursing practice courses are required. 18 credits of MScN courses are required, as well as 3 credits of electives. As well, ~~s~~Students must also complete an a 12 credit hour independent research thesis, for a total of 33 credit hours.~~

### Thesis Stream

Core Courses	15 credit hours
Advanced Practice Courses	6 credit hours
Elective	3 credit hours
Thesis	12 credit hours
Total	36 credit hours

### Core courses

NURS 604-3	The Healing and Well-being of Indigenous Peoples
NURS 606-3	Developing Nursing Knowledge
NURS 607-3	Appraising and Synthesizing Evidence for Practice
NURS 618-3	Research Approaches for Nursing and Health
NURS 619-3	Qualitative Research in Nursing and Health
or NURS 620-3	Quantitative Research in Nursing and Health
NURS 704-3	Leadership in Health Care and Practice
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

*\*Note: POLS 603-3 is precluded if students already have credit for POLS 403-3. Students are required to choose another course to make up the credit hours upon consultation with their supervisor.*

### Advanced Nursing Practice Courses

NURS 609-3	Qualitative Research Approaches in Nursing and Health
NURS 610-3	Quantitative Research in Nursing and Health

### Electives

At least 3 credit hours of graduate-level study (i.e. at or above the 600 level) are required. The purpose of the electives is to broaden the student's depth and scope of learning on a particular topic of interest. The supervisory committee will ensure the appropriate selection of relevant elective course(s).

### Thesis

NURS 799-12 Thesis

MScN Thesis ~~Stream~~ students must write and defend an independent research thesis. The thesis entails research in a topic area developed in consultation with the student's supervisory committee. Oral examination is required as per University regulations.

## Program Costs

Costs associated with study in the MScN are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. This includes travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face course work. See the Fees section in this calendar.

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

**Program / Academic / Administrative Unit:** School of Nursing

**SCCC Review Date:** June 26, 2018  
**College:** Arts, Social and Health Sciences  
**College Council Motion Number:** OMNIBUS MOTION: CASHSCC.2018.08.16.16  
**College Council Approval Date:** August 16, 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

<b>INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING</b>	
<b>Brief Summary of Committee Debate:</b>	
<b>Motion No.:</b>	SCAAF201809.19
<b>Moved by:</b>	T. Klassen-Ross
<b>Committee Decision:</b>	CARRIED
<b>Seconded by:</b>	G. Jacob
<b>Approved by SCAAF:</b>	September 5, 2018
<b>Date</b>	
	<b>Chair's Signature</b>
For recommendation to <u>  ✓  </u> , or information of _____ Senate.	

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the additional changes to the MScN Program, on page 91 of the draft 2018/2019 graduate calendar, and the addition of a MScN Project, be approved as proposed.

Additional changes noted in Red.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**  
Change from 'Stream' to 'Program'. Change in course from POLS 603-3 to NURS 704-3 that includes content related to leadership, policy and the health care system relevant to advanced practice nursing. New course is tailored to the needs of MScN students. New prerequisite course NURS 618-3 required renumbering of NURS 609-3 and NURS 610-3 to NURS 619-3 and NURS 620-3 for proper sequencing.  
  
Addition of MScN Project Option.
3. **Implications of the changes for other programs, etc., if applicable:** consulted with POLS program re: POLS 603. Consulted with Registrar's Office regarding change from Stream to Program.
4. **Reproduction of current Calendar entry for the item to be revised:**

## MScN Thesis Stream

### Admission to MScN Thesis Stream

In addition to the application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants for the Academic Master's Stream are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting.
- An academic transcript showing undergraduate courses in nursing theory, health assessment, community health nursing, and research.
- Nursing practice résumé or curriculum vitae.
- Criminal records searches prior to being admitted.
- Applicants must have current active registration (in the jurisdiction in which the student resides while taking the program). Annual documentation of current licensure is required while enrolled in the program.

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at <http://www.unbc.ca/calendar/graduate/admissions>.

The MScN Thesis Stream accepts students for the September and January Semesters.

### Thesis Stream Requirements

In addition to the core courses, one elective and two advanced nursing practice courses are required. As well, students must complete an independent research thesis.

#### **Thesis Stream**

Core Courses	15 credit hours
Advanced Practice Courses	6 credit hours
Elective	3 credit hours
Thesis	12 credit hours
Total	36 credit hours

#### **Core courses**

NURS 604-3	The Healing and Well-being of Indigenous Peoples
NURS 606-3	Developing Nursing Knowledge
NURS 607-3	Appraising and Synthesizing Evidence for Practice
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

*\*Note: POLS 603-3 is precluded if students already have credit for POLS 403-3. Students are required to choose another course to make up the credit hours upon consultation with their supervisor.*

#### **Advanced Nursing Practice Courses**

NURS 609-3	Qualitative Research Approaches in Nursing and Health
NURS 610-3	Quantitative Research in Nursing and Health

#### **Electives**

At least 3 credit hours of graduate-level study (i.e. at or above the 600 level). The purpose is to broaden the student's depth and scope of learning on a particular topic of interest. The supervisory committee will ensure the appropriate selection of relevant elective course(s).

#### **Thesis**

NURS 799-12 Thesis

MScN Thesis Stream students must write and defend an independent research thesis. The thesis entails research in a topic area developed in consultation with the student's supervisory committee. Oral examination is required as per University regulations.

#### **Program Costs**

Costs associated with study in the MScN are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. This includes travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face course work. See the Fees section in this calendar.

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

### **MScN Program – Thesis or Project Option Stream**

#### **Admission to MScN Program Thesis Stream**

In addition to the application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants for the Academic Master's Program Stream are required to submit the following for consideration of admission:

- Three Assessment Reports on Applicant for Admission to Graduate Studies. Letters of reference may accompany the Assessment Reports. At least one of the assessments/letters must be from a health professional from the prospective student's most recent practice setting.
- An academic transcript showing undergraduate courses in nursing theory, health assessment, community health nursing, and research.
- Nursing practice résumé or curriculum vitae.
- Criminal records searches prior to being admitted.

- Applicants must have Evidence of current active registration (in the jurisdiction in which the student resides while taking the program). Note that a Annual documentation of current licensure is required while enrolled in the program.

Application deadlines can be found in the Graduate Programs Admissions and Regulations section of the Graduate Calendar at <http://www.unbc.ca/calendar/graduate/admissions>.

The MScN Program Thesis Stream accepts students for the September and January Semesters.

## **Thesis Option Stream Requirements**

~~In addition to the core courses, one elective and two advanced nursing practice courses are required. 18 credits of MScN courses are required, as well as 3 credits of electives. As well, Students must also complete an a 12 credit hour independent research thesis, for a total of 33 credit hours.~~

### **Thesis Stream**

Core Courses	15 credit hours
Advanced Practice Courses	6 credit hours
Elective	3 credit hours
Thesis	12 credit hours
Total	36 credit hours

### **Core courses**

NURS 604-3	The Healing and Well-being of Indigenous Peoples
NURS 606-3	Developing Nursing Knowledge
NURS 607-3	Appraising and Synthesizing Evidence for Practice
NURS 618-3	<u>Research Approaches for Nursing and Health</u>
NURS 619-3	<u>Qualitative Research in Nursing and Health</u>
	or NURS 620-3 <u>Quantitative Research in Nursing and Health</u>
NURS 704-3	<u>Leadership in Health Care and Practice</u>
NURS 703-3	<u>Health Program Planning, Community Development and Evaluation</u>
POLS 603-3*	<u>Social and Health Policy in the Context of Health and Health Care</u>

*\*Note: POLS 603-3 is precluded if students already have credit for POLS 403-3. Students are required to choose another course to make up the credit hours upon consultation with their supervisor.*

### **Advanced Nursing Practice Courses**

NURS 609-3	<u>Qualitative Research Approaches in Nursing and Health</u>
NURS 610-3	<u>Quantitative Research in Nursing and Health</u>

### **Electives**

At least 3 credit hours of graduate-level study (i.e. at or above the 600 level) are required. The purpose of the electives is to broaden the student's depth and scope of learning on a particular topic of interest. The supervisory committee will ensure the appropriate selection of relevant elective course(s).

### **Thesis**

NURS 799-12 Thesis

MScN Thesis Stream students must write and defend an independent research thesis. The thesis entails research in a topic area developed in consultation with the student's supervisory committee. Oral examination is required as per University regulations.

## **Project Option Requirements**

18 credits of MScN courses are required, as well as 9 credit hours of electives. Students must also complete a 6 credit hour independent project, for a total of 33 credit hours.

NURS 604-3 The Healing and Well-being of Indigenous Peoples  
NURS 606-3 Developing Nursing Knowledge  
NURS 607-3 Appraising and Synthesizing Evidence for Practice  
NURS 618-3 Research Approaches for Nursing and Health  
NURS 703-3 Health Program Planning, Community Development and Evaluation  
or NURS 705-3 Mobilizing Knowledge in Health and Health Care  
NURS 704-3 Leadership in Health Care and Practice

### **Electives**

At least 9 credit hours of graduate-level study (i.e. at or above the 600 level are required). The purpose of the electives is to broaden the student's depth and scope of learning on a particular topic of interest. The supervisory committee will ensure the appropriate selection of relevant elective course(s).

### **Project**

NURS 797-6 MScN Project

MScN Project students must write and defend an independently completed project. The project entails addressing a topic of concern within nursing practice, education, administration or policy, such as clinical or patient focused outcomes, evidence-informed practice, quality improvement, knowledge translation, or theoretical investigation.

## **Program Costs**

Costs associated with study in the MScN are the responsibility of the individual student, including transportation costs, and any expenses involved in academic studies, lab, and clinical practica. This includes travel, accommodation, and living expenses associated with required clinical practice or travel to campus for required face-to-face course work. See the Fees section in this calendar.

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

**Program / Academic / Administrative Unit:** School of Nursing

**SCCC Review Date:** June 26, 2018

**College:** Arts, Social and Health Sciences

**College Council Motion Number: Omnibus Motion:** CASHSCC.2018.08.16.18

**College Council Approval Date:** August 16, 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.:** SCAAF201809.17

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 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 Titles and opening paragraphs of the Master of Science in Nursing pages on page 89 of the 2018/2019 (draft) graduate calendar, be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**  
Change from Stream to MScN (FNP) and MScN Programs.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

# Master of Science in Nursing

- Family Nurse Practitioner Stream (MScN (FNP))
- Thesis Stream (MScN)

(Faculty listing and website)

The Master of Science in Nursing: Family Nurse Practitioner is a practice-oriented, theory-based degree that prepares graduates to be autonomous practitioners, leaders, role models, and educators in primary health care. The focus of the Family Nurse Practitioner stream is general family practice—that is care for individuals, families, groups and communities across all life stages. Family Nurse Practitioners are health professionals who have achieved the advanced nursing practice competencies at the graduate level of nursing education. Nurse Practitioners, who are regulated by the College of Registered Nurses of British Columbia, provide health care services from a holistic nursing perspective, integrated with the autonomous diagnosis and treatment of acute and chronic illness, including ordering diagnostic tests and prescribing medications.

The Thesis Stream leads to an advanced nursing practice degree that is designed to prepare graduates to become autonomous practitioners, collaborators, nurse researchers, leaders, educators, change agents, and role models. Graduates of the thesis stream will work in a variety of health care settings as clinical nurse specialists, educators, administrators, and researchers, and will work with diverse populations across all age groups.

Both streams focus on the preparation of graduates for advanced nursing practice in rural and northern communities. The streams share five core courses, which address community and program development and evaluation; engage in debates influencing health care policy; apply research and undertaking

evidence-based practice; promote the health of Indigenous Peoples; and develop nursing knowledge in relation to advanced practice nursing.

Required courses for the MScN are available by distance, with some on-site (face-to-face) requirements and required clinical practice in the MScN (FNP). The streams are designed to allow professional nurses to complete their degree on a full-time or part-time basis.

## Criminal Records Search

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

# ~~Master of Science in Nursing~~

- ~~• Family Nurse Practitioner Stream (MScN (FNP))~~
- ~~• Thesis Stream (MScN)~~

## Nursing MScN (FNP) and MScN Programs

- Master of Science in Nursing: Family Nurse Practitioner Program (MScN (FNP))
- Master of Science in Nursing Program: Thesis (MScN)

(Faculty listing and website)

The Master of Science in Nursing: Family Nurse Practitioner Program is a practice-oriented, theory-based degree that prepares graduates to be autonomous practitioners, leaders, role models, and educators in primary health care. The focus of the Family Nurse Practitioner Program stream is general family practice—that is care for individuals, families, groups and communities across all life stages. Family Nurse Practitioners are health professionals who have achieved the advanced nursing practice competencies at the graduate level of nursing education. Nurse Practitioners, who are regulated by the College of Registered Nurses of British Columbia, provide health care services from a holistic nursing perspective, integrated with the autonomous diagnosis and treatment of acute and chronic illness, including ordering diagnostic tests and prescribing medications.

The ~~Thesis Stream~~ Master of Science in Nursing Program leads to an advanced nursing practice degree ~~that is designed to prepare graduates to become autonomous practitioners, collaborators, nurse researchers, leaders, educators, change agents, and role models.~~ that focuses on preparing graduates across a range of areas and specialties to act as autonomous practitioners. In addition, this program aims to prepare graduates as interprofessional collaborators, nurse researchers, leaders, educators, change agents, and role models. Graduates of ~~the thesis stream~~ this program will work in a variety of health care settings as clinical nurse specialists, educators, administrators, and researchers, and will work with diverse populations across all age groups.

Both streams programs focus on the preparation of graduates for advanced nursing practice in rural and northern communities. ~~The streams share five core courses, which~~ Courses address the following: community and program development and evaluation; ~~engage in~~ debates influencing health care policy; ~~application of~~ research and ~~undertaking~~ evidence-based practice; ~~promotion of~~ the health of Indigenous Peoples; and development of nursing knowledge in relation to advanced practice nursing.

Required courses for the MScN are available by distance, with some on-site (face-to-face) requirements and required clinical practice in the MScN (FNP) Program. The streams programs are designed to allow professional nurses to complete their degree on a full-time or part-time basis.

## Criminal Records Search

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

**Program / Academic / Administrative Unit:** School of Nursing

**SCCC Review Date:** June 26, 2018

**College:** Arts, Social and Health Sciences

**College Council Motion Number:** OMNIBUS MOTION: CASHSCC.2018.08.16.16

**College Council Approval Date:** August 16, 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.:** SCAAF201809.21

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 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 Titles and opening paragraphs of the Master of Science in Nursing pages on page 89 of the 2018/2019 (draft) graduate calendar, be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**  
Change from Stream to MScN (FNP) and MScN Programs. **Addition of MScN Project Option.**
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

# Master of Science in Nursing

- **Family Nurse Practitioner Stream (MScN (FNP))**
- **Thesis Stream (MScN)**

(Faculty listing and website)

The Master of Science in Nursing: Family Nurse Practitioner is a practice-oriented, theory-based degree that prepares graduates to be autonomous practitioners, leaders, role models, and educators in primary health care. The focus of the Family Nurse Practitioner stream is general family practice—that is care for individuals, families, groups and communities across all life stages. Family Nurse Practitioners are health professionals who have achieved the advanced nursing practice competencies at the graduate level of nursing education. Nurse Practitioners, who are regulated by the College of Registered Nurses of British Columbia, provide health care services from a holistic nursing perspective, integrated with the autonomous diagnosis and treatment of acute and chronic illness, including ordering diagnostic tests and prescribing medications.

The Thesis Stream leads to an advanced nursing practice degree that is designed to prepare graduates to become autonomous practitioners, collaborators, nurse researchers, leaders, educators, change agents, and role models. Graduates of the thesis stream will work in a variety of health care settings as clinical nurse specialists, educators, administrators, and researchers, and will work with diverse populations across all age groups.

Both streams focus on the preparation of graduates for advanced nursing practice in rural and northern communities. The streams share five core courses, which address community and program development and evaluation; engage in debates influencing health care policy; apply research and undertaking

evidence-based practice; promote the health of Indigenous Peoples; and develop nursing knowledge in relation to advanced practice nursing.

Required courses for the MScN are available by distance, with some on-site (face-to-face) requirements and required clinical practice in the MScN (FNP). The streams are designed to allow professional nurses to complete their degree on a full-time or part-time basis.

## Criminal Records Search

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

# ~~Master of Science in Nursing~~

- ~~• Family Nurse Practitioner Stream (MScN (FNP))~~
- ~~• Thesis Stream (MScN)~~

## Nursing MScN (FNP) and MScN Programs

- Master of Science in Nursing: Family Nurse Practitioner Program (MScN (FNP))
- Master of Science in Nursing Program: Thesis **or Project Option** (MScN)

(Faculty listing and website)

The Master of Science in Nursing: Family Nurse Practitioner Program is a practice-oriented, theory-based degree that prepares graduates to be autonomous practitioners, leaders, role models, and educators in primary health care. The focus of the Family Nurse Practitioner Program stream is general family practice—that is care for individuals, families, groups and communities across all life stages. Family Nurse Practitioners are health professionals who have achieved advanced nursing practice competencies at the graduate level of nursing education. Nurse Practitioners, who are regulated by the College of Registered Nurses of British Columbia, provide health care services from a holistic nursing perspective, integrated with the autonomous diagnosis and treatment of acute and chronic illness, including ordering diagnostic tests and prescribing medications.

The ~~Thesis Stream~~ Master of Science in Nursing Program (Thesis or Project) leads to an advanced nursing practice degree ~~that is designed to prepare graduates to become autonomous practitioners, collaborators, nurse researchers, leaders, educators, change agents, and role models. that focuses on preparing graduates across a range of areas and specialties to act as autonomous practitioners. In addition, this program aims to prepare graduates as interprofessional collaborators, nurse researchers, leaders, educators, change agents, and role models.~~ Graduates of ~~the thesis stream~~ this program will work in a variety of health care settings as clinical nurse specialists, educators, administrators, and researchers, and will work with diverse populations across all age groups.

Both ~~streams programs~~ focus on the preparation of graduates for advanced nursing practice in rural and northern communities. ~~The streams share five core courses, which~~ Courses address the following: community and program development and evaluation; ~~engage in~~ debates influencing health care policy; ~~application of~~ research and ~~undertaking~~ evidence-based practice; ~~promotion of~~ the health of Indigenous Peoples; and ~~development of~~ nursing knowledge in relation to advanced practice nursing.

Required courses for the MScN (FNP and MScN) are available by distance, with some on-site (face-to-face) requirements and required clinical practice in the MScN (FNP) Program. The ~~streams programs~~ are designed to allow professional nurses to complete their degree on a full-time or part-time basis.

## Criminal Records Search

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

**Program / Academic / Administrative Unit:** School of Nursing

**College:** Arts, Social and Health Sciences

**College Council Motion Number:** OMNIBUS MOTION: CASHSCC.2018.08.16.18

**College Council Approval Date:** August 16, 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.:** SCAAF201808.22

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:**   Spetember 5, 2018  

**Date**

  
**Chair's Signature**

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

Motion Number (assigned by S-201809.20  
Steering Committee of Senate): \_\_\_\_\_

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the deletion of NURS 609-3 Qualitative Research Approaches in Nursing and Health (course description on page 140 of the draft 2018/2019 graduate calendar) be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**  
This course is being renumbered to NURS 619-3 due to a new prerequisite and sequencing of courses.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

**NURS 609-3 Qualitative Research Approaches in Nursing and Health** This course explores various approaches to qualitative research in nursing and health, beginning with the epistemological and ontological commitments. Approaches normally examined include qualitative description, phenomenology, participatory action research, feminist research, grounded theory and forms of ethnography. Practical concerns encountered in undertaking qualitative research, including issues of ethics and rigour, are explored. This course prepares students to undertake a qualitative thesis.

*Precluded:* EDUC 610-4, GNDR 609-3, HHSC 703-3

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

~~**NURS 609-3 Qualitative Research Approaches in Nursing and Health** This course explores various approaches to qualitative research in nursing and health, beginning with the epistemological and ontological commitments. Approaches normally examined include qualitative description, phenomenology, participatory action research, feminist research, grounded theory and forms of ethnography. Practical concerns encountered in undertaking qualitative research, including issues of ethics and rigour, are explored. This course prepares students to undertake a qualitative thesis.~~

~~*Precluded:* EDUC 610-4, GNDR 609-3, HHSC 703-3~~

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

**Program / Academic / Administrative Unit:** School of Nursing

**College:** Arts, Social and Health Sciences

**College Council Motion Number: Ominibus Motion: CASHSCC.2018.08.16.10**

**College Council Approval Date:** August 16, 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.:** SCAAF201809.23

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018  
**Date**

  
\_\_\_\_\_  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-201809.21

---

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the deletion of NURS 610-3 Quantitative Research in Nursing and Health (course description on page 140 of the draft 2018/2019 graduate calendar) be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**  
This course is being renumbered to NURS 620-3 due to a new prerequisite and sequencing of courses.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

**NURS 610-3 Quantitative Research in Nursing and Health** This course covers a range of quantitative research designs, methods and statistical approaches that are commonly used in nursing practice, nursing education and health care. The course prepares students by providing methodological tools required to undertake a thesis.

*Precluded:* EDUC 602-4, PSYC 600-4, SOCW 609-3

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

~~**NURS 610-3 Quantitative Research in Nursing and Health** This course covers a range of quantitative research designs, methods and statistical approaches that are commonly used in nursing practice, nursing education and health care. The course prepares students by providing methodological tools required to undertake a thesis.~~

~~*Precluded:* EDUC 602-4, PSYC 600-4, SOCW 609-3~~

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

**Program / Academic / Administrative Unit:** School of Nursing

**College:** Arts, Social and Health Sciences

**College Council Motion Number: Ominibus Motion: CASHSCC.2018.08.16.10**

**College Council Approval Date:** August 16, 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.:** SCAAF201809.24

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

**Seconded by:** G. Jacob

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018

**Date**

**Chair's Signature**



For recommendation to   ✓  , or information of            Senate.

Motion Number (assigned by  
Steering Committee of Senate): S-201809.22

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED REVISION OF CALENDAR ENTRY**

**Motion:** That the change to the course description for NURS 101-3 The Art and Science of Nursing on page 277 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Currently the course descriptions for NURS 101-3 vary significantly between all the NCBNP partner institutions. A consistent course description is required, and these revisions have been made in collaboration with all the partner institutions.
3. **Implications of the changes for other programs, etc., if applicable:** None

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

**NURS 101-3 The Art and Science of Nursing** This course introduces the beginning student to the dimensions of nursing practice and to individuals accessing health care. Through group and individual learning activities the student is introduced to concepts, practices, issues and trends in nursing and health care. Observational experience with a health care practitioner is incorporated.

*Major Restriction:* Restricted to students in the NCBNP

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

**NURS 101-3 The Art and Science of Nursing** This course introduces the ~~beginning~~ student to the dimensions of professional nursing practice, and to ~~individuals accessing health care~~. Through group and individual learning activities, ~~the students is~~ are introduced to ~~concepts,~~ professional nursing practices, and concepts, issues and trends in both nursing, and the Canadian health care system. ~~Observational experience with a health care practitioner is incorporated.~~ Students are introduced to foundational nursing skills in the laboratory and are provided the opportunity to apply these skills in the clinical setting with adults.

*Major Restriction:* Restricted to students in the NCBNP

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

**Program / Academic / Administrative Unit:** School of Nursing

**College:** Arts, Social and Health Sciences

**SCCC Review Date:** February 26, 2017

**College Council Motion Number: Ominibus Motion: CASHSCC.2018.08.16.09**

**College Council Approval Date:** August 16, 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.:** SCAAF201809.25

**Moved by:** S. Wagner

**Seconded by:** M. Dale

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018

**Date**



**Chair's Signature**

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

Motion Number (assigned by S-201809.23  
Steering Committee of Senate): \_\_\_\_\_

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the change to the course description for NURS 102-3 Communication Theory and Practice on page 277 of the 2017/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** Currently the course descriptions for NURS 102-3 vary significantly between all the NCBNP partner institutions. A consistent course description is required, and these revisions have been made in collaboration with all the partner institutions.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

**NURS 102-3 Communication Theory and Practice** This course introduces the student to communication theory and concepts. The student has the opportunity to increase awareness of self and to explore perceptions, culture, language and non-verbal messages. Opportunities exist for the development of communication skills.

*Major Restriction:* Restricted to students in the NCBNP

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

~~NURS 102-3 Communication Theory and Practice This course introduces the student to communication theory and concepts. The student has the opportunity to increase awareness of self and to explore perceptions, culture, language and non-verbal messages. Opportunities exist for the development of communication skills.~~

This course provides a foundation for therapeutic communication in nursing practice. Communication skills are fundamental in any relationship to facilitate the health and well-being of clients. Students have the opportunity to increase self-awareness and explore perceptions, attitudes, and values via a variety of communication methods applied to multicultural and multi-generational cohorts. Students are given the opportunity to practice foundational communication skills in the laboratory setting.

*Major Restriction:* Restricted to students in the NCBNP

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

**Program / Academic / Administrative Unit:** School of Nursing

**College:** Arts, Social and Health Sciences

**SCCC Review Date:** February 26, 2017

**College Council Motion Number: Ominibus Motion: CASHSCC.2018.08.16.09**

**College Council Approval Date:** August 16, 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.:** SCAAF201809.26

**Moved by:** S. Wagner

**Seconded by:** M. Dale

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 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 change(s) to the regulation for Letters of Permission, on page 37 (in the print or PDF calendar accessible on the UNBC web page) of the 201/2018 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** These changes will provide more structure to the letter of permission process and close several loop holes which are not covered in the current regulation. Updating the regulation to include a time frame will require students to be proactive when requesting a Letter of Permission as well as encouraging coursework to be completed and transcripts submitted in a timely manner. In addition, this timeline will support multiple conferrals of degrees, should UNBC move in that direction. Ultimately, we hope that strengthening the regulation will also encourage students to take coursework at UNBC first.
3. **Implications of the changes for other programs, etc., if applicable:** n/a
4. **Reproduction of current Calendar entry for the item to be revised:**

19. Letters of Permission

A Letter of Permission ensures that courses successfully completed at another institution will be transferred to UNBC for consideration as credit toward the student's degree program. Before taking courses from other post-secondary institutions for credit on a Letter of Permission towards a UNBC credential, a student must:

- a. have completed at least 9 semester credit hours of study at UNBC
- b. be in good academic standing
- c. not have any outstanding obligation to the University, which may include, but is not limited to the following:
  - tuition fees owing
  - library or other fines owing
  - outstanding library loans
  - outstanding equipment or other loans

Course work taken on a Letter of Permission is considered to be transfer credit, and therefore subject to all policies and practices related to transfer credit.

Students who complete courses without having first obtained a Letter of Permission risk not having those courses accepted for transfer credit.

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

19. Letters of Permission



Motion Number (assigned by  
Steering Committee of Senate): S-201809.25

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

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

**Effective Date:** Upon the approval of Senate

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

**Motion proposed by:** Dr. Mark Dale, Dean of Regional Programs

**Academic Program:** Regional Programs

**Implications for Other Programs / Faculties?** None

**College:** Not applicable

**College Council / Committee Motion Number:** not applicable

**College Council / Committee Approval Date:** not applicable

**Attachment Pages (if applicable):**  5  pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201809.28

**Moved by:** M. Dale

**Seconded by:** R. Foo

**Committee Decision:** CARRIED

**Approved by SCAAF:** September 5, 2018

**Date**

  
**Chair's Signature**

For recommendation to  ✓ , or information of \_\_\_\_\_ Senate.



# **Memorandum of Understanding**

***Guaranteed Admission Pathways  
For students from Columbia College to  
The University of Northern British Columbia  
2018 – 2023***

## **Memorandum of Understanding between The University of Northern British Columbia (UNBC) and Columbia College 2018 – 2023**

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

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

- a) The parties mutually agree to work in partnership to implement the specific terms of this agreement, for students transferring to UNBC as of September 2018;
- b) Each institution shall designate a liaison officer to develop and coordinate the activities identified. Either party may change the liaison officer at any time upon notice to the other party;
- c) The parties agree to work together to improving transfer student success and attainment of baccalaureate degrees;
- d) The parties agree to explore other activities of mutual interest as agreed upon by both institutions;
- e) The parties agree to consult annually on the status of the collaboration and any relevant matters;
- f) Projects developed under the MOU will be subject to all internally and legislatively required polices, practices and approvals at both institutions prior to implementation;
- g) The parties agree that this MOU will remain in effect for five (5) years from the date of signature, or until one of the parties requests its termination, whichever comes first. Notice of termination shall be given at least three (3) months prior, and shall not impact on any initiative already in the implementation phase. The duration of this MOU may be extended upon mutual agreement.

### **Purpose**

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

#### **1. Academic and Non-Academic Regulations/Policies**

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

## 2. Admission Requirements

2.1 Columbia College applicants who have completed the Associate of Arts or Associate of Science degree will be considered for admission to Year 3 of Bachelor's programs at UNBC as external transfer students. Such students will be admitted to a specified degree program and must meet the eligibility requirements as specified in 2.3. UNBC currently guarantees priority admission and full transfer credit (60 credit hours) to students who have completed an Associate of Arts or Science degree, but they must complete all outstanding requirements of the baccalaureate degree not completed in the associate degree.

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

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

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

## 3. Application Procedures

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

## 4. Programs

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

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

## 5. Transfer of Courses

- 5.1 University transfer courses successfully completed by Columbia College applicants will be transferred at the time of admission to UNBC.
- 5.2 There will be no fee assessed to transfer courses that form part of this agreement.
- 5.3 In order to be considered eligible for transfer, a minimum grade of D must be obtained in each course and the student must be in good academic standing, as defined by The University of Northern British Columbia academic regulations.
- 5.4 A maximum of 60.0 credit hours of transfer course work will be allowed.
- 5.5 The BC Transfer Guide specifies the transferability of individual courses between the two institutions. The Transfer Guide is updated regularly. *Students with questions about the transferability of individual courses are encouraged to contact an advisor at UNBC.*

## 6. Transfer Student Support

- 6.1 UNBC commits to providing advising material to Columbia Advisors and students.
- 6.2 UNBC will award a minimum of five 2-course tuition waiver to Columbia students that transfer to UNBC. These awards will be based on academic excellence, with a waiver provided in each of the first two semesters.
- 6.3 UNBC recruiters and advisors will provide an information session at Columbia College each year of this agreement.

## 7. General

Each of the parties agrees:

- 7.1 To communicate with the other party about possible or anticipated changes to the program/Plan on a timely basis so that accurate Appendices are maintained.
- 7.2 To facilitate changes mutually agreed upon, in a timely fashion.
- 7.3 To evaluate and update this MOU prior to the end of the listed period of validity or sooner as needed.
- 7.4 To develop a collaborative marketing strategy to promote the program(s). This will include regular visits to Columbia College by UNBC faculty and staff. Columbia College faculty and staff may also visit UNBC to learn more about eligible transfer programs.

8. Duration of Agreement

- 8.1 This agreement will come into effect on 1 September 2018 for a period of five (5) years and may be renewed by mutual consent.
- 8.2 This agreement will be reviewed by the parties after each academic year (no later than August).
- 8.3 This agreement may be terminated by either partner with a minimum of three (3) months written notice.
- 8.4 If the agreement is terminated, UNBC will make provision to allow any transfer students currently enrolled at the time of termination to complete their program.

Signatures

\_\_\_\_\_  
Dan Ryan  
Vice President, Academic and  
Provost  
University of Northern British Columbia

\_\_\_\_\_  
Date



\_\_\_\_\_  
Trevor Toone  
Principal  
Columbia College

\_\_\_\_\_  
Date

7th June 2018

**APPENDIX A**  
**Degree Programs**

The following degree program majors, minimum GPA for entry, and associated course requirements (if any), will apply to Columbia College applicants for the 2018-19 admission cycle:

a) Bachelor of Arts

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

b) Bachelor of Science

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

\* subject to annual review and possible revision.

\* 3.0 provides guaranteed admission

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED MOTION

**Motion:** That, the regulation, in which faculty will have until the last day of exams OR 72 hours if an exam is on the last day of the exam period to submit grades, be approved as proposed.

**Effective Date:** September 2018

**Rationale:** When grades are not received by the deadline, students will be assigned a temporary grade for this course of NGR. As a result of the assigning of the temporary grade of NGR, students can be impacted in many ways:

- academic standing and continuance
- awards
- entrance to other programs
- financial aid
- graduation requirements
- incomplete transcripts
- prerequisite requirements
- sponsorship
- student employment
- study permits
- transfer

These impacts affect the student experience at UNBC. The UNBC Academic Action Plan Recommendations released in June states “that we need to fulfill our fundamental obligation to the success and well-being of our students, and that as a collective we must ensure that operational, process and pedagogical barrier to their success are removed” (Page 5). It also states the importance of Strategic Enrolment Management (SEM), which is centered on the best interest of the student and students’ success. Recommendation 3.2.1 focuses on this “Following the principles of SEM, invest sufficient resources into the development and maintenance of student-support systems that ensure processes and procedures contribute to a culture of student success and effective delivery of services to students and their family members.” One of the justifications to engage in SEM is to target retention at UNBC. By implementing this regulation we can ensure we are not losing students because they were impacted in one or many ways listed above due to a grade not being submitted on time.

**Regulation:**

Grades are due by the end of the exam period at 4pm, for each particular course section in the first 7 days of the exam period. If an exam is scheduled within the last three days of the exam period, grades for this particular course section are due within 72hrs.

**Example:**

September 2018 Semester

Exam period ends: Friday, December 14, 2018

ALL grades from exams from **December 4 – 12** are due by **4pm on December 14, 2018**

Exam held on Thursday, Dec 13 grades are due by 4pm on Monday Dec 17, 2018

Exams held on Friday, Dec 14 grades are due by 4pm on Tuesday, Dec 18, 2018

**Motion proposed by:** Bert Annear

**Academic Program:** Office of the Registrar

**Implications for Other Programs / Faculties?** Yes – this implicates all program areas

**College:**

**College Council / Committee Motion Number:**

**College Council / Committee Approval Date:**

**Attachment Pages (if applicable):**   #   pages

***THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOWSEPCT***

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201809.03

**Moved by:** E. Jensen

**Seconded by:** S. Wagner

**Committee Decision:** CARRIED



**Approved by SCAAF:** September 5, 2018

**Date**

**Chair's Signature**

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

# PROCEDURES

**Approved:**

June 15, 2018

Motion #2018BC06.15.04

**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).



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the MBA Alumni Award be approved as clarified.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To activate the MBA Alumni Award commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** April 19, 2018

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee approved the motion but asked that a number of items be clarified and communicated to the Committee at the next meeting.

**Motion No.:** SCSB20180627.04

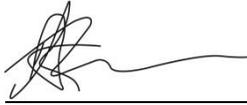
**Moved by:** Chowdhury

**Seconded by:** Massingham

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** June 27, 2018  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Graduate

**Award Name:** MBA Alumni Award

**Awards Guide Description/Intent:** This award is being established by the MBA Program at UNBC as a thank you to MBA Alumni that make referrals resulting in new students joining the Program. The MBA Program recognizes that alumni are extremely important ambassadors for attracting future students, and that they contribute to the success of the Program by sharing their experiences with others. MBA Alumni are welcome to make charitable donations to UNBC to help grow the fund and the impact of this award. The award is intended to help promising MBA students that are encountering financial barriers.

**Donor:** MBA Program and MBA Alumni

**Value:** \$500

**Number:** Two

**Award Type:** Award

**Eligibility:** Available to a domestic graduate student entering the MBA Program that is encountering financial barriers. One award will be available to students entering the UNBC Vancouver Campus Cohort and the other will be available to students entering the UNBC Prince George Campus Cohort.

**Criteria:** Academic proficiency with consideration of financial barriers.

**Conditions:** Students who are sponsored by their employers are ineligible to receive this award except in specific circumstances.

**Note:** The funds for this award will be allocated to the student in the January Semester.

**Effective Date:** Established 2018

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the MBA Program.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Israel Prabhudass Bursary be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To activate the Israel Prabhudass Bursary commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** June 18, 2018

**TO BE COMPLETED AFTER SCSB MEETING**

The Committee endorsed the motion.

**Motion No.:** SCSB20180627.05

**Moved by:** Hartley

**Seconded by:** Dale

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** June 27, 2018  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Israel Prabhudass Bursary

**Awards Guide Description/Intent:** This bursary was established by Israel Prabhudass to support students along their journey to achieving a UNBC degree. Israel was originally from Trinidad and moved to Canada over 60 years ago. From 1993 to 1997 he studied History at UNBC and was one of the first mature students over the age of 65 to receive a free education. In appreciation of the knowledge Israel received he has created an endowment that will support future UNBC students. Israel has always understood the importance of education and the impact it has on future success in life.

**Donor:** Israel Prabhudass

**Value:** \$200

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full or part time undergraduate student enrolled in the History Program who has completed 30 credit hours. First preference will be given to a student from Trinidad or the Caribbean. Second preference will be given to a student from Africa.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Endowed 2007

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



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the McCarthy Tetrault Annual Scholarship be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To revise the McCarthy Tetrault Annual Scholarship commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** April 11, 2018

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20180627.06

**Moved by:** Dale

**Seconded by:** Palmer

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** June 27, 2018  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**CALENDAR INFORMATION:**

**Award Category:** ~~In-course~~ Entrance

**Award Name:** McCarthy Tetrault Annual Scholarship

**Calendar Description/Intent:** McCarthy Tetrault supports the First Nations people of British Columbia in their quest for higher education and all of the benefits that will entail. The firm has established this annual scholarship to recognize and congratulate those First Nations students who are enrolled in the Northern ~~Advancement~~Transitions Program and are committed to obtaining a university degree.

**Donor:** McCarthy Tetrault Foundation

**Value:** ~~\$1,000~~\$1,250

**Number:** One

**~~Placement in which Calendar:~~** Undergraduate

**Award Type:** Scholarship

**Eligibility:** Available to a full time undergraduate student who is enrolled in the Northern ~~Advancement~~Transitions Program. The recipient must be a resident of northern British Columbia ~~as defined in the Awards and Financial Aid section of the UNBC Academic Calendar.~~ First P preference will be given to a First Nations S student.

**Criteria:** ~~Academic excellence~~Academic proficiency

**Effective Date:** Established 1997

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



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Northern BC Mining Research Award be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To revise the Northern BC Mining Research Award commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** June 13, 2018

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20180627.07

**Moved by:** Hartley

**Seconded by:** Chowdhury

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** June 27, 2018  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**CALENDAR INFORMATION:****Award Category:** In-course ~~and~~or Graduate**Award Name:** Northern BC Mining Research Award**Calendar Description/Intent:** The Minerals North Host Committee provides this gift as a legacy of the 2010 Minerals North Conference that was held in Prince George in order to benefit students conducting research related to the mining industry in northern BC.**Donor:** Minerals North Host Committee/Initiatives Prince George**Value:** \$5,000**Number:** One**Placement in which Calendar:** ~~Undergraduate and Graduate~~**Award Type:** Award**Eligibility:** Available to a full or part time graduate or upper division undergraduate student conducting research projects on issues of particular interest to mineral exploration or the mining industry. First preference will be given to a student who has established a relationship or secured additional funding with an industry partner. Second preference will be given to a student conducting research related to innovative or green technologies in the mining industry.~~graduate student.~~**Criteria:** ~~Academic excellence~~ Academic proficiency.**Note:** Applicants must obtain a letter of support from an industry partner, mining company or the Mining Association of BC. ~~that will provide a minimum of \$5,000 to support each award.~~**Application Instructions:** ~~Fill out all sections of the Awards Application form and attach your Resume, name of industry partner and area of research.~~**Effective Date:** Established 2010**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the From VK to C in 50 Award be approved.

**Effective Date:** 2019-2020 Academic Year

**Rationale:** To activate the From VK to C in 50 Award commencing the 2019-2020 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** August 8, 2018

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCSB20180822.03

**Moved by:** Chowdhury

**Seconded by:** Hartley

**Committee Decision:** CARRIED

**Attachments:** 2 pages

**Approved by SCSB:** August 22, 2018  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** From VK to C in 50 Award

**Awards Guide Description/Intent:** “From VK to C in 50” scholarships have been established by an anonymous donor to mark his 50th anniversary in Canada. Arriving here as a refugee, he benefited from the education system in this country and went on to become a world-class nation builder in his professional life. Turning to philanthropy in his retirement, he is offering scholarships in every province and territory to mark this special occasion and to thank Canada for the opportunities it afforded him. VK is Velke Kapusany, Slovakia, the donor’s birthplace, while C signifies Canada. The Ottawa Community Foundation is pleased to facilitate this act of generosity from coast to coast to coast.

**Donor:** The Ottawa Community Foundation

**Value:** \$2,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full time undergraduate student who is a Canadian Citizen or Permanent Resident of Canada.

**Criteria:** Demonstrated financial need and academic proficiency.

**Note:** This award is renewable for three (3) years, subject to the recipient maintaining academic proficiency.

**Effective Date:** Established 2018

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



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Janet Hamilton Memorial Award be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To activate the Janet Hamilton Memorial Award commencing upon the passing of the donor.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** August 7, 2018

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCSB20180822.04

**Moved by:** Hartley

**Committee Decision:** CARRIED

**Seconded by:** Chowdhury

**Attachments:** (2 pages)

**Approved by SCSB:** August 22, 2018  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Janet Hamilton Memorial Award

**Awards Guide Description/Intent:** This award has been established in honour of Janet Isabel Hamilton (Gibb), 1923 (Montreal) – 2018 (Ottawa). Janet was a McGill student, athlete, wife, mother, grand-mother, great-grandmother, and friend to so many. Throughout her long life, and despite serious health issues, she maintained an interest in everyone and everything around her. Janet is missed by friends, family and all who came to know her.

**Donor:** Catherine Walsh

**Value:** \$3,500

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full time undergraduate student who has completed 30 credit hours and who identifies as Aboriginal, Inuit or Metis.

**Criteria:** Demonstrated financial need and academic proficiency.

**Note:** This award is renewable for three (3) years, subject to the recipient maintaining academic proficiency.

**Effective Date:** Established 2018 (*Note: This award will be activated following the passing of the donor Catherine Walsh.*)

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



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Great-West Life Scholarship be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To revise the Great-West Life Scholarship commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** August 8, 2018

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCSB20180822.05

**Moved by:** Hartley

**Seconded by:** Dale

**Committee Decision:** CARRIED

**Attachments:** (2 pages)

**Approved by SCSB:** August 22, 2018  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Graduate

**Award Name:** Great-West Life Scholarship

**Awards Guide Description/Intent:** ~~For more than 100 years, Great-West Life has helped our clients get their financial security plans on track. For individuals and families, we provide a wide range of life insurance, disability insurance, critical illness, estate planning and retirement savings and income plans. Great-West Life is committed to providing the highest quality service, backed by our long history of strength and stability. Great-West Life has more than 50 years of experience in the disability insurance market and features a wide range of disability insurance coverage designed to meet a variety of personal and business needs.~~

For more than 100 years, Great-West Life has helped their clients get their financial security plans on track. For individuals and families, they provide a wide range of life insurance, disability insurance, critical illness, estate planning, and retirement savings and income plans. Great-West Life is committed to providing the highest quality service, backed by a long history of strength and stability. Great-West Life has more than 50 years of experience in the disability insurance market and features a wide range of disability insurance coverage designed to meet a variety of personal and business needs.

**Donor:** Great-West Life Assurance Company

**Value:** \$3,000

**Number:** One

**Award Type:** Scholarship

**Eligibility:** Available to a full or part time graduate student enrolled in the Disability Management Program ~~who is interested in participating in a practicum placement with Great-West Life and research potential associated with the company. The practicum placement available with Great-West Life is not restricted exclusively to the scholarship recipient. Great-West Life reserves the right to offer practicum placement to a Disability Management student, other than the scholarship recipient, to offer more than one practicum placement or to decline participating in practicum placement in any given year.~~

**Criteria:** Academic excellence.

**Note:** Applicants must submit a statement outlining their research abstracts/area of research interest. ~~Applicants will also agree to supply their personal profile to be shared with Great-West Life.~~

**Effective Date:** Endowed 2003

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Chair or the Disability Management Program.

# Detailed Schedule of Operations

The following schedules are presented in a format consistent with presentation adopted for the year ended 1996, for purposes of historical comparison and consistency. The schedules are prepared for internal use and do not form part of the University's audited financial statements.

The schedules present revenues and expenses by fund (source and/or use of funding) and object (nature of activity). Please note that, with the adoption of *Public Sector Accounting Standards* in 2013, the use of this presentation was no longer required and is not used in the audited financial statements. Because of the difference in the nature and definitions of groupings used since 2013, certain categories do not directly match the audited financial statements, for example, Ancillary Operations in the audited financial statements and Ancillary funds in the detailed schedule of operations.

Definitions of the functions and funds used are provided in the information that follows.

# Definitions - Functions

Since 2013, revenues are reported by object and expenses are reported by function, in the audited consolidated statement of operations & accumulated surplus; expenses are reported by object in the notes to the financial statements. In the consolidated statement of operations, the following functions are used:

- **Ancillary operations:** Activities in those areas of University that receive limited to no support from the provincial operating grant and that are expected to recover all costs and pay for capital investments required from revenue generated from services provided. However, does not include instructional areas of continuing education and English Language Studies, which are expected to operate on a cost recovery basis. Includes, for example, Residences, Retail Operations, Parking & Security
- **Facility operations and maintenance:** Activities related to the operations and maintenance, including amortization of capital assets, of the physical infrastructure of the University
- **Instruction:** Activity related to the direct delivery of credit and non-credit instruction, including continuing studies and English language studies, non-sponsored research and other academic activities
- **Institutional support:** Activities which support the academic and non-academic operations of the university. Includes, for example, Library, Financial Services, Student Success, Registrar's Office, Information Technology Services, Human Resources
- **Sponsored research:** Activities directly related to research a specifically funded by grants and/or contracts from external organizations
- **Specific purpose:** Activities related to projects funded from internal sources and external grants and/or contracts that are outside the regular activities of the university, scholarships, awards and other activity funded from internal sources, external endowed and non-endowed donations

# Definitions - Funds

Prior to 2013, revenue and expenses were reported in the audited financial statements by object in the statement of operations and by fund and object, in the detailed schedule of operations (unaudited). This format and the fund definitions below continue to be used in the detailed schedules of operations presented.

- **General Operating:** Activities funded primarily by the provincial operating grant and credit tuition and fees. Includes Academic Colleges, all administrative and student support services, Northern Medical Program, MBA program, professional development and carryforward funds
- **Ancillary:** Activities for all areas expected to operate on a cost recovery basis, such as Continuing Studies, English Language Studies, Residences, Retail Services
- **Capital:** Activities related to internal and externally funded capital projects, amortization of capital assets and other infrastructure expenses not included in general operating and ancillary funds
- **Specific Purpose & Expendable:** Activities related to projects funded from internal sources and external grants and/or contracts that are outside the regular activities of the university, scholarships, awards and other activity funded from internal sources, external endowed and non-endowed donations
- **Sponsored & Non-sponsored Research:** Activities directly related to research specifically funded by grants and/or contracts from external organizations and internal sources

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**DETAILED SCHEDULE OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2018**

**Prepared for internal use only**

(thousands of dollars)

	General Operating		Ancillary		Capital		Specific Purpose & Expendable Funds		Sponsored & Non- Sponsored Research		Totals	
	2018	2017 (Recast)	2018	2017 (Recast)	2018	2017 (Recast)	2018	2017 (Recast)	2018	2017	2018	2017 (Recast)
<b>REVENUE</b>												
Government grants												
Provincial government	\$ 49,870	\$ 49,214	\$ -	\$ -	\$ 141	\$ -	\$ 686	\$ 869	\$ 615	\$ 1,394	\$ 51,312	\$ 51,477
Federal government	1,041	1,075	-	-	-	-	-	-	4,058	3,718	5,099	4,793
Gifts, bequests and non - gov't grants	6,108	5,850	300	314	383	-	844	1,086	2,076	2,889	9,711	10,139
Investment income (loss)	364	445	4	63	57	98	2,883	2,537	-	-	3,308	3,143
Tuition fees	17,149	15,657	2,079	1,696	-	-	-	-	-	-	19,228	17,353
Other fees	1,346	1,266	106	62	-	-	58	50	-	-	1,510	1,378
Sales and service	1,464	863	7,771	7,002	37	36	956	674	647	445	10,875	9,020
External cost recovery	267	306	18	11	-	-	117	201	19	25	421	543
Miscellaneous revenue	2	-	2	-	-	-	-	-	-	-	4	-
Amortization of deferred capital contributions	-	-	-	-	7,838	6,802	-	-	-	-	7,838	6,802
	<b>77,611</b>	<b>74,676</b>	<b>10,280</b>	<b>9,148</b>	<b>8,456</b>	<b>6,936</b>	<b>5,544</b>	<b>4,987</b>	<b>7,415</b>	<b>8,471</b>	<b>109,306</b>	<b>104,648</b>
<b>EXPENSES</b>												
Salaries and honoraria	46,856	45,986	3,526	3,697	-	15	1,183	1,146	4,270	4,130	55,835	54,974
Benefits	8,924	8,865	727	865	-	26	194	233	539	555	10,384	10,544
Travel and personnel costs	2,351	2,273	63	124	2	2	255	191	808	822	3,479	3,412
Operational supplies and expenses	4,405	4,544	908	958	1,334	1,627	1,107	941	912	1,331	8,666	9,401
Equipment and furnishings	418	319	298	253	131	180	52	59	126	195	1,025	1,006
Equipment and facilities rentals	-	-	-	-	-	-	-	-	-	-	-	-
Contract services	4,569	4,185	1,010	675	-	-	1,606	1,880	787	886	7,972	7,626
Professional services	-	-	-	-	-	-	-	-	-	-	-	-
Scholarships, fellowships and bursaries	1,350	835	150	49	-	-	2,234	2,365	6	10	3,740	3,259
Renovations, alterations and campus maintenance	1,737	2,054	633	470	1	3	132	72	17	22	2,520	2,621
Utilities	2,090	1,994	353	361	1	1	44	15	59	62	2,547	2,433
Cost of goods sold	23	1	1,875	1,787	-	-	-	-	-	-	1,898	1,788
Debt servicing - interest	5	2	270	270	-	-	-	-	21	11	296	283
Internal cost recoveries	(1,167)	(173)	700	(68)	-	-	120	(3)	347	244	-	-
Loss on disposal of assets	-	-	-	-	1,035	-	-	-	-	-	1,035	-
Amortization	-	-	-	-	9,010	8,974	-	-	-	-	9,010	8,974
	<b>71,561</b>	<b>70,885</b>	<b>10,513</b>	<b>9,441</b>	<b>11,514</b>	<b>10,828</b>	<b>6,927</b>	<b>6,469</b>	<b>7,892</b>	<b>8,268</b>	<b>108,407</b>	<b>106,321</b>
Excess (deficiency) of revenue over expenses	<b>6,050</b>	<b>3,791</b>	<b>(233)</b>	<b>(293)</b>	<b>(3,058)</b>	<b>(3,892)</b>	<b>(1,383)</b>	<b>(1,482)</b>	<b>(477)</b>	<b>203</b>	<b>899</b>	<b>(1,673)</b>
Transfer (to) from internally restricted funds	(9,679)	(6,097)	(11,593)	516	12,898	10,116	1,566	1,541	958	(538)	(5,850)	5,538
Interfund transfers	3,510	2,747	11,757	(188)	(14,560)	(2,881)	(219)	(25)	(488)	347	-	-
Investment in capital assets	119	(441)	69	(35)	4,720	(3,343)	36	(34)	7	(12)	4,951	(3,865)
Change in unrestricted net assets	-	-	-	-	-	-	-	-	-	-	-	-
Balance of unrestricted net assets, beginning of year	3,517	3,517	-	-	-	-	-	-	-	-	3,517	3,517
Balance of unrestricted net assets, end of year	\$ 3,517	\$ 3,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,517	\$ 3,517

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**DETAILED SCHEDULE OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2017**

**Prepared for internal use only**  
*(2017 amounts as published June 2017, prior to recast)*

(thousands of dollars)

	General Operating		Ancillary		Capital		Specific Purpose & Expendable Funds		Sponsored & Non-Sponsored Research		Totals	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
<b>REVENUE</b>												
Government grants												
Provincial government	\$ 49,214	\$ 48,574	\$ -	\$ -	\$ -	\$ 172	\$ 869	\$ 520	\$ 1,394	\$ 1,048	\$ 51,477	\$ 50,314
Federal government	1,075	1,145	-	-	-	-	-	-	3,718	4,085	4,793	5,230
Gifts, bequests and non - gov't grants	5,850	6,630	314	340	-	-	1,086	2,049	2,889	1,670	10,139	10,689
Investment income (loss)	445	514	63	(3)	98	97	2,107	2,031	-	-	2,713	2,639
Tuition fees	15,657	15,312	1,696	2,144	-	-	-	-	-	-	17,353	17,456
Other fees	1,266	1,246	62	33	-	-	50	62	-	-	1,378	1,341
Sales and service	863	814	7,002	7,044	36	31	674	580	445	370	9,020	8,839
External cost recovery	306	326	11	4	-	-	201	292	25	80	543	702
Amortization of deferred capital contributions	-	-	-	-	6,802	6,649	-	-	-	-	6,802	6,649
	<u>74,676</u>	<u>74,561</u>	<u>9,148</u>	<u>9,562</u>	<u>6,936</u>	<u>6,949</u>	<u>4,987</u>	<u>5,534</u>	<u>8,471</u>	<u>7,253</u>	<u>104,218</u>	<u>103,859</u>
<b>EXPENSES</b>												
Salaries and wages	45,986	45,318	3,697	3,951	15	50	1,146	1,150	4,130	4,396	54,974	54,865
Benefits	8,865	8,765	865	970	26	3	233	212	555	558	10,544	10,508
Travel and personnel costs	2,273	2,099	124	165	2	-	191	209	822	844	3,412	3,317
Operational supplies and expenses	4,544	4,272	958	979	1,627	1,912	941	1,416	1,331	1,553	9,401	10,132
Equipment, furnishings and rent	319	444	253	339	180	254	59	77	195	217	1,006	1,331
Professional and contracted services	4,185	4,383	675	1,013	-	34	1,450	1,235	886	811	7,196	7,476
Scholarships, fellowships and bursaries	835	1,280	49	29	-	-	2,365	1,963	10	7	3,259	3,279
Renovations, alterations and campus maintenance	2,054	1,950	470	712	3	56	72	188	22	18	2,621	2,924
Utilities	1,994	1,960	361	447	1	-	15	3	62	66	2,433	2,476
Cost of goods sold	1	-	1,787	1,722	-	-	-	-	-	1	1,788	1,723
Debt servicing - interest	2	2	270	271	-	-	-	-	11	-	283	273
Internal cost recoveries	(173)	141	(68)	(343)	-	-	(3)	16	244	186	-	-
Amortization of tangible capital assets	-	-	-	-	8,975	9,022	-	-	-	-	8,975	9,022
	<u>70,885</u>	<u>70,614</u>	<u>9,441</u>	<u>10,255</u>	<u>10,829</u>	<u>11,331</u>	<u>6,469</u>	<u>6,469</u>	<u>8,268</u>	<u>8,657</u>	<u>105,892</u>	<u>107,326</u>
Excess (deficiency) of revenue over expenses	<u>3,791</u>	<u>3,947</u>	<u>(293)</u>	<u>(693)</u>	<u>(3,893)</u>	<u>(4,382)</u>	<u>(1,482)</u>	<u>(935)</u>	<u>203</u>	<u>(1,404)</u>	<u>(1,674)</u>	<u>(3,467)</u>
Transfer (to) from internally restricted funds	(603)	(401)	171	375	4,325	1,348	1,490	946	156	1,069	5,539	3,337
Interfund transfers	(2,747)	(3,232)	157	454	2,911	2,148	26	146	(347)	484	-	-
Investment in capital assets	(441)	(314)	(35)	(136)	(3,343)	886	(34)	(157)	(12)	(149)	(3,865)	130
Change in unrestricted net assets	-	-	-	-	-	-	-	-	-	-	-	-
Balance of unrestricted net assets, beginning of year	<u>3,517</u>	<u>3,517</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,517</u>	<u>3,517</u>
Balance of unrestricted net assets, end of year	<u>\$ 3,517</u>	<u>\$ 3,517</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,517</u>	<u>\$ 3,517</u>

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**DETAILED SCHEDULE OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2016**

**Prepared for internal use only**

(thousands of dollars)

	General Operating		Ancillary		Capital		Specific Purpose & Expendable Funds		Sponsored & Non-Sponsored Research		Totals	
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
<b>REVENUE</b>												
Government grants												
Provincial government	\$ 48,574	\$ 47,461	\$ -	\$ -	\$ 172	\$ 591	\$ 520	\$ 329	\$ 1,048	\$ 437	\$ 50,314	\$ 48,818
Federal government	1,145	1,240	-	-	-	-	-	15	4,085	4,052	5,230	5,307
Gifts, bequests and non - gov't grants	6,630	6,326	340	300	-	-	2,049	1,313	1,670	3,701	10,689	11,640
Investment income (loss)	514	706	(3)	(3)	97	365	2,031	1,508	-	59	2,639	2,635
Tuition fees	15,312	15,821	2,144	2,909	-	-	-	92	-	-	17,456	18,822
Other fees	1,246	1,193	33	70	-	-	62	73	-	7	1,341	1,343
Sales and service	814	937	7,044	7,122	31	42	580	797	370	780	8,839	9,678
External cost recovery & miscellaneous income	326	291	4	31	-	-	292	209	80	19	702	550
Amortization of deferred capital contributions	-	-	-	-	6,649	6,589	-	-	-	-	6,649	6,589
	<u>74,561</u>	<u>73,975</u>	<u>9,562</u>	<u>10,429</u>	<u>6,949</u>	<u>7,587</u>	<u>5,534</u>	<u>4,336</u>	<u>7,253</u>	<u>9,055</u>	<u>103,859</u>	<u>105,382</u>
<b>EXPENSES</b>												
Salaries and wages	45,318	42,614	3,951	3,820	50	100	1,150	1,504	4,396	4,547	54,865	52,585
Benefits	8,765	7,930	970	962	3	15	212	297	558	534	10,508	9,738
Travel and personnel costs	2,099	2,088	165	116	-	12	209	219	844	841	3,317	3,276
Operational supplies and expenses	4,272	4,655	979	1,035	1,912	1,514	1,416	1,592	1,553	1,857	10,132	10,653
Equipment, furnishings and rent	444	498	339	382	254	680	77	77	217	240	1,331	1,877
Professional and contracted services	4,383	3,985	1,013	1,202	34	204	1,235	578	811	712	7,476	6,681
Scholarships, fellowships and bursaries	1,280	1,449	29	20	-	-	1,963	1,753	7	18	3,279	3,240
Renovations, alterations and campus maintenance	1,950	1,751	712	517	56	121	188	315	18	18	2,924	2,722
Utilities	1,960	2,196	447	429	-	2	3	10	66	61	2,476	2,698
Cost of goods sold	-	-	1,722	2,142	-	-	-	185	1	6	1,723	2,333
Debt servicing - interest	2	-	271	354	-	-	-	-	-	-	273	354
Internal cost recoveries	141	510	(343)	(810)	-	-	16	78	186	222	-	-
Amortization of tangible capital assets	-	-	-	-	9,022	8,888	-	-	-	-	9,022	8,888
	<u>70,614</u>	<u>67,676</u>	<u>10,255</u>	<u>10,169</u>	<u>11,331</u>	<u>11,536</u>	<u>6,469</u>	<u>6,608</u>	<u>8,657</u>	<u>9,056</u>	<u>107,326</u>	<u>105,045</u>
Excess (deficiency) of revenue over expenses	3,947	6,299	(693)	260	(4,382)	(3,949)	(935)	(2,272)	(1,404)	(1)	(3,467)	337
Transfer (to) from internally restricted funds	(401)	(2)	375	(711)	1,348	1,998	946	1,281	1,069	(435)	3,337	2,131
Interfund transfers	(3,232)	(5,953)	454	696	2,148	3,691	146	1,005	484	561	-	-
Investment in capital assets	(314)	(344)	(136)	(245)	886	(1,740)	(157)	(14)	(149)	(125)	130	(2,468)
Change in unrestricted net assets	-	-	-	-	-	-	-	-	-	-	-	-
Balance of unrestricted net assets, beginning of year	3,517	3,517	-	-	-	-	-	-	-	-	3,517	3,517
Balance of unrestricted net assets, end of year	<u>\$ 3,517</u>	<u>\$ 3,517</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,517</u>	<u>\$ 3,517</u>				

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**DETAILED SCHEDULE OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2014**

**Prepared for internal use only**

(thousands of dollars)

	General Operating		Ancillary		Capital		Specific Purpose & Expendable Funds		Sponsored & Non-Sponsored Research		Totals	
	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013
<b>REVENUE</b>												
Government grants												
Provincial government	\$ 47,726	\$ 48,390	\$ -	\$ -	\$ 283	\$ 28	\$ 931	\$ 889	\$ 408	\$ 290	\$ 49,348	\$ 49,597
Federal government	1,366	1,564	-	-	-	-	15	47	6,205	6,302	7,586	7,913
Gifts, bequests and non - gov't grants	7,088	6,250	302	343	-	-	884	913	3,630	2,213	11,904	9,719
Investment income (loss)	639	713	18	5	172	397	2,203	2,188	-	-	3,032	3,303
Tuition fees	16,645	16,769	2,280	2,539	-	-	10	-	-	-	18,935	19,308
Other fees	1,286	1,327	70	52	-	-	46	43	-	-	1,402	1,422
Sales and service	776	984	7,894	7,105	36	34	562	467	624	188	9,892	8,778
External cost recovery	256	235	14	1	-	-	185	73	37	21	492	330
Miscellaneous revenue	2	2	3	1	-	-	-	-	-	-	5	3
ICR	-	-	-	-	-	-	-	-	-	-	-	-
Amortization of deferred capital contributions	-	-	-	-	6,570	6,947	-	-	-	-	6,570	6,947
	<u>75,784</u>	<u>76,234</u>	<u>10,581</u>	<u>10,046</u>	<u>7,061</u>	<u>7,406</u>	<u>4,836</u>	<u>4,620</u>	<u>10,904</u>	<u>9,014</u>	<u>109,166</u>	<u>107,320</u>
<b>EXPENSES</b>												
Salaries and wages	43,117	41,763	3,448	3,100	13	-	1,087	819	4,179	3,811	51,844	49,493
Benefits	8,187	7,863	873	771	3	-	189	119	450	412	9,702	9,165
Travel and personnel costs	2,222	2,268	131	103	7	6	230	159	782	780	3,372	3,316
Operational supplies and expenses	4,316	4,105	741	831	1,516	1,624	1,419	1,130	2,306	1,570	10,298	9,260
Equipment, furnishings and rent	342	440	403	351	162	46	62	32	223	166	1,192	1,035
Professional and contracted services	4,393	3,632	1,188	801	319	286	1,068	1,022	1,045	1,882	8,013	7,623
Scholarships, fellowships and bursaries	933	872	-	-	-	-	1,943	1,512	40	15	2,916	2,399
Renovations, alterations and campus maintenance	1,951	1,939	729	694	233	77	322	269	15	19	3,250	2,998
Utilities	2,179	2,170	458	405	3	-	15	7	53	59	2,708	2,641
Cost of goods sold	-	3	2,414	2,033	-	-	-	-	-	-	2,414	2,036
Debt servicing - interest	2	-	953	1,324	-	-	-	-	-	-	955	1,324
Internal cost recoveries	528	877	(806)	(959)	-	-	62	(112)	216	194	-	-
Amortization of tangible capital assets	-	-	-	-	8,834	9,279	-	-	-	-	8,834	9,279
	<u>68,170</u>	<u>65,932</u>	<u>10,532</u>	<u>9,454</u>	<u>11,090</u>	<u>11,318</u>	<u>6,397</u>	<u>4,957</u>	<u>9,309</u>	<u>8,908</u>	<u>105,498</u>	<u>100,569</u>
Excess (deficiency) of revenue over expenses	7,614	10,302	49	592	(4,029)	(3,912)	(1,561)	(337)	1,595	106	3,668	6,751
Transfer (to) from internally restricted funds	948	(2,353)	431	(434)	1,324	(901)	(3,061)	(2,088)	(1,280)	(236)	(1,638)	(6,012)
Interfund transfers	(8,135)	(7,288)	33	325	3,488	3,410	4,844	3,386	(230)	167	-	-
Loss (gain) on endowment investments allocated to endowment principal	-	-	-	-	-	-	-	(947)	-	-	-	(947)
Investment in capital assets	(427)	(661)	(513)	(483)	(783)	1,403	(222)	(14)	(85)	(37)	(2,030)	208
Change in unrestricted net assets	-	-	-	-	-	-	-	-	-	-	-	-
Balance of unrestricted net assets, beginning of year	3,517	3,517	-	-	-	-	-	-	-	-	3,517	3,517
Balance of unrestricted net assets, end of year	<u>\$ 3,517</u>	<u>\$ 3,517</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,517</u>	<u>\$ 3,517</u>				

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**DETAILED SCHEDULE OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2012**

**Prepared for internal use only**

(thousands of dollars)

	General Operating		Ancillary		Capital		Specific Purpose & Expendable Funds		Sponsored & Non-Sponsored Research		Totals	
	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011
<b>REVENUE</b>												
Government grants												
Provincial government	\$ 47,443	\$ 47,554	\$ -	\$ -	\$ 434	\$ 601	\$ 306	\$ 274	\$ 1,096	\$ 53	\$ 49,279	\$ 48,482
Federal government	1,733	1,643	-	-	-	-	11	233	6,353	7,198	8,097	9,074
Gifts, bequests and non - gov't grants	6,106	6,080	301	299	15	-	2,373	974	1,870	5,056	10,665	12,409
Investment income (loss)	667	526	5	5	698	529	(997)	1,446	-	-	373	2,506
Tuition fees	16,029	15,230	2,733	2,700	-	-	-	-	-	-	18,762	17,930
Other fees	1,253	1,215	52	46	-	-	-	-	-	-	1,305	1,261
Sales and service	890	736	7,343	6,760	51	47	415	349	229	224	8,928	8,116
External cost recovery	314	224	5	3	-	-	1	1	27	24	347	252
Miscellaneous revenue	-	-	-	-	-	-	-	-	-	-	-	-
Amortization of deferred capital contributions	-	-	-	-	7,544	7,368	-	-	-	-	7,544	7,368
	<u>74,435</u>	<u>73,208</u>	<u>10,439</u>	<u>9,813</u>	<u>8,742</u>	<u>8,545</u>	<u>2,109</u>	<u>3,277</u>	<u>9,575</u>	<u>12,555</u>	<u>105,300</u>	<u>107,398</u>
<b>EXPENSES</b>												
Salaries and wages	41,404	41,121	3,077	3,030	1	7	748	670	4,236	5,085	49,466	49,913
Benefits	7,733	7,564	741	686	-	1	115	114	524	554	9,113	8,919
Travel and personnel costs	2,206	2,301	87	45	5	8	196	215	1,004	994	3,498	3,563
Operational supplies and expenses	4,020	4,133	680	617	981	1,179	623	630	1,521	2,567	7,825	9,126
Equipment, furnishings and rent	248	398	403	436	105	187	16	65	202	259	974	1,345
Professional and contracted services	4,145	4,199	671	743	518	584	670	455	1,785	2,693	7,789	8,674
Scholarships, fellowships and bursaries	859	1,258	-	1	-	-	1,758	1,615	28	13	2,645	2,887
Renovations, alterations and campus maintenance	1,462	1,397	574	504	91	187	17	-	11	1	2,155	2,089
Utilities	2,167	2,570	367	452	-	2	12	5	45	65	2,591	3,094
Cost of goods sold	-	-	2,278	2,220	-	-	1	-	-	-	2,279	2,220
Debt servicing - interest	3	1	1,324	1,324	-	-	-	-	-	-	1,327	1,325
Internal cost recoveries	709	721	(761)	(786)	-	-	(67)	(142)	119	207	-	-
Amortization of tangible capital assets	-	-	-	-	9,798	9,876	-	-	-	-	9,798	9,876
	<u>64,956</u>	<u>65,663</u>	<u>9,441</u>	<u>9,272</u>	<u>11,499</u>	<u>12,031</u>	<u>4,089</u>	<u>3,627</u>	<u>9,475</u>	<u>12,438</u>	<u>99,460</u>	<u>103,031</u>
Excess (deficiency) of revenue over expenses	<u>9,479</u>	<u>7,545</u>	<u>998</u>	<u>541</u>	<u>(2,757)</u>	<u>(3,486)</u>	<u>(1,980)</u>	<u>(350)</u>	<u>100</u>	<u>117</u>	<u>5,840</u>	<u>4,367</u>
Transfer (to) from internally restricted funds	(2,426)	(3,265)	(788)	(433)	1,627	2,957	(2,495)	161	(41)	145	(4,123)	(435)
Interfund transfers	(6,680)	(3,867)	295	332	3,340	2,855	3,089	934	(44)	(254)	-	-
Loss (gain) on endowment investments allocated to endowment principal	-	-	-	-	-	-	1,510	(745)	-	-	1,510	(745)
Investment in capital assets	(373)	(413)	(505)	(440)	(2,210)	(2,326)	(124)	-	(15)	(8)	(3,227)	(3,187)
Change in unrestricted net assets	-	-	-	-	-	-	-	-	-	-	-	-
Balance of unrestricted net assets, beginning of year	<u>3,517</u>	<u>3,517</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,517</u>	<u>3,517</u>
Balance of unrestricted net assets, end of year	<u>\$ 3,517</u>	<u>\$ 3,517</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,517</u>	<u>\$ 3,517</u>