

**SENATE MEETING  
OPEN SESSION  
AGENDA**

October 28, 2020  
3:30 – 5:30 PM  
Zoom Only

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**1.0 Acknowledgement of Territory**

**2.0 S-202010.01**

**Approval of the Agenda †**

Page 1

That the agenda for the October 28, 2020 Open 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 Presentation – Conversation: The Future of UNBC Post COVID-19 (15 minutes) Payne**

**4.0 Approval of the Minutes**

**S-2020010.02**

**Approval of the Minutes**

Page 7

That the Minutes for the September 23, 2020 Public Session of Senate be approved as presented.

**5.0 Business Arising**

**6.0 President's Report (10 minutes) Payne**

**7.0 Report of the Provost (5 minutes) Dale**

**7.1 Academic Re-Structuring**

**8.0 Report of the Registrar (5 minutes) Annear**

**9.0 Question Period (10 minutes)**

**9.1 Written questions submitted in advance**

**9.2 Questions from the floor**

**10.0 Approval of Motions on the Consent Agenda Payne**

**S-2020010.03**

**Approval of Motions on the Consent Agenda**

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

## 11.0 Committee Reports

### 11.1 Senate Committee on Academic Appeals

Klassen-Ross

### 11.2 Senate Committee on Academic Affairs

Dale

#### For Approval Items:

#### Page 17 Executive Summary – Psychology

##### S-202010.04

#### Regular New Program Approval – Masters of Arts in Counselling Psychology

That, on the recommendation of the Senate Committee on Academic Affairs, the new Master of Arts in Counselling Psychology be approved as proposed.

Page 18 Proposed semester of first offering: September 2021

##### S-202010.05

#### Regular New Program Approval – Masters of Arts in Counselling Psychology

That, on the recommendation of the Senate Committee on Academic Affairs, the proposed creation of the Masters of Arts (MA) in Counselling Psychology within the Department of Psychology be approved as proposed.

Page 27 Proposed semester of first offering: September 2021

##### S-202010.06

#### Regular New Course Approval – PSYC 701

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 701-3 Research Design and Methodology be approved as follows.

Page 36 Proposed semester of first offering: September 2021

##### S-202010.07

#### Regular New Course Approval – PSYC 710

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 710-4 Qualitative Analysis be approved as follows.

Page 41 Proposed semester of first offering: September 2021

##### S-202010.08

#### Regular New Course Approval – PSYC 711

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 711-3 Counselling Theory be approved as follows.

Page 46 Proposed semester of first offering: September 2021

##### S-202010.09

#### Regular New Course Approval – PSYC 713

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 713-3 Counselling Skills be approved as follows.

Page 51 Proposed semester of first offering: September 2021

##### S-202010.10

#### Regular New Course Approval – PSYC 714

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 714-3 Group Counselling Processes be approved as follows.

Page 56 Proposed semester of first offering: September 2021

##### S-202010.11

#### Regular New Course Approval – PSYC 715

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 715-3 Career Counselling be approved as follows.

Page 61 Proposed semester of first offering: September 2021

**S-202010.12***Regular***New Course Approval – PSYC 716**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 716-3 Clinical Counselling be approved as follows.

*Page 65*

Proposed semester of first offering: September 2021

**S-202010.13***Regular***New Course Approval – PSYC 717**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 717-3 Ethics in Counselling be approved as follows.

*Page 70*

Proposed semester of first offering: September 2021

**S-202010.14***Regular***New Course Approval – PSYC 718**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 718-3 Family Counselling be approved as follows.

*Page 75*

Proposed semester of first offering: September 2021

**S-202010.15***Regular***New Course Approval – PSYC 719**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 719-6 Counselling Practicum be approved as follows.

*Page 80*

Proposed semester of first offering: September 2021

**S-202010.16***Regular***New Course Approval – PSYC 721**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 721-3 Advanced Counselling Skills be approved as follows.

*Page 85*

Proposed semester of first offering: September 2021

**S-202010.17***Regular***New Course Approval – PSYC 722**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples be approved as follows.

*Page 90*

Proposed semester of first offering: September 2021

**S-202010.18***Regular***New Course Approval – PSYC 723**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 723-3 Trauma Counselling be approved as follows.

*Page 95*

Proposed semester of first offering: September 2021

**S-202010.19***Regular***New Course Approval – PSYC 724**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 724-3 Child and Youth Counselling be approved as follows.

*Page 100*

Proposed semester of first offering: September 2021

**S-202010.20***Regular***New Course Approval – PSYC 727**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 727-3 Assessment in Counselling be approved as follows.

*Page 105*

Proposed semester of first offering: September 2021

**S-202010.21***Regular***New Course Approval – PSYC 792**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 792-3 Special Topics be approved as follows.

*Page 110*

Proposed semester of first offering: September 2021

**S-202010.22***Regular***New Course Approval – PSYC 793**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 793-3 Directed Reading be approved as follows.

*Page 114*

Proposed semester of first offering: September 2021

**S-202010.23***Regular***New Course Approval – PSYC 797**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 797-3 Comprehensive Examination be approved as follows.

*Page 118*

Proposed semester of first offering: September 2021

**S-202010.24***Regular***New Course Approval – PSYC 798**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 798-6 Counselling Project be approved as follows.

*Page 122*

Proposed semester of first offering: September 2021

**S-202010.25***Regular***New Course Approval – PSYC 799**

That, on the recommendation of the Senate Committee on Academic Affairs, the new course PSYC 799-9 Counselling Thesis be approved as follows.

*Page 126*

Proposed semester of first offering: September 2021

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Library Forms for new Program and Courses

**S-202010.26***Consent***Change(s) to Course Description – NURS**

That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course description for NURS 455-(6, 8) Foundations in Emergency and Trauma Nursing, on page 254 of the 2019/2020 PDF undergraduate calendar, be approved as proposed.

*Page 152*

**Effective Date:** September 2020

**S-202010.27***Regular***Change(s) to Program Requirements – Joint Major in Anthropology and Geography**

That, on the recommendation of the Senate Committee on Academic Affairs, the change to the curriculum requirements to the Joint Major in Anthropology and Geography, with the addition of ANTH 102-3, A World of Discovery and ANTH 217-3, Language and Culture as required courses to the lower-division courses, on page 59 2019/2020 PDF undergraduate calendar, be approved as proposed.

*Page 154*

**Effective Date:** September 2020

**11.3 Steering Committee of Senate****Payne****S-202010.28***Regular***Change(s) to the Senate Handbook**

That, on the recommendation of the Steering Committee of Senate, the Senate Committee on Academic Affairs Subcommittee for Animal Care and Use be removed from the Senate Handbook.

*Page 156*

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

**S-202010.29***Regular***Change(s) to the Senate Handbook**

That, on the recommendation of the Steering Committee of Senate, the Senate Committee on Academic Affairs Subcommittee for Biohazards be removed from the SCAAF Terms of Reference in the Senate Handbook.

*Page 167*

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

**S-202010.30**

Regular **Change(s) to the Senate Handbook**  
That, on the recommendation of the Steering Committee of Senate, the Senate Committee on Academic Affairs Terms of Reference and Membership be approved as proposed.  
Page 170 Effective Date: Upon the approval of Senate

#### **S-202010.31**

Regular **Change(s) to the Senate Handbook**  
That, on the recommendation of the Steering Committee of Senate, the change(s) to the Senate Handbook be approved as proposed.  
Page 173 Effective Date: Upon the approval of Senate

### **11.4 Senate Committee on Nominations**

#### **For Approval Items:**

Regular **S-202010.32**  
**Recommendation of Senate Committee Members to Senate**  
That, on the recommendation of the Senate Committee on Nominations, and barring further nominations from the floor of Senate, the following candidates, who have met all eligibility requirements to serve on Senate committees as indicated, be appointed as proposed.  
Effective date: October 28, 2020

#### **Senate Committee on Curriculum and Calendar**

Student Senator (08/31/2021)	Lydia Troc
Faculty Senator (03/31/2023)	Alina Constantin
Faculty Member (03/31/2021)	Christine Ho Younghusband

#### **For Information Items:**

#### **Vacancies**

COMMITTEE	POSITION	TERM EXPIRY DATE
SCS	Student Senator	08/31/2021
SCN	Faculty Senator	03/31/2023
	Lay Senator	03/31/2021
SCA	Faculty Member	03/31/2023
SCAD	Faculty Member	03/31/2023
	Graduate Student	03/31/2023
SCCC	Faculty Senator ✦	03/31/2023
	Faculty Member ✦	03/31/2021
	Student Senator ✦	08/31/2021
SCAAF	Faculty Member	03/31/2023
	Faculty Member	03/31/2021
	Graduate Student	08/31/2021
SSAS	Professional Program Faculty Rep (appointed by Provost)	03/31/2023
	Graduate Student	08/31/2021
SCFNAP	Aboriginal Undergraduate Student Senator	08/31/2021
	Aboriginal Regional Senator or Aboriginal Lay Senator	03/31/2021
SCSB	Faculty Senator — CASHS	03/31/2023
	Graduate Student Senator	08/31/2021
SCUB	Faculty Senator	03/31/2021
	Faculty Member – Professional Programs	03/31/2022
	Graduate Student	08/31/2021
	Undergraduate Student	08/31/2021

**Note:** The symbol "✦" denotes that an appointment by Senate is pending.

<b>11.5 Senate Committee on Curriculum and Calendar</b>	<b>Annear</b>
<b>11.6 Senate Committee on Admissions and Degrees</b>	<b>Annear</b>
<b>11.7 Senate Committee on First Nations and Aboriginal Peoples</b>	<b>Dale</b>
<b>11.8 Senate Committee on Honorary Degrees and Special Forms of Recognition</b>	<b>Payne</b>

**For Approval Items:**

Regular

**S-202010.33 IC**

**Approval of the Honorary Degree Recognition Option 2021**

That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition, the two existing 2020 Honorary Degree recipients be recognized at the upcoming 2021 Convocation, and an additional two new Honorary Degree recipients for 2021 also be acknowledged. The style of recognition during the 2021 Convocation will be condensed, as an additional Honorary Degree recognition event will be held thereafter.

Effective Date: Upon the approval of Senate.

<b>11.9 Senate Committee on Scholarships and Bursaries</b>	<b>Annear</b>
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**For Information Items:**

**SCSB20200826.03**

**New Terms and Conditions Anytime Fitness**

That the new Terms and Conditions Anytime Fitness Prince George Award be approved.

Effective Date: 2020-2021 Academic Year

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**SCSB20200923.03**

**UNBC Scholars – Course Load**

That for the 2020-2021 Academic Year, the course load required for UNBC Scholars remain at 24 credit hours for the Academic Year; however, students may complete within three semesters.

**Effective Date:** 2020-2021 Academic Year

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**11.10 Senate Committee on University Budget**

**12.0 Information**

**13.0 Other Business**

**14.0 S-202010.34 (10 minutes)**

**Move to the Closed Session**

That the meeting move to Close Session.

**15.0 S-202010.43**

**Adjournment**

That the Senate meeting be adjourned.



**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
*College of Arts, Social and Health Science*

**MEMORANDUM**

**FROM:** Paul Siakaluk, Chair

**DATE:** September 17, 2020

**RE:** Summary of revisions to new degree in Department of Psychology – MA in Counselling Psychology

Since January 2019, the faculty responsible for the delivery of the Masters of Education (MEd) – Counselling degree have moved into the Department of Psychology from the School of Education. The Department of Psychology proposes a change to the MEd – Counselling degree to a Masters of Arts (MA) in Counselling Psychology degree. Currently, in the graduate calendar, the MEd – Counselling degree is one of three graduate degrees in the School of Education.

There are two primary reasons for the proposed changes. First, is to enable the MA in Counselling Psychology degree to become a better representation of the course work, practica, and intention of this degree program. Second, is to fill societal and student demands for a degree that explicitly addresses counselling in psychology. Our community-based counselling program has served counsellors beyond those that counsel in elementary and secondary schools for several years now, and thus this proposed degree change will better represent the education and training that our students receive. Additionally, the move to the Department of Psychology and change in proposed degree will assist us with the Canadian Counselling and Psychotherapy accreditation process.

There are several considerations that will be presently outlined to course requirements for the proposed degree. First, the course prefixes will change from EDUC to PSYC (except for one elective course: EDUC 633: Human Development: Implications for Education). Second, the EDUC courses for the MEd – Counselling degree were at either the 600- or 700-level, but the proposed *new* PSYC courses for the MA in Counselling Psychology will be all at the 700-level. The rationale for the second consideration was primarily housekeeping within the Department of Psychology, such that the MA in Counselling Psychology course numbers are at a different level than the MSc in Psychology courses. Third, there are no changes to the required courses or the new proposed degree (they just have different prefixes and numbers). Fourth, there are fewer proposed elective courses, because an internal audit with the faculty who deliver this program revealed many previous electives were not being chosen by the students. The remaining electives have course content relevant to counselling psychology. Fifth, among the elective courses, three of them are new courses (PSYC 723; PSYC 724; PSYC 727, which were previously taught as special topics courses as EDUC 692) that will offer exciting possible choices for the students.

In summary, the proposed degree changes better represent the multidisciplinary nature of counselling psychology as it is actually practiced, and the new proposed MA in Counselling Psychology will better prepare our students to practice their discipline in the various work settings, such as mental health centres, hospitals, counselling organizations, schools, social service agencies, et cetera, that they will pursue.

**Resources**

It is possible to deliver the new proposed degree with the existing faculty complement. However, the Chair of Psychology will be asking the Dean of the Faculty of Human and Health Sciences for at least one new faculty position, so that the accreditation process with the Canadian Counselling and Psychotherapy Association may begin in the near future.

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW ACADEMIC PROGRAM PROPOSAL

**Motion:** That the new Master of Arts in Counselling Psychology be approved as proposed.

#### **A. General Information**

**Program Title:** Masters of Arts (MA) in Counselling Psychology

**Program Objectives:** The MA Counselling Psychology degree prepares counsellors to work in a variety of mental health community centres including hospitals, counselling organizations, schools, and other social service agencies. Students pursuing a MA Counselling Psychology degree focus on understanding and addressing the contemporary challenges and complexities of human behavior across the lifespan with special attention to the diverse nature of the clientele. The program provides students with comprehensive, theoretical, and experiential curricular and supervised clinical experiences to meet the requirements of the British Columbia Association of Clinical Counsellors (BCACC) and the Canadian Counsellors and Psychotherapy Association (CCPA). Faculty are expected to teach and mentor students, serve the surrounding community and counselling profession, and promote intellectual, social, and emotional advancement through clinical training and research. More specifically the following objectives will be met:

1. To exhibit ethical professional behavior consistent with the BCACC and CCPA to assume the role of professional counselors in a variety of mental health settings.
2. To acquire sufficient theoretical knowledge and clinical skills to effectively provide individual, group, and family counseling while addressing the mental health needs of diverse populations.
3. To serve as effective agents of change and advance the cause of diverse and underrepresented groups.
4. To acquire a comprehensive knowledge base of research principles in order to be consumers and producers of quality research. This information will assist in refining all aspects of the work.
5. To demonstrate the willingness and capacity for introspection, self-reflection, self-evaluation, and to develop effective helping relationships with those they serve.

**Credential upon Completion of the Program:** Master of Arts in Counselling Psychology

**Program Offering the Degree:** Department of Psychology.

**Proposed Start Date:** September 2021



**Suggested Institutional Priority:** We suggest this to be a high priority. Effective January 1, 2019 the Counselling program has been operating under the umbrella of the Department of Psychology. Over the last several years the counselling program has shifted much of the theoretical and clinical focus of courses to a more multidisciplinary emphasis geared towards counsellors working in a variety of mental health community settings, not just elementary and secondary schools. Being more community based, we have attracted students as such, becoming much more expansive than just accepting students with BEd degrees. Students are attracted to the program because of the expansive nature of our training and the professional opportunities that follow by being in a community-based program. Also, the MA degree in counselling psychology is associated with a degree that offers research opportunities where a MEd degree tends to be equated with a non-thesis route by several universities. Students have a better understanding upon entering a MA degree program that they now have the opportunity to carry out and complete an independent research project (Master's Thesis). Completion of a master's thesis is viewed as a prerequisite for the pursuit of doctoral studies in most institutions and a MA degree will create less confusion around this matter. By offering a degree such as a MA Counselling Psychology that is more in line with the type of program we currently provide (more expansive than just offering counselling opportunities to school counsellors), and offering a degree that is more consistent with the program that we are housed in (Psychology), will limit current confusion around the nature of the degree as well as registration and course scheduling issues. At this point in time all the courses are still listed as EDUC (Education) courses.

**Relationship of Proposed Program to the Mandate of the Institution:** With the focus of our program on community counselling, the program housed in the Department of Psychology can better provide multidisciplinary learning opportunities for UNBC students—more opportunities for students to avail themselves to the diverse expertise of Psychology faculty. The graduating students will be more qualified and in a better position to fill the gap in counselling services, especially in northern communities. The program will continue to meet the mandate of outreach to the community by placing students in a variety of practicum sites including the Community Counselling Center (CCC). The CCC offers low-cost counselling to PG community members and assists us in offering a comprehensive training programs with specialized training in such approaches as trauma-informed counselling and couples counselling. Many partnerships have been built through our practicum offerings and faculty have offered training to professionals in the community on a variety of mental health issues. Training to address the diverse mental health needs of community members in a culturally sensitive manner is a strength of the program. A multidisciplinary, culturally sensitive approach that connects university to community through such practicum placements as the CCC has been the cornerstone of our program's work. Being housed in the Department of Psychology places us in a better position to complete this work and expand our program in keeping with UNBC's mission.

**Implications for the Cooperative Education Option:** none

**Specialties within Program:** Counselling

**Related Programs at Other Institutions:** Simon Fraser and University of BC (UBC) have joint MEd Counselling and MA Counselling Psychology. However, UNBC does not have the resources for both a MA and MEd program. The Counselling program course content fits in a Counselling Psychology program as outlined below. As a MA Counselling Psychology program, there will be

more clarity that this is a community-based program with an emphasis on clinical work along with opportunities for those interested in research and pursuing a doctoral degree in counselling psychology.

**Relation to Existing Programs:** The program offers the same opportunities for students to take counselling classes from existing programs—social work, disability management (students that often take courses in the counselling program), and perhaps more with the ability to draw from some of the specific research and teaching interests of the Psychology faculty. We have often collaborated on research endeavours and on student theses/projects with Psychology faculty so the foundation for a solid working relationship within this department is well established. This new degree program provides a home for the existing but revised Counselling program with more ease in and opportunity to draw from the expertise of Psychology faculty.

**Articulation Arrangement:** none

**Consultations with Other Institutions:** none.

**B. Program Description** See below.

Counselling Psychology (MA)  
Pending

Paul Siakaluk Professor, Chair

Linda O'Neill, Associate Professor  
John Sherry Assistant Professor

**General Calendar Description:** The MA in Counselling Psychology is designed to prepare counsellors to provide professional services and leadership in counselling and psycho-educational programs offered in social service agencies, community health organizations, schools, and post-secondary institutions. Students have the opportunity to choose the type(s) of counselling they wish to focus upon, and to complete periods of supervised clinical practice in practicum settings that are relevant to their interests, based on availability. The program includes an integrated core of required courses, elective courses, and a thesis, project or comprehensive examination. Counselling students are required to complete a minimum of eight required courses, three elective courses, and a Comprehensive Examination. Application can be made to the Department of Psychology to enter a Thesis or Project route after completion of at least 12 credit hours of coursework. If approved, the Thesis route would consist of eight required courses, a minimum of one elective course, and a research project. If approved, the Project route would consist of eight required courses, a minimum of two electives, and a project.

**THREE ROUTES to the completion of Counselling Psychology Program**

The Counselling Program includes an integrated set of required and elective courses. Students are accepted into the MA in Counselling Psychology Program under the Comprehensive Examination route leading to the MA degree. During the

course of study the student may apply for permission to the program to transfer to the Project or

Thesis route. Students may make a special application to the Department of Psychology to enter a Project or Thesis route after they have completed at least 12 credit hours of coursework. It is the student's responsibility to find a faculty member who is willing to supervise them in a Project or Thesis route.

**Comprehensive Examination Route:**

The Comprehensive Examination route of study requires the successful completion of a comprehensive examination that evaluates candidates' knowledge of theory and practice in students' field of study. This program route is designed to enhance and reinforce students' knowledge of theory and practice, as well as their interrelationship. The Comprehensive Examination route requires the successful completion of a minimum of 40 hours of graduate course credit. This credit must include a minimum of 37 credit hours of graduate coursework and 3 credit hours awarded upon the successful completion of a written comprehensive examination.

**Project Route:**

The Project route emphasizes the study of theory and practice and the successful completion of an innovative research and/or development project that addresses a particular aspect of practice or community need. The Project route is designed to develop students' ability to evaluate and improve professional practice in the discipline. The Project route requires the successful completion of a minimum of 40 semester hours of graduate course credit. This credit must include 34 credit hours of graduate coursework and at least 6 credit hours of supervised work culminating in the successful completion of a project.

**Thesis Route:**

The Thesis route emphasizes academic study, research and the successful completion of a thesis. This degree route is designed to develop students' ability to evaluate theory and practice and conduct research that contributes to the discipline. The Thesis route requires the successful completion of a minimum of 40 credit hours of graduate course credit. This credit must include 31 credit hours of graduate coursework, and at least 9 credit hours of supervised research culminating in the completion of a thesis and the successful defence of it in an oral examination.

Admission to the MA Counselling Psychology program at the Prince George campus occurs each September; deadline for applications is December 15 of the prior year. Admission to the program at regional campuses does not normally occur each year and will vary in response to demand and resources.

In addition to the admission application requirements outlined in section 1.0 of the Graduate Admissions and Regulations, priority will be given to those applicants applying for the MA Counselling Psychology program who have (a) graduated with a Baccalaureate degree a minimum of two years prior to the admission date to which they are applying, and (b) obtained some paid or unpaid work experience in a helping capacity at a counselling-related or teaching-related setting

since receiving their Baccalaureate degree.

Applicants are also required to submit a Curriculum Vitae or Resumé that indicates the number of hours in each employment or volunteer position. A list of any scholarships or publications should also be included.

**Criminal Record Review** In addition to meeting the admission application requirements outlined in Section 1.0 of the Graduate Admissions and Regulations, all applicants to the Psychology Counselling program are required to submit a Criminal Record Check search prior to the first day of classes in their entry semester. Domestic applicants must supply a Criminal Record Check search result after receiving an offer of admission and before the first day of classes; the search result is not required with the application. International applicants must submit a Criminal Record Check search result provided by their local police authority upon application, and are also required to submit a British Columbia Criminal Record Check if offered admission. The Office of the Registrar will provide instructions to domestic and international applicants who have accepted offers of admission on how to complete a British Columbia Criminal Record Check.

### **Curriculum:**

#### **Required Courses**

PSYC 701-3	Research Design and Methodology
PSYC 711-3	Counselling Theory
PSYC 713-3	Counselling Skills
PSYC 714-3	Group Counselling Processes
PSYC 717-3	Ethics in Counselling
PSYC 719-6	Counselling Practicum
PSYC 721-3	Advanced Counselling Skills

One of the following research courses is required; the other may be taken as elective credit:

PSYC 605-4	Multivariate Statistics
PSYC 710-4	Qualitative Analysis

#### **Elective Courses**

EDUC 633-3	Human Development: Implications for Education
PSYC 715-3	Career Counselling
PSYC 716-3	Clinical Counselling
PSYC 718-3	Family Counselling
PSYC 722-3	Counselling for Aboriginal/Indigenous Peoples
PSYC 723-3	Trauma Counselling
PSYC 724-3	Child and Youth Counselling
PSYC 727-3	Assessment in Counselling
PSYC 792-3	Special Topics

**Thesis, Project or Comprehensive Examination**

PSYC 797-3 Comprehensive Examination

PSYC 798-6 Project

PSYC 799-9 Thesis

**C. Need for Program**

**Enrolment Projections:** Due to the professional opportunities that have extended beyond school counsellors from our expanded curriculum, which will continue to be the case as we offer a MA degree, we have received 50-60 applications the last couple of years and have accepted 25 students in 2018 and 21 in 2019. Consequently, we have an established admissions enrolment of 20 to 25 students on the Prince George campus and typically we have two regionally campuses operating in two of our three regional campuses--Fort St. John, Terrace and Williams Lake with 15-20 students. Recently, information sessions were provided in Terrace and Fort. St. John and there was an interest of over 30 students in both locations. The multidisciplinary approach, extensive practicum training site, and now the opportunity to connect with faculty engaging in a wide range of psychological research, will continue to attract a large number of applicants.

**Cultural, Social and Economic Needs:**

There is a significant need for counselling professionals in many different areas, especially in rural and remote areas in Canada. The courses in the program will continue to emphasize the importance of working in a culturally sensitive manner and understanding the elements of rural and remote practice. More specifically, culturally safe approaches to mental health services for Indigenous peoples based on an understanding of the social determinants of health unique to an Indigenous context, such as cultural identity and community connectedness. Also, by training and graduating more qualified counsellors, counselling positions in remote and rural areas, including Indigenous communities can be filled with skilled practitioners providing more consistent, ongoing services.

The comprehensive courses and clinical training that we offer at the CCC will provide students with the necessary skills and training to address the mental health needs of the community. Being housed in the Department of Psychology assists with this mission by giving the students more opportunities to work with faculty one on one especially around theoretical and applied research that is closely related to the counselling field. Also, there will be more choices and individualized supervision opportunities for the students better preparing them for their work in the field. In terms of the economic needs of the community, we will continue to offer the necessary low-cost counselling to community members as recommended by our professional organizations (BCACC and CCPA) and simultaneously this prepares students for a wide range of professional experiences. Consequently, well-trained, qualified counsellors will fill the gap that often is seen in the social services field in rural and remote areas.

**Labour Market Demands:** Based on anecdotal information, that is, receiving numerous requests from community agencies in Prince George and the surrounding remote areas, to share job openings

with our graduates and those near completion, it is apparent that there is a need for trained, qualified counsellors, a need that continues to grow. Now that the MA Counselling Psychology degree will represent in title the community focus that we have adhered to the last several years, more applicants will be attracted to the program. Counselling professionals are required in all aspects of the social, business and educational sectors.

As the population grows in Prince George, the demand for counselling and other social services is anticipated to increase accordingly. We will be better equipped to offer an in-depth clinical training program, now housed in the Department of Psychology, better meeting the mental health needs of those living in rural and remote areas.

**Other Benefits:** As already noted, there will be less confusion for MA students interested in pursuing a doctorate in counselling since MA programs are known to graduate students with a thesis/research interest. There are more options and a variety of expertise that students can draw from when they are looking for a thesis or project supervisor since all the faculty in the Department of Psychology are available to supervise theses or project students.

#### **D. Faculty**

**Faculty list:** Dr. Linda O'Neill, Dr. John Sherry

**Expected Teaching Loads:** no change

**Research Funding:** not applicable

#### **E. Program Delivery**

**Distance Learning Components:** none

**Class Size and Structure:** No change in existing courses. All courses are face to face.

**Experiential Learning:** There is an off-site practicum, training facility (Community Counselling Centre) that offers a wealth of supervised clinical training opportunities (students are observed via video cameras) in the area of individual, group and family counselling. Experiential learning is already a significant component in the existing curriculum and will continue to be emphasized.

#### **F. Program Resources**

**Administrative Requirements:** no additional resources required.

**Operating Requirements:** no additional resources required

**Capital Requirements:** no additional resources required

**Start-up Costs:** none

**Special Resource Requirements:** none

**G. Library Resource Requirements** (See attached form)

**H. Evaluation**

**Academic Quality of Program:** The new degree is a minor revision of the former MEd in Counselling . The MA Counselling Psychology will maintain the same rigor and consistency to ensure the integrity of the program.

**Methods of Internal Institutional Review:** Program reviews approximately every 5-7 years, including external evaluators.

**Relevant External Program Experts:**

Two potential external evaluators are:

Dr. Masahiro Minami, Simon Fraser University

Dr. Blythe Shepard, Univeristy of Lethbridge

**I. Miscellaneous**

**Special Features:**

**Attachment Pages (in addition to required Library Form):** 0 pages

**J. Authorization**

**SCCC Reviewed:** August 24, 2020 and September 28, 2020

**College:** CASHS

**College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.02

**College Council Approval Date(s):** September 17, 2020

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.03 Omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED

*MRTD*

**Approved by SCAAF:** October 14, 2020

**Date**

**Chair's Signature**

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



**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED REVISION OF CALENDAR ENTRY**

**Motion:** That the proposed creation of the Masters of Arts (MA) in Counselling Psychology within the Department of Psychology be approved as proposed.

1. **Effective date:** September 2021

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

Since January 2019, the faculty responsible for the delivery of the Masters of Education (MEd) – Counselling degree have moved into the Department of Psychology from the School of Education. The Department of Psychology proposes a change to the MEd – Counselling degree to a Masters of Arts (MA) in Counselling Psychology degree. Currently, in the graduate calendar, the MEd – Counselling degree is one of three graduate degrees in the School of Education. There are two primary reasons for the proposed changes. First, is to enable the MA in Counselling Psychology degree to become a better representation of the course work, practica, and intention of this degree program. Second, is to fill societal and student demands for a degree that explicitly addresses counselling in psychology. Our community-based counselling program has served counsellors beyond those that counsel in elementary and secondary schools for several years now, and thus this proposed degree change will better represent the education and training that our students receive. Additionally, the move to the Department of Psychology and change in proposed degree will assist us with the Canadian Counselling and Psychotherapy accreditation process. With more possible graduate courses for the counselling students to choose from in the Department of Psychology, we will be better able to offer the necessary breadth and depth of courses required by this organization to meet their accreditation standards.

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

In the Disability Management program, one of the electives is EDUC 613. This course will be replaced by PSYC 713, so essentially it will require a simple prefix change.

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

**Psychology (MSc Program)**

Steven Cronshaw, Professor Emeritus  
Kenneth Prkachin, Professor Emeritus

Paul Siakaluk, Professor and Chair  
Sherry Beaumont, Professor  
Henry Harder, Professor  
Han Li, Professor  
Daniel Weeks, Professor  
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Elizabete Rocha, Adjunct Professor  
Cherisse Seaton, Adjunct Professor  
Julie Howard, Senior Lab Instructor

Website: [www.unbc.ca/psychology](http://www.unbc.ca/psychology)

The MSc in Psychology at UNBC provides breadth in the substantive and methodological areas of Psychology, with a focus on health and human psychology. The MSc provides advanced research and experiential training so that graduates gain skills beneficial to academic and related areas.

### **Admission**

Applicants must have an Honours degree in Psychology or an undergraduate degree in Psychology (or a related field) with research experience.

Students interested in applying for the MSc in Psychology are responsible for ensuring that all application materials are received at UNBC by the application deadline. Students are required to submit the following for consideration of admission:

- a completed application form; • a curriculum vitae;
- a letter of interest;
- official transcripts from all post-secondary institutions;
- three letters of reference from academic referees; and
- a copy of a thesis or paper submitted for course work.

Application deadlines are found in this calendar under Admissions and Regulations, or online at [www.unbc.ca/calendar/graduate](http://www.unbc.ca/calendar/graduate) (under Semester Dates). The Psychology MSc Program accepts students for the September Semester

For additional information about graduate admissions or to download application materials, go to the Graduate Programs website at [www.unbc.ca/graduate-programs](http://www.unbc.ca/graduate-programs).

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The PhD in Psychology at UNBC provides breadth in the substantive and methodological areas of Psychology, with a focus on health and human psychology. The PhD provides advanced research and experiential training so that graduates gain skills beneficial to academic and related areas.

More specifically, the objectives of the PhD program in Psychology is to develop scholars and researchers who can contribute to the larger body of scientific knowledge of psychology through research and have an advanced level of understanding of the psychological sciences, including comprehensive knowledge of contemporary theory and evidence in Psychology and a high level of methodological expertise.

## Admission

Applicants must have both a Bachelor's and Master's degree, at least one of which must be in Psychology with a research-based thesis. Students interested in applying for the PhD in Psychology are responsible for ensuring that all application materials are received at UNBC by the application deadline:

- a letter of interest;
- official transcripts from all post-secondary institutions;
- three letters of reference from academic referees; and
- a copy of a thesis or paper submitted for course work.

Application deadlines are found in this calendar under Admissions and Regulations, or online at [www.unbc.ca/calendar/graduate](http://www.unbc.ca/calendar/graduate) (under Semester Dates). The Psychology PhD Program accepts students for September semester admission.

For additional information about graduate admissions or to download application materials, go to the Graduate Programs website at [www.unbc.ca/graduate-programs](http://www.unbc.ca/graduate-programs).

## Requirements

Students in the PhD program are required to complete a minimum of 12 credit hours of course work consisting of one graduate seminar:

PSYC 800-3                      Graduate Seminar

3 credit hours of research practica:

PSYC 860-(3-6)              Research Practicum

and two courses from the following:

PSYC 810-3	Cognitive Neuroscience
PSYC 815-3	Social Psychology
PSYC 820-3	Health Psychology
PSYC 822-3	Cross-Cultural Communication in Health Care Settings
PSYC 825-3	Cognitive Neuropsychological Assessment
PSYC 826-3	Personality Assessment
PSYC 830-3	Psychological Interventions
PSYC 831-3	Psychopathology
PSYC 835-3	Cognition and Learning
PSYC 845-3	Developmental Psychology

Required courses in Psychology are offered on a two-year schedule. These courses provide students with the basic

foundations upon which to build their PhD research, In addition, students are required to complete successfully a doctoral candidacy examination and a PhD dissertation (PSYC 890-12). The doctoral candidacy examination is tailored to ensure each student is adequately prepared to begin work on the PhD dissertation.

Students must have a Cumulative GPA of 3.33 (B+) or better by the end of their second semester of registration, and maintain it at B+ or better thereafter.

Students may be required to address deficiencies within their background preparation in Psychology or in their area of concentration that are identified by the Psychology Graduate Committee. Additional courses may be required.

Normally, students take a doctoral candidacy examination by the end of the first year in the program (or 12 credit hours for part-time students). Upon successfully completing the doctoral candidacy examination, and presenting an acceptable dissertation proposal to their supervisory committee, a student is granted PhD Candidate status, and embarks upon completion of the dissertation under the supervision of a Faculty Academic Supervisor. Normally, it is expected that the defence of the dissertation by full-time PhD Candidates take place within three years of acceptance into the program.

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

## **Psychology (MA Counselling Psychology Program)**

Paul Siakaluk, Professor and Chair

Linda O’Neill, Associate Professor

John Sherry, Assistant Professor

The MA in Counselling Psychology is designed to prepare counsellors to provide professional services and leadership in counselling and psycho-educational programs offered in social service agencies, community health organizations, schools, and post-secondary institutions. Students have the opportunity to choose the type(s) of counselling they wish to focus upon, based on availability, and to complete periods of supervised clinical practice in practicum settings that are relevant to their interests. The program includes an integrated core of required courses, elective courses, and a thesis, project or comprehensive examination. Counselling students are required to complete a minimum of eight required courses, three elective courses, and a comprehensive examination. After completion of at least 12 credit hours of coursework, students can apply to the Department of Psychology to enter a Thesis or Project route. If approved, the Thesis route consists of eight required courses, a minimum of one elective course, and a research project. If approved, the Project route consists of eight required courses, a minimum of two electives, and a project.

Admission to the MA Counselling Psychology program at the Prince George campus occurs each September; deadline for applications is December 15 of the prior year. Admission to the program at regional campuses does not normally occur each year and varies in response to demand and resources.

In addition to the admission application requirements outlined in section 1.0 of the Graduate Admissions and Regulations, priority is given to those applicants applying for the MA Counselling Psychology Program who have (a) graduated with a Baccalaureate degree a minimum of two years prior to the admission date to which they are applying, and (b) obtained some paid or unpaid work experience in a helping capacity at a counselling-related or teaching-related setting since receiving their Baccalaureate degree.

Applicants are also required to submit a Curriculum Vitae or Resumé that indicates the number of hours in each employment or volunteer position. A list of any scholarships or publications should also be included.

**Criminal Record Check** In addition to meeting the admission application requirements outlined in Section 1.0 of the Graduate Admissions and Regulations, all applicants to the Psychology Counselling program are required to submit a Criminal Record Check prior to the first day of classes in their entry semester. Domestic applicants must supply a Criminal Record Check result after receiving an offer of admission and before the first day of classes; the result is not

required with the application. International applicants must submit a Criminal Record Check result provided by their local police authority upon application, and also are required to submit a British Columbia Criminal Record Check if offered admission. The Office of the Registrar will provide instructions to domestic and international applicants who have accepted offers of admission on how to complete a British Columbia Criminal Record Check.

### **THREE ROUTES to the completion of Counselling Psychology Program**

The Counselling Program includes an integrated set of required and elective courses. Students are accepted into the MA in Counselling Psychology Program under the Comprehensive Examination route leading to the MA degree. During the course of study the student may apply for permission to the program to transfer to the Project or Thesis route. Students may make a special application to the Department of Psychology to enter a Project or Thesis route after they have completed at least 12 credit hours of coursework. It is the student's responsibility to find a faculty member who is willing to supervise them in a Project or Thesis route.

#### **Comprehensive Examination Route:**

The Comprehensive Examination route of study requires the successful completion of a comprehensive examination that evaluates candidates' knowledge of theory and practice in students' field of study. This program route is designed to enhance and reinforce students' knowledge of theory and practice, as well as their interrelationship. The Comprehensive Examination route requires the successful completion of a minimum of 40 hours of graduate course credit. This credit must include a minimum of 37 credit hours of graduate coursework and 3 credit hours awarded upon the successful completion of a written comprehensive examination.

#### **Project Route:**

The Project route emphasizes the study of theory and practice and the successful completion of an innovative research and/or development project that addresses a particular aspect of practice or community need. The Project route is designed to develop students' ability to evaluate and improve professional practice in the discipline. The Project route requires the successful completion of a minimum of 40 semester hours of graduate course credit. This credit must include 34 credit hours of graduate coursework and at least 6 credit hours of supervised work culminating in the successful completion of a project.

#### **Thesis Route:**

The Thesis route emphasizes academic study, research and the successful completion of a thesis. This degree route is designed to develop students' ability to evaluate theory and practice and conduct research that contributes to the discipline. The Thesis route requires the successful completion of a minimum of 40 credit hours of graduate course credit. This credit must include 31 credit hours of graduate coursework, and at least 9 credit hours of supervised research culminating in the completion of a thesis and the successful defence of it in an oral examination.

### **Curriculum:**

#### **Required Courses**

<u>PSYC 701-3</u>	<u>Research Design and Methodology</u>
<u>PSYC 711-3</u>	<u>Counselling Theory</u>
<u>PSYC 713-3</u>	<u>Counselling Skills</u>
<u>PSYC 714-3</u>	<u>Group Counselling Processes</u>
<u>PSYC 717-3</u>	<u>Ethics in Counselling</u>
<u>PSYC 719-6</u>	<u>Counselling Practicum</u>
<u>PSYC 721-3</u>	<u>Advanced Counselling Skills</u>

One of the following research courses is required; the other may be taken as elective credit:

PSYC 605-4                      Multivariate Statistics

PSYC 710-4                      Qualitative Analysis

### **Elective Courses**

EDUC 633-3                      Human Development: Implications for Education

PSYC 715-3                      Career Counselling

PSYC 716-3                      Clinical Counselling

PSYC 718-3                      Family Counselling

PSYC 722-3                      Counselling for Aboriginal/Indigenous Peoples

PSYC 723-3                      Trauma Counselling

PSYC 724-3                      Child and Youth Counselling

PSYC 727-3                      Assessment in Counselling

PSYC 792-3                      Special Topics

PSYC 793-3                      Directed Reading

### **Thesis, Project or Comprehensive Examination**

PSYC 797-3 Comprehensive Examination

PSYC 798-6 Project

PSYC 799-9 Thesis

## **Psychology (MSc Program)**

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### Admission

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and two courses ~~from~~ of the following:

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Students must have a Cumulative GPA of 3.33 (B+) or better by the end of their second semester of registration, and maintain it at B+ or better thereafter.

Students may be required to address deficiencies within their background preparation in Psychology or in their area of concentration that are identified by the Psychology Graduate Committee. Additional courses may be required.

Normally, students take a doctoral candidacy examination by the end of the first year in the program (or 12 credit hours for part-time students). Upon successfully completing the doctoral candidacy examination, and presenting an acceptable dissertation proposal to their supervisory committee, a student is granted PhD Candidate status, and embarks upon completion of the dissertation under the supervision of a Faculty Academic Supervisor. Normally, it



is expected that the defence of the dissertation by full-time PhD Candidates take place within three years of acceptance into the program.

**6. Authorization:**

**Program / Academic / Administrative Unit:** Psychology

**College:** CASHS

**SCCC Reviewed:** August 24, 2020 and September 28, 2020

**College Council Motion Number:** CASHSCC.2020.09.17.03

**College Council Approval Date:** September 17, 2020

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** SCFNAP202010.05

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** October 1, 2020

**7. Other Information**

**Attachment Pages:**   0   pages

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

**Brief Summary of Committee Debate:**

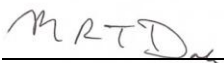
**Motion No.:** SCAAF202010.04 Omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.06

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 701-3 Research Design and Methodology be approved as follows:

**A. Description of the Course**

This course is an introduction to quantitative and qualitative paradigms of research inquiry, the formulation of research questions, the consideration of ethical issues, the principal types and methods of research, and an understanding of the research process. Students will be encouraged and assisted to use this course to start planning either a thesis or project proposal that will satisfy the research requirements of the degree program. Additionally, the course will assist the students who choose the comprehensive examination or portfolio exit routes as either route requires knowledge of research design and methodology.

- 1. Proposed semester of first offering:** September 2021
- 2. Academic Program:** Department of Psychology
- 3. Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 701-3
- 4. Course Title:** Research Design and Methodology
- 5. Goal(s) of Course:**

At the completion of this course students will:

1. Demonstrate an understanding of the nature and application of quantitative, qualitative, and mixed methods research.
2. Be able to navigate from topic, to literature review, to research question, research type, and methodology.
3. Demonstrate an ability to effectively read an academic research article
4. Understand the requirements of the steps, processes, and relationships involved in producing a research document/program evaluation.

**6. Calendar Course Description:**

This course is an introduction to the paradigms of research inquiry, the formulation of research questions, the consideration of ethical issues, the principal types and methods of research, the preparation of research proposals, and the reporting of research results. Students are encouraged to and assisted with utilize this course to develop either a thesis or project proposal that satisfies the research requirement of the degree program.

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?**

No

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

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. **Prerequisites (taken prior):** Restricted to Counselling students or permission of instructor

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

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

12. **Preclusions:** EDUC 601-3

13. **Course Equivalencies:** None

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

15. **Course to be offered:** each semester \_\_\_\_\_  
each year x  
alternating years \_\_\_\_\_

16. **Proposed text / readings:**

Creswell, J. C. (2018). *Educational research: Planning, conducting, and evaluating quantitative and qualitative research* (6<sup>th</sup> ed.). Boston, MA: Pearson.

**B. Significance Within Academic Program** Research Design and Methodology is a required course in the completion of the proposed Master of Arts Counselling Psychology degree.

1. Anticipated enrolment 20
  2. If there is a proposed enrolment limit, state the limit and explain: \_\_\_\_\_
  3. Required for: for Masters of Arts – Counselling Psychology
  4. Elective in: Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. Course required by another major/minor: none
- 

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

7. Toward what degrees will the course be accepted for credit?

Master of Arts (MA) Counselling Psychology

8. What other courses are being proposed within the Program this year? PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. What courses are being deleted from the Program this year?

**C. Relation to Other Program Areas None.**

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? 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? NA

5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

If “yes,” please contact the Registration Officer in the Office of the Registrar.

**D. Resources required** None.

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii: **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

**1. First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

**3. Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology. This course was previously offered as EDUC 601-3.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. College(s):** CASHS
- 2. College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. College Council Approval Date(s):** September 17, 2020
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

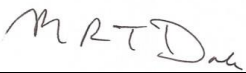
**Motion No.:** SCAAF202010.05 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.07

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 710-4 Qualitative Analysis be approved as follows:

**A. Description of the Course**

This seminar course involves discussion and application of qualitative research methodologies and issues. Our context is counselling, and the social sciences. During this course students will have opportunities to broaden their inquiry skills by practicing qualitative data collection techniques including interviewing and observation. The key to doing qualitative research is selecting the best method to answer their research questions. There are many qualitative methods to choose from and the underlying philosophies of the various methods provide distinct (and different) perspectives on reality. Several major qualitative approaches will be discussed, including phenomenology, grounded theory, ethnography and auto ethnography, case study, narrative, methodology and participatory action research.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 710-4
4. **Course Title:** Qualitative Analysis
5. **Goal(s) of Course:**

At the completion of this course students will:

1. Demonstrate an understanding of the philosophy and intent of qualitative research.
2. To introduce the major concepts, ethical issues, and techniques of qualitative research.
3. To familiarize the students with the major writers and sources presently influencing the Development of qualitative research in the social sciences
4. To acquire and improve your practical research skills

**6. Calendar Course Description:**

This course provides an introduction to the conceptual underpinnings of qualitative research and qualitative data analysis methods, including case study, discourse analysis, grounded theory, action research, phenomenology, narrative inquiry and ethnography. The course includes a lab in which students learn hand coding and analysis and are introduced to the use of qualitative analysis software.

7. **Credit Hours:** 4 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).





2. If there is a proposed enrolment limit, state the limit and explain: \_\_\_\_\_
3. Required for: for Masters of Arts – Counselling Psychology
4. Elective in: Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
5. Course required by another major/minor: none
- 

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

7. Toward what degrees will the course be accepted for credit?

Master of Arts (MA) Counselling Psychology

8. What other courses are being proposed within the Program this year PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. What courses are being deleted from the Program this year?

C. Relation to Other Program Areas None.

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? 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? NA

5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

If “yes,” please contact the Registration Officer in the Office of the Registrar.

D. Resources required None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

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- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii. **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

3. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology. This course was previously offered as EDUC 610-4.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. **College(s):** CASHS
- 2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. **College Council Approval Date(s):** September 17, 2020
- 4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
- 5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.06 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020

**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.08

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course PSYC 711-3 Counselling Theory be approved as follows:

#### **A. Description of the Course**

The goal of this course is to provide students with a solid foundation in the major theories of counselling and psychotherapy, as well as to help them develop a theoretical stance that is consistent with their view of helping and human development. Several of the major theories of counselling will be examined with an emphasis on four areas: key concepts of the theory, its belief about the therapeutic process, the role of the counselor, and the application of the theory. In addition to providing a foundation of each theory students will explore the most recent developments surrounding each approach. Students will be introduced to counselling theories, which may include concepts that are new, unfamiliar and challenging as well as validating, inspiring and sense-making. Students will explore these new concepts together and relate them to our own developing theoretical lens, and our continual counsellor and personal development. Finally, throughout the process, students will be encouraged to integrate these ideas and concepts into their own personal and professional development, thinking of and speaking to examples of how these theories impact their own life.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 711-3
4. **Course Title:** Counselling Theory
5. **Goal(s) of Course:**
  1. Outline the historical development of the main forces in counselling theories
  2. Distinguish between different theoretical approaches
  3. Apply theories to case studies
  4. Articulate and awareness of the strengths and weaknesses of each theory in working with a diverse population.

## 6. Calendar Course Description:

This course is an examination of the theoretical foundations of counselling. Topics reviewed include analytic, behavioural, cognitive, existential, person-centered, gestalt, feminist, and postmodern therapies, including mindfulness, eye-movement desensitization and reprocessing (EMDR), trauma-informed therapy, acceptance and commitment theory (ACT), and relational theory.

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?**

No

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

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

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

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

Variable credit is denoted by the following examples:

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

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

## 8. Contact Hours (per week):

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. **Prerequisites (taken prior):** Restricted to Counselling students or permission of instructor

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

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

12. **Preclusions:** EDUC 711 Counselling Theory

13. **Course Equivalencies:** None

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

15. **Course to be offered:** each semester \_\_\_\_\_  
each year X  
alternating years \_\_\_\_\_

## 16. Proposed text / readings:

Smith Jones, E. (2016). Counselling and Psychotherapy: An Integrative Approach (2<sup>nd</sup> ED). Thousand Oaks, CA: Sage Publishing

Corey, G. (2016). Student manual for theory and practice of counselling and Psychotherapy (10<sup>th</sup> ED). Belmont, CA: Thomson Brooks/Cole

**B. Significance Within Academic Program** Counselling Theory is a required course for the proposed Master of Arts Counselling Psychology.

1. **Anticipated enrolment** 20
  2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_
  3. **Required for: Elective for Masters of Arts – Counselling Psychology**
  4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. **Course required by another major/minor:** none
- 

6. **Course required or recommended by an accrediting agency:** none

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year?**

PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?** 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?** NA
  5. **In offering this course, will UNBC require facilities or staff at other institutions?**
-

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?

No

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

**D. Resources required** None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member  
i. **Space (classroom, laboratory, storage, etc.):** class room

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

2. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology. Previously offered as EDUC 711-3.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

1. **College(s):** CASHS  
2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04  
3. **College Council Approval Date(s):** September 17, 2020  
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable  
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.07 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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



Motion Number (assigned by  
Steering Committee of Senate): S-202010.09

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 713-3 Counselling Skills be approved as follows:

**A. Description of the Course**

This course is designed to help students develop and apply basic counseling skills and helping attitudes and to assist students in developing an understanding of the helping process. The main focus of the course will be on the application of skills necessary to the development and maintenance of positive relationships in both professional and personal settings. These are life skills that, when used appropriately, will also allow students to navigate interpersonal relationships with greater effectiveness. Self-evaluation, giving and receiving feedback, and reflection upon the development of clinical skills and students' counselling style tendencies are an essential part of this course.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 713-3
4. **Course Title:** Counselling Skills
5. **Goal(s) of Course:**

At the completion of this course students will:

1. Through observation, practice, and feedback/evaluation, to develop a basic level of competency in foundational counselling skills as active listening, intentional questions, empathy, reflection, challenging and summarizing
2. To gain an understanding of your own personal style as a counselor and to demonstrate an ability to evaluate your counselling skills.
3. To develop an understanding of essential interviewing and counseling skills so that you are able to develop a therapeutic relationship, establish appropriate counseling goals and design basic intervention strategies
4. to facilitate a beginning sense of comfort and confidence as you develop initial counseling skills.
5. To help increase the sense of self-awareness and ethics necessary for becoming a competent counselor, especially in relation to our multicultural world.
6. To increase self-knowledge (e.g., reasons for wanting to become a counselor; areas of relative strength and weakness), knowledge of the counseling profession and the role as a counselor

**6. Calendar Course Description:**

This course explores the theory and practice of interpersonal communication and helping skills in counselling. It provides opportunity within the classroom setting to practice and receive feedback on basic helping and communications skills.

**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?**

No

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

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

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

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

Variable credit is denoted by the following examples:

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

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):** This course is restricted to Counselling or DISM students, or by permission of the instructor.

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

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

**12. Preclusions:** EDUC 613-3

**13. Course Equivalencies:** None

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

**15. Course to be offered:** each semester \_\_\_\_\_

each year x

alternating years \_\_\_\_\_

## 16. Proposed text / readings:

Shebib, Bob (2016). *Choices: Interviewing and counselling skills for Canadians*. Ontario: Pearson Canada ISBN 978-0134005140

McHenry, B. & McHenry, J. (2015). *What therapists say and why they say it: Effective therapeutic responses and techniques* (2<sup>nd</sup> ed.). New York, NY: Routledge. ISBN 978-1138790643

Paperback Books:

Kottler, J. (2010) *On being a therapist* (4<sup>th</sup> ed.). San Francisco, CA: Jossey-Bass. ISBN 978-0470-56547-6

Piper, M. (2005). *Letters to a young therapist*. New York, NY: Basic Books. ISBN 9780465057672

Yalom, I. (2009). *The Gift of therapy: An open letter to a new generation of therapist and their patients*. New York, NY: Harper Perennial. ISBN 978-0061719615

**B. Significance Within Academic Program** Counselling skills is a required course in the completion of the proposed Master of Arts Counselling Psychology degree.

1. Anticipated enrolment 20

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

3. Required for: for Masters of Arts – Counselling Psychology

4. Elective in: Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. Course required by another major/minor: none

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

7. Toward what degrees will the course be accepted for credit?

Master of Arts (MA) Counselling Psychology

8. What other courses are being proposed within the Program this year PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. What courses are being deleted from the Program this year?

**C. Relation to Other Program Areas** None.

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? No

3. If there is an overlap, and no preclusion is required, please explain why not:

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4. Has this overlap been discussed with the Program concerned? NA
5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

If **“yes,”** please contact the Registration Officer in the Office of the Registrar.

**D. Resources required** None.

1. Please describe **ADDITIONAL** resources required over the next five years to offer this course.

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii. **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

3. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology. This course was previously offered as EDUC 613-3.

4. **Attachment Pages (in addition to required “Library Holdings” Form):** \_\_\_\_\_ pages

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. **College(s):** CASHS
- 2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04

3. College Council Approval Date(s): September 17, 2020
4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: not applicable
5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

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

**Brief Summary of Committee Debate:**

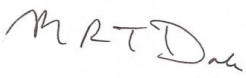
**Motion No.:** SCAAF202010.08 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.10

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 714-3 Group Counselling Processes be approved as follows:

**A. Description of the Course**

The course is designed to review the process of group counselling, specifically the strategies and techniques used. Analysis of group counselling will occur within a diverse theoretical framework. The purpose of this course is to increase student understanding of what group counseling is and encourage them to develop their own conceptualization of the group counselling process. This course will provide supervision and feedback for the development of these skills. More specifically, a good portion of the class period will avail students with the opportunity of being a member of an interpersonal experiential group.

- 1. Proposed semester of first offering:** September 2021
- 2. Academic Program:** Department of Psychology
- 3. Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 714-3
- 4. Course Title:** Group Counselling Processes
- 5. Goal(s) of Course:**

At the completion of this course students will:

- 1) To demonstrate skills and behaviors necessary for effectively leading groups.
- 2) To increase your ability to provide accurate and responsible feedback as a group leader and as a group member.
- 3) To become more skilled in processing group activities.
- 4) To become aware of the ethical knowledge and insight necessary to effectively lead groups.
- 5) To learn to facilitate movement in groups at different stages of groups development.
- 6) To increase self-awareness of one's interpersonal style and its impact on others.
- 7) To become aware of the various group issues and dynamics likely to occur in groups, particularly cultural issues.
- 8) To recognize the unique cultural, psychological or physical needs of a group and formulate strategies for meeting these needs.

**6. Calendar Course Description:**

This course addresses the theory and practice of group counselling. Opportunities are provided to participate in and conduct group sessions.

**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?**

No

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

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

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

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

Variable credit is denoted by the following examples:

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

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):** PSYC 613-3. Restricted to Counselling students or permission of instructor

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

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

**12. Preclusions:** EDUC 714-3

**13. Course Equivalencies:** None

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

**15. Course to be offered:** each semester \_\_\_\_\_

each year x

alternating years \_\_\_\_\_

**16. Proposed text / readings:**

**B. Significance Within Academic Program** Group Counselling Processes is a required course in the completion of the proposed Master of Arts Counselling Psychology degree.

1. **Anticipated enrolment**      20
  2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_
  3. **Required for: for Masters of Arts – Counselling Psychology**
  4. **Elective in:**    Major: N/A      Minor: \_\_\_\_\_      Other: \_\_\_\_\_
  5. **Course required by another major/minor:** none
- 

6. **Course required or recommended by an accrediting agency:** NO

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?**    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?** NA
5. **In offering this course, will UNBC require facilities or staff at other institutions?**

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?

No

If “yes,” please contact the Registration Officer in the Office of the Registrar.

**D. Resources required** None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room to house 20-25 students
- iii. **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

3. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology. This course was previously offered as EDUC 714-3.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. **College(s):** CASHS
- 2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. **College Council Approval Date(s):** September 17, 2020
- 4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
- 5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

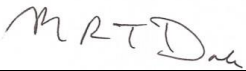
**Motion No.:** SCAAF202010.09 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.11

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 715-3 Career Counselling be approved as follows:

**A. Description of the Course**

This course is an evaluative survey of the counselling theories and practices employed to facilitate career decision making in schools and community agency settings.

1. **Proposed semester of first offering:** September 2020
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 715-3
4. **Course Title:** Career Counselling
5. **Goal(s) of Course:**

Develop skills necessary to facilitate counselling others in career decisions in a variety of work environments.

**6. Calendar Course Description:**

This course is an evaluative survey of the theories and practices employed by counsellors to facilitate career decision making in schools and community agency settings.

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?**

No

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

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

b) Is variable credit available for this course? No

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. Prerequisites (taken prior): Graduate

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

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

12. Preclusions: EDUC 715-3

13. Course Equivalencies: None

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

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

16. Proposed text / readings:

N/A

B. Significance Within Academic Program Career Counselling will be an important 700 level elective offering for the proposed degree Master of Arts Counselling Psychology.

1. Anticipated enrolment 20

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

3. Required for: for Masters of Arts – Counselling Psychology

4. Elective in: Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency:

**7. Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

**8. What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

**9. What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

**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?** 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?** NA

**5. In offering this course, will UNBC require facilities or staff at other institutions?**

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?**

No

**If “yes,”** please contact the Registration Officer in the Office of the Registrar.

**D. Resources required** None.

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member

ii. **Space (classroom, laboratory, storage, etc.):** class room

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

## F. Other Considerations

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

3. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology – Counselling .**This course was previously offered as EDUC 715-3**

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

## G. Authorization

SCCC Reviewed: August 24, 2020

1. **College(s):** CASHS
2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
3. **College Council Approval Date(s):** September 17, 2020
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

#### Brief Summary of Committee Debate:

**Motion No.:** SCAAF202010.10 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
Date

*MRTD*

Chair's Signature

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.12

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 716-3 Clinical Counselling be approved as follows:

**A. Description of the Course**

This course will provide an in depth review of a broad spectrum of psychopathological conditions as defined in the DSM-5. Some of the topics will include mood disorders, anxiety disorders, personality disorders, pervasive developmental disorders, eating disorders, intellectual disabilities & learning disorders, ADHD and conduct disorders. The focus of this review will include the etiology, prevalence & incidence, signs & symptoms, criteria and treatment for a wide range of mental health disorders.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 716-3
4. **Course Title:** Clinical Counselling
5. **Goal(s) of Course:**

Students will demonstrate the following:

1. an understanding of basic symptoms and terminology in the field of abnormal psychology
2. an understanding of the causes of abnormal behavior from various paradigms
3. an understanding of the classification and assessment of mental health, including a description and general understanding of mental health as categorized in the DSM-5
4. an understanding of the factors that affect functional and dysfunctional behaviors including developmental crises, disability, addictive behavior, and psychopathology
5. an understanding of the general principles of treatment and prevention of mental and emotional disorders and dysfunctional behavior, and addictive behaviors
6. an understanding of the concepts and explanations of the DSM-5 with an increased level of self-awareness and insight
7. an understanding of culture/age/gender features as it relates to the DSM-5.

**6. Calendar Course Description:**

This course is an examination of specific areas of clinical counselling such as behavior disorders, mental health concerns, learning disabilities, mood disorders, anxiety disorders, and personality disorders.

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?**

No

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

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. **Prerequisites (taken prior):** Graduate

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

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

12. **Preclusions:** EDUC 716-3

13. **Course Equivalencies:** None

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

15. **Course to be offered:** each semester \_\_\_\_\_

each year x

alternating years \_\_\_\_\_

16. **Proposed text / readings:**

American Psychiatric Association (2013). *Diagnostic and statistical manual of mental disorders* (5<sup>th</sup> ed., Text Revision). Washington, DC: Author.

**B. Significance Within Academic Program** Clinical Counselling will be an important 700 level elective offering for the proposed degree Master of Arts Counselling Psychology.



1. Anticipated enrolment 20
  2. If there is a proposed enrolment limit, state the limit and explain: \_\_\_\_\_
  3. Required for: for Masters of Arts Counselling Psychology
  4. Elective in: Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. Course required by another major/minor: none
- 

6. Course required or recommended by an accrediting agency:

7. Toward what degrees will the course be accepted for credit?

Master of Arts (MA) Counselling Psychology

8. What other courses are being proposed within the Program this year? PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. What courses are being deleted from the Program this year?

C. Relation to Other Program Areas None.

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? 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? NA

5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

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

**D. Resources required** None.

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii: **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

**1. First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

- 3. Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology – Counselling .**This course was previously offered as EDUC 716-3**

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. College(s):** CASHS
- 2. College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. College Council Approval Date(s):** September 17, 2020
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.11 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020

**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.13

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course PSYC 717-3 Ethics in Counselling be approved as follows:

#### **A. Description of the Course**

The content of this course includes an examination of the central ethical, professional, and legal issues that occur in counselling practice and to learn effective decision-making processes pertaining to ethical dilemmas. In each class, students will be given a case study that presents an ethical dilemma addressing the topic of the class. Students will analyze the case in small groups. Various issues found in agency work and private practice will be explored, as well as the need for helping professionals to be aware of their personal beliefs, values, and biases when in the helping role. Some of the topics for this course include values in counselling, ethical decision-making processes, professional codes of ethical conduct, multicultural and diversity issues, issues of confidentiality, client rights and counsellors' responsibilities, boundaries and multiple relationships, issues of competency, specific issues related to rural and remote practice, ethics in family and group counselling, and ethical issues in research.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 717-3
4. **Course Title:** Ethics in Counselling
5. **Goal(s) of Course:**
  1. To examine ethical, professional, and legal issues in counselling and to heighten awareness of the potential for the development of ethical dilemmas.
  2. To familiarize class members with the ethical standards of the profession and related laws in society.
  3. To examine an ethical decision-making process and learn to apply it to typical dilemmas in the practice of counselling.
  4. To enhance the student's development of a professional counsellor identity and its associated responsibilities.

#### **6. Calendar Course Description:**

This course examines the ethical and legal issues found in counselling practice involving individuals, couples, families, and groups. It also presents an ethical decision-making process and model for application to counselling practice dilemmas. Students become familiar with counselling codes of ethics.

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?**

No

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

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. **Prerequisites (taken prior):** Restricted to Counselling students or permission of instructor

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

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

12. **Preclusions:** EDUC 717

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:**

Martin, L., Shepard, B., & Lehr, R. (2015). *Counselling and Psychotherapy Experiences Ethics-Based Issues and Cases*: Ottawa, On: Canadian Counselling And Psychotherapy Association.

Pope, K.S., & Vasquez, J.T. (2011). *Ethics in Psychotherapy and Counseling*. (4<sup>th</sup> Edition) San Francisco, CA: John Wiley & Sons Inc.

**B. Significance Within Academic Program** Ethics in Counselling is a required course for the proposed Master of Arts Counselling Psychology.

1. **Anticipated enrolment** 20
  2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_
  3. **Required for: Masters of Arts – Counselling Psychology**
  4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. **Course required by another major/minor:** none
- 

**6. Course required or recommended by an accrediting agency:**

**7. Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

**8. What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

**9. What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?** 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?** NA
  5. **In offering this course, will UNBC require facilities or staff at other institutions?**  
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?**  
No
-

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

**D. Resources required** None.

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- i. **Space (classroom, laboratory, storage, etc.):** class room
- iii: **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

**1. First Nations Content\*: No**

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

- 2. Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology. This course was previously offered as EDUC 717-3.
- 3. Attachment Pages (in addition to required “Library Holdings” Form):**   0   pages

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. College(s):** CASHS
- 2. College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. College Council Approval Date(s):** September 17, 2020
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.12 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020

**Date**

  
**Chair's Signature**

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



Motion Number (assigned by  
Steering Committee of Senate): S-202010.14

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 718-3 Family Counselling be approved as follows:

**A. Description of the Course**

The course offers a study of the family as a system, family life cycle stages, tasks, and difficulties that families may experience as they move through their developmental stages. Specifically, concepts and principles applicable to helping people within a systems perspective will also be discussed. Furthermore, this class is designed to provide students with an introduction to conducting couple and family therapy with the primary objective of the class is to assist the beginning counsellor in translating theories into action.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 718-3
4. **Course Title:** Family Counselling
5. **Goal(s) of Course:**

At the completion of this course students will:

1. formulate hypotheses about couple and family structure and process
2. compose goals for couple and family therapy
3. identify problematic patterns of interaction and communication in families and couples
4. design and practice therapeutic, systemic interventions with couples, and families
5. provide meaningful feedback to team members
6. identify and respond to culturally sensitive issues
7. identify and respond appropriately to ethical issues in treatment.

**6. Calendar Course Description:**

The course offers a study of the family as a system, family life cycle stages, tasks, and difficulties that families may experience as they move through their developmental stages. This course introduces classic and postmodern theories of family counselling including Bowen, Structural, Strategic, and Experimental Family Therapies. Application of theory is included.

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?**

No

- \* If “yes,” please indicate the maximum number\*\* of credit hours which may be applied to a student’s degree using this course:           #
- \*\* If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as “3” and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:  
“This course may be repeated to a maximum of XX credit hours if the material is substantially different.”

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar

Laboratory

Other (please specify)

**9. Prerequisites (taken prior):** This course is restricted to Counselling, or by permission of the instructor.

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

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

**12. Preclusions:** EDUC 618-3

**13. Course Equivalencies:** None

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

**15. Course to be offered:** each semester

each year                      x

alternating years

**16. Proposed text / readings:**

Gehart, D. R. (2018). *Mastering competencies in family therapy: A clinical approach to theory and clinical case documentation* (2<sup>nd</sup> ed.). Scarborough, ON: Nelson Education.

**B. Significance Within Academic Program** Family Counselling will be an important 700 level elective offering for the proposed degree Master of Arts Counselling Psychology.

1. Anticipated enrolment 20

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

3. **Required for:** for Masters of Arts Counselling Psychology

4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. **Course required by another major/minor:** none

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6. **Course required or recommended by an accrediting agency:** NO

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?** 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?** NA

5. **In offering this course, will UNBC require facilities or staff at other institutions?**

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?**

No

**If “yes,”** please contact the Registration Officer in the Office of the Registrar.

**D. Resources required** None.

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**

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- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii. **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

3. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology. This course was previously offered as EDUC 618-3.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. **College(s):** CASHS
- 2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. **College Council Approval Date(s):** September 17, 2020
- 4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
- 5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.13 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020

**Date**

  
**Chair's Signature**

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

**Motion Number (assigned by  
Steering Committee of Senate):** S-202010.15

## **SENATE COMMITTEE ON ACADEMIC AFFAIRS**

### **NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 719-6 Counselling Practicum be approved as follows:

#### **A. Description of the Course**

This course includes a field placement in a practicum setting and a seminar to supplement the experiential learning that takes place in students' practicum. One of the main goals of the course is to assist students in bridging the gap between theory and practice in a way that is meaningful and beneficial in improving students' counselling practice. Students will be encouraged to integrate theories, interventions, and research addressed in this course and in previous courses to their own areas and views of counselling practice as they engage in the profession.

The seminar is intended to provide students with the opportunity to learn about various approaches to counselling using a group-based focus to learning and counselling supervision. The seminar will include: discussions of presenting issues and students' practicum experiences (while protecting client confidentiality) in peer group supervision, journal articles, counselling approaches and interventions, big topics and guest speakers. Students will be encouraged to bring topics and issues to class that other students may provide feedback on. The purpose of all dialogue is to raise counselling issues and questions, to share ideas, and to assist each other to become more proficient counsellors.

- 1. Proposed semester of first offering:** September 2021
- 2. Academic Program:** Department of Psychology
- 3. Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 719-6
- 4. Course Title:** Counselling Practicum
- 5. Goal(s) of Course:**
  1. Work within an established theoretical or integrated framework, using a trauma-informed lens.
  2. Apply knowledge of human and cultural diversity, displaying sensitivity to diversity
  3. Maintain effective professional relationships and contribute to a collaborative and productive working atmosphere.
  4. Apply an ethical decisional making process that includes the use of clinical supervision.
  5. Maintain an effective therapeutic relationship, establishing and maintaining core counselling conditions.
  6. Evaluate and improve professional performance on an in-going basis while maintaining self-awareness and a level of health necessary for responsible counselling.
  7. Work effectively with groups
  8. Obtain and integrate multiple levels of information during the therapeutic process and maintain client records



alternating years \_\_\_\_\_

**16. Proposed text / readings:**

Moursand, J. & Kenny, M. (2002). The process of counseling and therapy. Upper Saddle River, NJ: Prentice Hall.

Yalom, I. (2009). The Gift of Therapy. New York, NY: HarperCollins

**B. Significance Within Academic Program** Counselling Practicum is a required course for the proposed Master of Arts Counselling Psychology.

1. **Anticipated enrolment** \_\_\_\_\_ 20 \_\_\_\_\_

2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_

3. **Required for:** Masters of Arts – Counselling Psychology

4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. **Course required by another major/minor:** none

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6. **Course required or recommended by an accrediting agency:**

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?** 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?** NA

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**5. In offering this course, will UNBC require facilities or staff at other institutions?**

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?**

No

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

**D. Resources required** None.

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- i. **Space (classroom, laboratory, storage, etc.):** class room

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

**1. First Nations Content\*: No**

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

**2. Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology. This course was previously offered as EDUC 719-6.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

**1. College(s):** CASHS

**2. College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04

**3. College Council Approval Date(s):** September 17, 2020

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

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

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.14 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

MRTD  
**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 PSYC 721-3 Advanced Counselling Skills be approved as follows:

**A. Description of the Course**

This course offers a critical examination of the counselling skills, strategies, and techniques that constitute western counselling practice and the building of effective, collaborative counselling relationships. Being present for the client, using intent, respecting boundaries, understanding transference and counter transference, and expanding awareness of your sense of self are some of the themes that will be addressed. Student will work on advanced skills such as immediacy, cognitive reframing, containing and expressing emotions, and facilitating action plans if appropriate. General frameworks will be constructivism, social constructionism, humanistic person-centered therapy, and cognitive approaches.

Using person-centered theory as the grounding orientation, this course focuses on three counselling orientations: brief therapy, narrative therapy, and cognitive-behavioural therapy. An introduction and critical examination of these three orientations will be presented through practice scenarios.

The course format will provide students with experience in practicing a variety of skills with intent, refining their ability to assess the effects of their interactions with clients, understanding what their style of counselling is, identifying what their strengths and needs are as a counsellor, and integrating their experience into their own working theory and counselling approach.

Supervised practice will be the main means of improving existing skills and integrating new skills. Videotape, dyad and triad practice, demonstration, and small group processing in class will be used. Outside of class there will be videotaped sessions, interview analysis and reflection, consultation and supervision.

- 1. Proposed semester of first offering:** September 2021
- 2. Academic Program:** Department of Psychology
- 3. Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 721-3
- 4. Course Title:** Advanced Counselling Skills
- 5. Goal(s) of Course:**

At the completion of this course students will:

- 1) Demonstrate an understanding of the philosophy of counselling as a helping profession.
- 2) Be able to conceptualize a counselling case at a basic level, linking client issue, client background, theory and choice of intervention and in doing so; begin to articulate the link between theory and practice in counselling.
- 3) Demonstrate a conceptual understanding and effective, natural use of the counselling skills of active listening including, paraphrasing, summarizing and clarifying, the appropriate use of questions, reflection of feeling and content, the place of non-verbal communication and advanced empathy.

- 4) Understand the requirements for establishing a working alliance with a client and how to manage conflict and cross-cultural communication.
- 5) Begin to critically evaluate own behavioural, conceptual and interpersonal skills, and to translate these insights into action.
- 6) Become aware of areas of personal and professional growth as they relate to experience as counsellors – training.

**6. Calendar Course Description:**

This course is an integrative exploration of information about counselling skills, strategies, techniques, and client issues required for effective practice. It includes an overview of current versions of Brief Therapy (Solution-Focused), Narrative Therapy, and Cognitive Behavioural Therapy. Individual clinical supervision of video-recorded sessions is a major component of this course.

**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?**

No

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

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):** PSYC 613-3. Restricted to Counselling students or permission of instructor

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

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

**12. Preclusions:** EDUC 712-3

**13. Course Equivalencies:** None

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

15. **Course to be offered:** each semester \_\_\_\_\_  
each year \_\_\_\_\_ x \_\_\_\_\_  
alternating years \_\_\_\_\_

**16. Proposed text / readings:**

Erford, B.T. (2010). *35 techniques every counsellor should know*. Upper Saddle River: Pearson Education.

Presbury, J., Echterling, L., & McKee, J. (2008). *Beyond brief counseling and theory: An integrative approach*. Upper Saddle River, NJ: Pearson Education.

Leahy, R. (2003). *Cognitive Therapy techniques: A practitioner's guide*. New York: Guilford Press.

**B. Significance Within Academic Program** Advanced Counselling skills is a required course in the completion of the proposed Master of Arts Counselling Psychology degree.

1. **Anticipated enrolment** \_\_\_\_\_ 20 \_\_\_\_\_

2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_

3. **Required for: for Masters of Arts – Counselling Psychology**

4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. **Course required by another major/minor:** none

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6. **Course required or recommended by an accrediting agency:** NO

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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? 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? NA
5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

If “yes,” please contact the Registration Officer in the Office of the Registrar.

#### D. Resources required None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.
  - i. College Staffing: none – course will be taught as part of regular load of existing faculty member
  - ii. Space (classroom, laboratory, storage, etc.): class room
  - iii. Library Holdings: None
  - iv. Computer (time, hardware, software): None

#### E. Additional Attached Materials None

#### F. Other Considerations

1. First Nations Content\*: No  
 \* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*  
  
 \*\*If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.
3. Other Information: This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology. This course was previously offered as EDUC 712-3.
4. Attachment Pages (in addition to required “Library Holdings” Form): 0 pages

#### G. Authorization

SCCC Reviewed: August 24, 2020

1. **College(s):** CASHS
2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
3. **College Council Approval Date(s):** September 17, 2020
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.15 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**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 PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples be approved as follows:

**A. Description of the Course**

There is a need for Aboriginal counselling. Disproportionate rates of substance use, suicide, dropout and graduation rates, and HIV, along with lower health and socio-economic status among Aboriginal people alert us that there are a variety of issues that impact the mental health of Aboriginal people. The Aboriginal people experience generational, as well as current multiple losses which culminate in the term “post-colonial stress syndrome”. These multiple losses are related to issues such as the *Indian Act*, residential schools and the systematic destruction of culture. The helping professions continue to face the challenge of providing appropriate and accessible care to Aboriginal people. One of the challenges facing practitioners is that most of the popular counselling theories and models of care are based on westernized and Eurocentric belief systems and as such, are questionable regarding meeting the diverse needs of Aboriginal people.

This course focuses on three areas: theory, practice and research. Surveys of the strengths and weaknesses of several of the most salient counselling theories through the lens of cultural appropriateness will be undertaken. Explorations of Aboriginal healing practices and approaches to counselling and attempts to build a meaningful and appropriate model of practice based on the teachings of Aboriginal and Indigenous populations will be undertaken. While Aboriginal healing practices will be examined and discussed, the course is not intended to prepare students to use any or all of the Aboriginal models of healing and helping. Many traditional healing practices are conducted only by Elders and respected members of Aboriginal communities therefore all participants who intend to assist in traditional practice areas must do so with respect and sensitivity. Students will apply their learning to their own clinical practice and to their ongoing formation as counsellors. Finally, we will examine the role of research in both theory formation and practice with particular attention to ethical issues.

This course will challenge students to take a very personal journey into the heart of their practice as explorations of the impact of colonization on the mental health of Aboriginal people is undertaken. Understanding of the roles counsellors may have in working with individuals and groups within the context of the process of decolonization will be developed.

For the purpose of this course, please note that the terms Aboriginal, First Nations and Indigenous peoples will be used interchangeably.

- 1. Proposed semester of first offering:** September 2021
- 2. Academic Program:** Department of Psychology
- 3. Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 722-3
- 4. Course Title:** Counselling for Aboriginal/Indigenous Peoples



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

At the completion of this course students will:

1. An understanding of the implications and results of the colonization of Aboriginal people in Canada with particular reference to British Columbia.
2. An understanding of the significance and relevance of various Indigenous helping and healing processes.
3. A personal model of practice that is congruent with one's values and beliefs and appropriate to employ with Aboriginal people who require help and healing
4. An appreciation of the ways in which mainstream counselling practice can either hinder or help Aboriginal people.

**6. Calendar Course Description:**

This course examines the place of counselling in the holistic context of Aboriginal/Indigenous approaches to health and healing. It examines the counselling processes that are inherent in traditional healing practices such as the sweat lodge, concentric circle, talking circle and vision quest.

- 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?**

No

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

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

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):** Graduate

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

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

12. **Preclusions:** EDUC 619-3

13. **Course Equivalencies:** None

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

15. **Course to be offered:** each semester \_\_\_\_\_  
each year \_\_\_\_\_  
alternating years   X  

**16. Proposed text / readings:**

Duran, E. (2006) *Healing the Soul Wound: Counseling with American Indians and Other Native Peoples*. Teachers College Press, Columbia University: New York, NY

Ermine, W. (1995) "Aboriginal Epistemology" in Battiste, M. & Barman, J. (Eds.) *First Nations Education in Canada: The Circle Unfolds*. UBC Press, Vancouver, BC. (pp. 101-112)

Little Bear, L. (2000) Jagged Worldviews Colliding in Battiste, M. (Eds.) *Reclaiming Indigenous Voice and Vision*. UBC Press, Vancouver, BC. (pp. 77-85).

Wilson, S. (2008) *Research is Ceremony: Indigenous Research Methods*. Fernwood Publishing: Canada (pp. 5-139)

**B. Significance Within Academic Program** Counselling for Aboriginal/ Indigenous Peoples will be an important 700 level elective offering for the proposed degree Master of Arts Counselling Psychology.

1. **Anticipated enrolment**     20    

2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_

3. **Required for:** for Masters of Arts – Counselling Psychology

4. **Elective in:** Major:   N/A   Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. **Course required by another major/minor:** none

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6. **Course required or recommended by an accrediting agency:** NO

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling

Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. What courses are being deleted from the Program this year?

**C. Relation to Other Program Areas** None.

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? 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? NA

5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

If “yes,” please contact the Registration Officer in the Office of the Registrar.

**D. Resources required** None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

i. College Staffing: none – course will be taught as part of regular load of existing sessional instructor

ii. Space (classroom, laboratory, storage, etc.): class room

iii. Library Holdings: None

iv. Computer (time, hardware, software): None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. First Nations Content\*: Yes

\* *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.

3. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology. This course was previously offered as EDUC 619-3.

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

## G. Authorization

SCCC Reviewed: August 24, 2020

1. **College(s):** CASHS
2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
3. **College Council Approval Date(s):** September 17, 2020
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** SCFNAP202010.06
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** October 1, 2020

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

#### Brief Summary of Committee Debate:

**Motion No.:** SCAAF202010.16 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
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 PSYC 723-3 Trauma Counselling be approved as follows:

**A. Description of the Course**

The prevalence of trauma in human's lives brings a necessity for mental health professionals to be adequately prepared to effectively work with clients presenting trauma history. The field of early trauma research and support continues to provide new information a rapid rate, changing how survivors of adverse early events are supported. The short and long-term effects of early trauma include psychological, physical and social implications. The course explores the evolution from Post-Traumatic Stress Disorder (PTSD) to the latest information on the newer concept of Complex Trauma (Developmental Trauma Disorder); symptoms, criteria and risk factors. Psychoeducational information on trauma effects for both practitioners and clients/patients is a major component of this course, based on the latest research in neurobiology, and safe, effective trauma support. Understanding the importance of safety and the power of relationship in establishing or re-establishing stability after interpersonal abuse or neglect is a major theme throughout. Various programs and informed, strength-based approaches containing emotional learning strategies for affect regulation are included. Increased compassion for clients, colleagues, and self is also stressed.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 723-3
4. **Course Title:** Trauma Counselling
5. **Goal(s) of Course:**

At the completion of this course students will:

Demonstrate a comprehensive understanding of current early trauma research, covering mental, physical, and social domains and the connection between domains  
Be more prepared to deal with trauma issues in their daily clinical work and to provide high quality services to trauma survivors.  
To begin to explore various concepts and cultural views on survival and healing from early adverse events; cultural definitions of trauma.  
To familiarize students with the major researchers and sources presently influencing the field of traumatology.

**6. Calendar Course Description:**

This course explores the evolution from Post-Traumatic Stress Disorder (PTSD) to the latest information on the newer concept of Complex Trauma (Developmental Trauma Disorder), identifying symptoms, criteria and risk factors.

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?**

No

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

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

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

Variable credit is denoted by the following examples:

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

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. **Prerequisites (taken prior):** Graduate level

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

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

12. **Preclusions:** EDUC 692-Special Topics Trauma Counselling

13. **Course Equivalencies:** None

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

15. **Course to be offered:** each semester \_\_\_\_\_

each year x

alternating years \_\_\_\_\_

16. **Proposed text / readings:** N/A

**B. Significance Within Academic Program** Trauma Counselling will be an important 700 level

elective offering for the proposed degree Master of Arts Counselling Psychology.

1. **Anticipated enrolment** 20
  2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_
  3. **Required for: Elective for Masters of Arts Counselling Psychology**
  4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. **Course required by another major/minor:** none
- 

6. **Course required or recommended by an accrediting agency:** NO

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?** 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?** NA
5. **In offering this course, will UNBC require facilities or staff at other institutions?**  
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?**  
No  
**If "yes," please contact the Articulation Officer in the Office of the Registrar.**

**D. Resources required** None.

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii. **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

**1. First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

**2. Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology and allows this course to become a standalone course opposed to it being offered as a Special Topics course each year.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. College(s):** CASHS
- 2. College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. College Council Approval Date(s):** September 17, 2020
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
- 5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable



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

**Brief Summary of Committee Debate:**

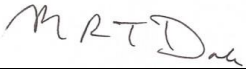
**Motion No.:** SCAAF202010.17 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
Date

  
Chair's Signature

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.19

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course PSYC 724-3 Child and Youth Counselling be approved as follows:

#### **A. Description of the Course**

This course offers a critical examination of the theory, ethical considerations, counselling skills, strategies, and techniques that constitute developmentally appropriate counselling practice with children and youth. Various approaches including play therapy, expressive therapies, CBT, and psycho-education will be discussed. The course is organized under topics found in child and youth counselling including attachment, identity, anxiety and depression, complex trauma (Developmental Trauma Disorder), substance use, divorce, and grief and loss. Theoretical and hands-on approaches will give students an opportunity to articulate the philosophy and practice of counselling with children and youth. In addition the course format will provide students with the opportunity to share effective interventions for children and youth based on work experience or research.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 724-3
4. **Course Title:** Child and Youth Counselling
5. **Goal(s) of Course:**

At the completion of this course students will:

Demonstrate an understanding of the theory of counselling children and youth, integrating a basic theoretical model of counselling appropriate for children and youth.

Be able to conceptualize a child or youth counselling case at a basic level, linking client issue, client background and culture, involvement of parents or caregivers if appropriate, theory and choice of interventions and in doing so, begin to articulate the link between theory and practice in child and youth counselling.

Demonstrate a conceptual understanding of the developmental needs of children and youth in the counselling context and how to effectively use and adapt counselling skills to meet these developmental needs.

Understand the requirements for establishing a working alliance with children, youth and parents and how to manage conflict and cross-cultural communication.

Become knowledgeable about the issues and situations that result in children and youth coming to counselling.

**6. Calendar Course Description:**

This course offers a critical examination of the theory, ethical considerations, counselling skills, strategies, and techniques that constitute developmentally appropriate counselling practice with children and youth.

**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?**

No

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

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

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

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

Variable credit is denoted by the following examples:

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

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):** Graduate level

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

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

**12. Preclusions:** EDUC 692 Special Topics: Child and Youth Counselling

**13. Course Equivalencies:** None

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

**15. Course to be offered:** each semester \_\_\_\_\_  
each year x  
alternating years \_\_\_\_\_

**16. Proposed text / readings:**

Geldard, K., & Gedldard, D.(2018), Counselling children: A practical introduction (5<sup>th</sup> ed.) London: SAGE Publications

Geldard, K., & Geldard, D. (2015) Counselling adolescents: The proactive approach for young people (4<sup>th</sup> ed.) London: SAGE Publications

**B. Significance Within Academic Program** Child and Youth Counselling will be an important 700 level elective offering for the proposed degree Master of Arts Counselling Psychology.

1. **Anticipated enrolment** 20
  2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_
  3. **Required for: Elective for Masters of Arts – Counselling Psychology**
  4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. **Course required by another major/minor:** none
- 

6. **Course required or recommended by an accrediting agency:** none

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

None

**C. Relation to Other Program Areas** None.

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** 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?** NA
5. **In offering this course, will UNBC require facilities or staff at other institutions?**

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?

No

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

**D. Resources required** None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

- i. **College Staffing:** none – course will be taught as part of regular load of existing sessional instructor
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii. **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

2. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology and allows this course to become a standalone course opposed to it being offered as a Special Topics course each year.

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

- 1. **College(s):** CASHS
- 2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. **College Council Approval Date(s):** September 17, 2020

4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.18 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

MRTD  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.20

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course PSYC 727-3 Assessment in Counselling be approved as follows:

#### **A. Description of the Course**

This course is designed to give the student "hands-on", practical training in the process of clinical assessment in the mental health profession. It will include an introduction to the science and art of clinical assessment as a foundation for the actual practice of assessment in a mental health setting. The focus will be on the use of assessment techniques, such as interviewing and psychological testing, in a professionally and ethically responsible manner. The course includes an experiential component in which the student will develop beginning skills in the use of clinical assessment techniques.

1. **Proposed semester of first offering**                      September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 727-3
4. **Course Title:** Assessment in Counselling
5. **Goal(s) of Course:**
  1. Administer standardized counselling assessment instruments according to professional and ethical standards,
  2. Interpret the results of standardized assessment instruments according to professional\ and ethical standards,
  3. Apply a variety of non-standardized and\or informal assessment procedures according to professional and ethical standards,
  4. Describe the application of assessment results within the counselling process, and
  5. Prepare professional assessment reports.

#### **6. Calendar Course Description:**

This course provides an overview of the basic principles of assessment in counselling, focusing on test and non-test appraisal instruments and development of diagnostic skills. Skills in instrument selection, test administration, scoring, and interpretation and communication of results are emphasized.

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?**

No

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

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

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

Variable credit is denoted by the following examples:

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

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. **Prerequisites (taken prior):** Graduate level

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

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

12. **Preclusions:** EDUC 692 Special Topics Assessments in Counselling

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:**

Salkind, N. J. (2006). *Tests & measurement for people who (think they) hate tests & measurement*. Thousand Oaks, CA: Sage.

Goldfinger, K., & Pomerantz, A. (2013). *Psychological assessment and report writing*.



**B. Significance Within Academic Program** Assessment in Counselling will be an important 700 level elective offering for the proposed degree Master of Arts Counselling Psychology. It builds off the information students will learn for their future and is a necessary course for Canadian Counselling and Psychotherapy Association (CCPA) accreditation.

1. **Anticipated enrolment** 20
  2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_
  3. **Required for: Elective for Masters of Arts – Counselling Psychology**
  4. **Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. **Course required by another major/minor:** none
- 

6. **Course required or recommended by an accrediting agency:** none

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?** 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?** NA
5. **In offering this course, will UNBC require facilities or staff at other institutions?**

No

**If yes, please describe requirements:**

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6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**

No

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

**D. Resources required** None.

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- ii. **Space (classroom, laboratory, storage, etc.):** class room
- iii. **Library Holdings:** None
- iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*: No**

Throughout the course, we will discuss cultural implications as they apply to the assessment process

**\* 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:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Counselling Psychology and allows this course to become a standalone course opposed to it being offered as a Special Topics course each year.

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

**G. Authorization**

SCCC Reviewed: August 24, 2020

- 1. **College(s):** CASHS
- 2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
- 3. **College Council Approval Date(s):** September 17, 2020
- 4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable

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

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

**Brief Summary of Committee Debate:**

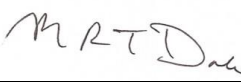
**Motion No.:** SCAAF202010.19 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.21

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course PSYC 792-3 Special Topics be approved as follows:

#### **A. Description of the Course**

Topics to be determined by the special interests of students and the availability of faculty members to teach those topics. This course may be retaken any number of times, provided all topics are distinct.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 792-3
4. **Course Title:** Special Topics
5. **Goal(s) of Course:**

To augment knowledge base for individual students in their specific program of study within the Counselling Psychology program.

#### **6. Calendar Course Description:**

Topics are determined by the special interests of students and the availability of faculty members to teach those topics. This course may be retaken any number of times if the material is substantially different.

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

\* 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?      No**

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):** Graduate level

**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:**

To be determined by faculty member and student.

**Significance Within Academic Program** PSYC 792-3 will be an important 700 level offering for the proposed degree Master of Arts Counselling Psychology.

**B. 1. Anticipated enrolment** 10

**2. If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_

**3. Required for:** Elective for Masters of Arts – Counselling Psychology

**4. Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

**5. Course required by another major/minor:** none

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**6. Course required or recommended by an accrediting agency:**

**7. Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

**8. What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical

Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. What courses are being deleted from the Program this year?

C. Relation to Other Program Areas None.

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? 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? NA

5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

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

D. Resources required None

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member

i. **Space (classroom, laboratory, storage, etc.):** classroom

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

E. Additional Attached Materials None

F. Other Considerations

1. First Nations Content\*: No

\* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

2. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology – Counselling
3. **Attachment Pages (in addition to required “Library Holdings” Form):**   0   pages

### G. Authorization

**SCCC Reviewed:** August 24, 2020

1. **College(s):** CASHS
2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
3. **College Council Approval Date(s):** September 17, 2020
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

##### **Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.20 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
Date

  
Chair's Signature

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.22

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**  
**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 793-3 Directed Reading be approved as follows:

**A. Description of the Course**

Independent study under the direction of a faculty member. This course provides an opportunity for students to study a counselling topic relevant to their program if additional study is either desirable or necessary to correct possible deficiencies in their preparation for graduate study

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 793-3
4. **Course Title:** Directed Reading
5. **Goal(s) of Course:**

To augment knowledge base for individual students in their specific program of study within the Counselling Psychology program.

**6. Calendar Course Description:**

This course offers an independent study under the direction of a faculty member. This course provides an opportunity for students to study a counselling topic relevant to their program if additional study is either desirable or necessary to correct possible deficiencies in their preparation for graduate study.

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?**

No

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

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

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



b) Is variable credit available for this course? No

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture \_\_\_\_\_

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) 3 Independent Study

9. Prerequisites (taken prior): Graduate

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:

To be determined between faculty member and student.

**Significance Within Academic Program** PSYC 793-3 Directed Reading will be an important 700 level offering for the proposed degree Master of Arts Counselling Psychology.

1. Anticipated enrolment 5

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

3. Required for: Elective for Masters of Arts – Counselling Psychology

4. Elective in: Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. Course required by another major/minor: none

6. Course required or recommended by an accrediting agency:

7. Toward what degrees will the course be accepted for credit?

Master of Arts (MA) Counselling Psychology

**8. What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

**9. What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

**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?** 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?** NA

**5. In offering this course, will UNBC require facilities or staff at other institutions?**

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?**

No

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

**D. Resources required** None.

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member

i. **Space (classroom, laboratory, storage, etc.):** none

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

**1. First Nations Content\*:** No

**\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).**

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

2. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology – Counselling
3. **Attachment Pages (in addition to required “Library Holdings” Form):**   0   pages

## **G. Authorization**

**SCCC Reviewed:** August 24, 2020

1. **College(s):** CASHS
2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
3. **College Council Approval Date(s):** September 17, 2020
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

#### **Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.21 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.23

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course PSYC 797-3 Comprehensive Examination be approved as follows:

#### **A. Description of the Course**

The EDUC 797 Comprehensive Examination course includes instruction in evaluating and writing examination questions, experiencing simulated examinations, and the comprehensive examination itself. Self-grading, peer-grading, and instructor-grading of practice answers, using model answers and rubrics, are used to help you understand the requirements of the examination. Provision is also made for students to request any special topics they want to cover as the course progresses. By the end of the course students will complete three simulation examinations, each representing one third of the complete Comprehensive Examination.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 797-3
4. **Course Title:** Comprehensive Examination
5. **Goal(s) of Course:**

To develop the skills necessary to successfully pass the comprehensive examination.

#### **6. Calendar Course Description:**

This preparatory Comprehensive Examination course includes instruction in evaluating and writing examination questions, experiencing simulated examinations, and the comprehensive examination itself. Self-grading, peer-grading, and instructor-grading of practice answers, using model answers and rubrics, are used to help students understand the requirements of the examination. Provision is also made for students to request any special topics they want to cover as the course progresses.

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?**

No

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

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

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

Variable credit is denoted by the following examples:

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

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

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):** Graduate

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

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

**12. Preclusions:** EDUC 797-3 Comprehensive Examination

**13. Course Equivalencies:** None

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

**15. Course to be offered:** each semester \_\_\_\_\_  
each year X  
alternating years \_\_\_\_\_

**16. Proposed text / readings:**  
N/A

**B. Significance Within Academic Program** PSYC 797-3 Comprehensive Examinations is a required course for the proposed Master of Arts Counselling Psychology.

**1. Anticipated enrolment** 20

**2. If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_

**3. Required for: Elective for Masters of Arts – Counselling Psychology**

**4. Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

**5. Course required by another major/minor:** none

6. **Course required or recommended by an accrediting agency:** Yes

7. **Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

8. **What other courses are being proposed within the Program this year?**

PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. **What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** None.

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?** 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?** NA

5. **In offering this course, will UNBC require facilities or staff at other institutions?**

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?**

No

**If “yes,”** please contact the Articulation Officer in the Office of the Registrar.

**C. Resources required** None.

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**

i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member

i. **Space (classroom, laboratory, storage, etc.):** class room

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

**1. First Nations Content\*: No**

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

**2. Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology – Counselling. **This course was previously taught as EDUC 797**

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

**G. Authorization**

**SCCC Reviewed:** August 24, 2020

**1. College(s):** CASHS

**2. College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04

**3. College Council Approval Date(s):** September 17, 2020

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

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

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

**Brief Summary of Committee Debate:**

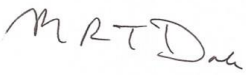
**Motion No.:** SCAAF202010.22 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.24

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**  
**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course PSYC 798-6 Counselling Project be approved as follows:

**A. Description of the Course**

Students are asked to develop theoretically defensible innovations in counselling practice. These may include innovative curricula, strategies, or counselling practices.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 798-6
4. **Course Title:** Counselling Project
5. **Goal(s) of Course:**

To successfully complete a theoretically defensible innovation in counselling practice project.

**6. Calendar Course Description:**

Students are asked to develop theoretically defensible innovations in counselling practice. These may include innovative curricula, strategies, or counselling practices.

7. **Credit Hours:** 6 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?**

No

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

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

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



Variable credit is denoted by the following examples:

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

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

Lecture \_\_\_\_\_

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) 6 Project

**9. Prerequisites (taken prior):** Graduate

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

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

**12. Preclusions:** EDUC 798-6 Counselling Project

**13. Course Equivalencies:** None

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

- 15. Course to be offered:** each semester \_\_\_\_\_  
each year X  
alternating years \_\_\_\_\_

**16. Proposed text / readings:**

N/A

- B. Significance Within Academic Program** PSYC 797-3 Comprehensive Examinations is a required course for the proposed Master of Arts Counselling Psychology.

**1. Anticipated enrolment** 10

**2. If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_

**3. Required for:** Elective for Masters of Arts – Counselling Psychology

**4. Elective in:** Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

**5. Course required by another major/minor:** none

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**6. Course required or recommended by an accrediting agency:**

**7. Toward what degrees will the course be accepted for credit?**

Master of Arts (MA) Counselling Psychology

**8. What other courses are being proposed within the Program this year?** PSYC 701-3 Research Design and Methodology PSYC 710-4 Qualitative Analysis, PSYC 711-3 Counselling Theory, PSYC 713-3 Counselling Skills, PSYC 714-3 Group Counselling, PSYC 715-3 Career Counselling, PSYC 716-3 Clinical Counselling, PSYC 717-3 Ethics in Counselling, PSYC 718-3 Family Counselling, PSYC 719-6 Counselling

Practicum, PSYC 721-3 Advanced Counselling Skills, PSYC 722-3 Counselling for Aboriginal/Indigenous Peoples, PSYC 723-3 Trauma Counselling, PSYC 724-3 Child and Youth Counselling, PSYC 727-3 Assessment in Counselling, PSYC 792-3 Special Topics, PSYC 793-3 Directed Readings, PSYC 797-3 Comprehensive Exam, PSYC 798-6 Counselling Project, PSYC 799-9 Counselling Thesis

9. What courses are being deleted from the Program this year?

C. **Relation to Other Program Areas** None.

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? 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? NA

5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

D. **Resources required** None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

- i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member
- i. **Space (classroom, laboratory, storage, etc.):** class room

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

E. **Additional Attached Materials** None

F. **Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

2. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology – Counselling. **This course was previously offered as EDUC 798**
3. **Attachment Pages (in addition to required “Library Holdings” Form):**   0   pages

### **G. Authorization**

**SCCC Reviewed:** August 24, 2020

1. **College(s):** CASHS
2. **College Council Motion Number(s):** Omnibus Motion CASHSCC.2020.09.17.04
3. **College Council Approval Date(s):** September 17, 2020
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

##### **Brief Summary of Committee Debate:**

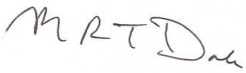
**Motion No.:** SCAAF202010.23 omnibus

**Moved by:** B. Owen

**Seconded by:** L. Troc

**Committee Decision:** CARRIED as Omnibus

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.25

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course PSYC 799-9 Counselling Thesis be approved as follows:

#### **A. Description of the Course**

Students are asked to design and implement a research study by identifying a significant question and implementing a research strategy that addresses the question. The completed thesis must be submitted to the student's supervisory committee for evaluation.

1. **Proposed semester of first offering:** September 2021
2. **Academic Program:** Department of Psychology
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PSYC 799-9
4. **Course Title:** Counselling Thesis
5. **Goal(s) of Course:**

To successfully complete and defend an original, empirical research project.

#### **6. Calendar Course Description:**

Students are asked to design and implement a research study by identifying a significant question and implementing a research strategy that addresses the question. The completed thesis must be submitted to the student's supervisory committee for evaluation.

7. **Credit Hours:** 9 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?**

No

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

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

b) Is variable credit available for this course? No

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture \_\_\_\_\_

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) 9 Thesis

9. Prerequisites (taken prior): Graduate

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

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

12. Preclusions: EDUC 799-9 Counselling Thesis

13. Course Equivalencies: None

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

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

16. Proposed text / readings:

N/A

B. Significance Within Academic Program PSYC 799-9 Counselling Thesis is a required course for the proposed Master of Arts Counselling Psychology.

1. Anticipated enrolment 10

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

3. Required for: Elective for Masters of Arts – Counselling Psychology

4. Elective in: Major: N/A Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. Course required by another major/minor: none

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6. Course required or recommended by an accrediting agency:

7. Toward what degrees will the course be accepted for credit?

Master of Arts (MA) Counselling Psychology

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** None.

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? 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? NA

5. In offering this course, will UNBC require facilities or staff at other institutions?

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?

No

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

**D. Resources required** None.

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member

i. **Space (classroom, laboratory, storage, etc.):** none

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** None

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

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

2. **Other Information:** This course is being proposed in conjunction with movement of MEd Counselling to Department of Psychology – Counselling. **This course was previously offered as EDUC 799**

3. Attachment Pages (in addition to required "Library Holdings" Form): 0 pages

### G. Authorization

SCCC Reviewed: August 24, 2020

1. College(s): CASHS
2. College Council Motion Number(s): Omnibus Motion CASHSCC.2020.09.17.04
3. College Council Approval Date(s): September 17, 2020
4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: not applicable
5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: not applicable

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

Brief Summary of Committee Debate:

Motion No.: SCAAF202010.24 omnibus

Moved by: B. Owen

Seconded by: L. Troc

Committee Decision: CARRIED as Omnibus

Approved by SCAAF: October 14, 2020  
Date

MRTD  
Chair's Signature

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

**Library Resource Requirements Form**  
**(to be submitted with SCAAF New Academic Program Proposal Motion Form)**

**NEW ACADEMIC PROGRAM PROPOSAL**: Master of Arts (MA) Counselling Psychology

**G. Library Resource Requirements** (to be completed by Librarians)

**1. Space Requirements:**

- a) holdings: Holdings created for MEd. Counselling program are sufficient as the foundation for the MA. Counselling program. The space in the Library is adequate for the holdings required. As needed, new titles will be purchased in electronic and print, in order to meet the needs of students and faculty.
- b) study / work: The study and work space requirements for the program have not changed. Currently, study/work space in the Library is reduced due to COVID-19 and is continually being assessed for safety and compliance with provincial and institutional mandates.

**2. Library Administrative Support Requirements:**

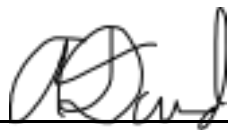
The Library administrative support requirements are sufficient.

**3. Capital Requirements** (other than new course-specific):

No new capital requirements are needed.

**4. Holdings Requirements** (List all new courses that carry new holdings requirements, and include total cost):

No new courses have been added.



09/11/2020



University Librarian (or designate) signature

Date

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

**PROPOSED NEW COURSE:** PSYC 799-9 Counselling Thesis

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

- a) Are current library holdings adequate?      Yes   x        No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
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- c) If no to a), what is the proposed funding source?



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 701-3 Research Design and Methodology

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



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**University Librarian (or designate) signature**

\_\_\_\_\_  
09/11/2020

**Date**

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

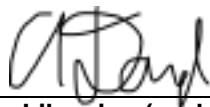
**PROPOSED NEW COURSE:** PSYC 710-4 Qualitative Analysis

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

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


**PROPOSED NEW COURSE:** PSYC 711-3 Counselling Theory

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

a) Are current library holdings adequate?      Yes   x        No       

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

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

  
\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 713-3 Counselling Skills

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 714-3 Group Counselling

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020

\_\_\_\_\_  
**Date**

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

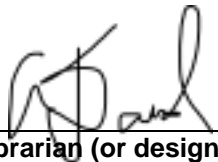
**PROPOSED NEW COURSE:** PSYC 715-3 Career Counselling

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



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**University Librarian (or designate) signature**

09/22/2020  
\_\_\_\_\_  
**Date**

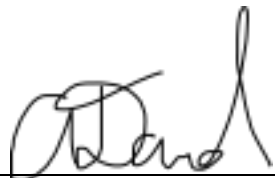


**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

**PROPOSED NEW COURSE:** PSYC 716-3 Clinical Counselling

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

- a) Are current library holdings adequate?      Yes   x        No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
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- c) If no to a), what is the proposed funding source?



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/22/2020  
\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 717-3 Ethics in Counselling

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/22/2020  
\_\_\_\_\_  
**Date**

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


**PROPOSED NEW COURSE:** PSYC 718-3 Family Counselling

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

a) Are current library holdings adequate?      Yes   x        No       

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

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

  
\_\_\_\_\_  
**University Librarian (or designate) signature**


09/11/2020  
\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 719-6 Counselling Practicum

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

- a) Are current library holdings adequate?      Yes   x        No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
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- c) If no to a), what is the proposed funding source?

  
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**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 721-3 Advanced Counselling Skills

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



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**University Librarian (or designate) signature**

09/22/2020

\_\_\_\_\_  
**Date**

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

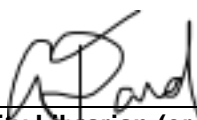
**PROPOSED NEW COURSE:** PSYC 722-3 Counselling for Aboriginal-Indigenous Peoples

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

a) Are current library holdings adequate?      Yes   x        No       

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

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

  
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**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

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

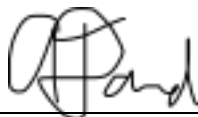
**PROPOSED NEW COURSE:** PSYC 723-3 Trauma Counselling

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



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**University Librarian (or designate) signature**

09/11/2020


\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 724-3 Child and Youth Counselling

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

- a) Are current library holdings adequate?      Yes   x        No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
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- c) If no to a), what is the proposed funding source?

  
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**University Librarian (or designate) signature**

09/11/2020  
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**Date**

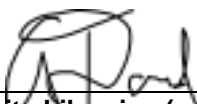


**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

**PROPOSED NEW COURSE:** PSYC 727-3 Assessment in Counselling

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

- a) Are current library holdings adequate?      Yes   x        No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
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- c) If no to a), what is the proposed funding source?

  
\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

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

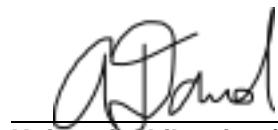
**PROPOSED NEW COURSE:** PSYC 792-3 Special Topics

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

a) Are current library holdings adequate?      Yes   x        No       

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

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



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020

\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 793-3 Directed Reading

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

a) Are current library holdings adequate?      Yes   x        No       

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

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

  
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**University Librarian (or designate) signature**

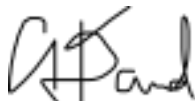
09/11/2020  
\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 797-3 Comprehensive Examination

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

- a) Are current library holdings adequate?      Yes   x        No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
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- c) If no to a), what is the proposed funding source?



\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020


\_\_\_\_\_  
**Date**

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

**PROPOSED NEW COURSE:** PSYC 798-6 Counselling Project

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

- a) Are current library holdings adequate?      Yes   x        No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?
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- c) If no to a), what is the proposed funding source?

  
\_\_\_\_\_  
**University Librarian (or designate) signature**

09/11/2020  
\_\_\_\_\_  
**Date**

Motion Number (assigned by  
Steering Committee of Senate): **S-202010.26**

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## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the change to the course description for NURS 455-(6, 8) Foundations in Emergency and Trauma Nursing, on page 254 of the 2019/2020 PDF undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2020
2. **Rationale for the proposed revisions:** The requirements of NURS 455-(6, 8) necessitates that RNCP and Post-diploma students have knowledge of the Canadian Triage and Acuity Scale (CTAS) and have a minimum of one year of recent (past 5 years) full-time acute care experience prior to enrolling in the course.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

**NURS 455-(6, 8) Foundations in Emergency and Trauma Nursing** This course provides students with the practical evidence based information, skills and tools necessary to identify clients with critical conditions and to intervene appropriately and effectively within the context and confines of rural nursing practice. The most salient aspects of adult, geriatric and pediatric emergency and trauma encountered in rural practice are examined. The course includes a focused lab experience and a practicum, which are both mandatory. The NCBNP requires the 8-credit hour course. RNCP and Post-Diploma BScN students complete the 6-credit hour course.

*Prerequisites:* NURS 330-4, or permission of the Chair for 8-credit hour course

*Major Restriction:* Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair for 6-credit hour course

*Recommended:* NURS 451-3

*Precluded:* NURS 417-4

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

**NURS 455-(6, 8) Foundations in Emergency and Trauma Nursing** This course provides students with the practical evidence-based information, evidence-informed knowledge and skills and tools necessary to identify clients with critical conditions and to intervene appropriately and effectively within the context and confines of in situations of adult, geriatric, and pediatric emergency and trauma encountered in rural nursing practice. The most salient aspects of adult, geriatric and pediatric emergency and trauma encountered in rural practice are examined. The course includes a mandatory focused lab experience and a practicum. Prior to the practicum, RNCP and Post-Diploma students must provide proof of successful completion of the Canadian Triage and Acuity Scale (CTAS). The RNCP and Post-Diploma BScN students ~~complete~~ require the 6-credit hour course. The NCBNP requires the 8-credit hour course.

*Prerequisites:* For ~~the~~ 6-credit hour course, a minimum of one full-time year of acute care practice within the past five years for RNCP and Post-Diploma BScN students. For ~~the~~ 8-credit hour course, NURS 330-4, or permission of the Chair for 8-credit hour course;  
*Major Restriction:* Rural Nursing Certificate Program or Post-Diploma BScN students, or permission of the Chair for ~~the~~ 6-credit hour course  
*Recommended:* NURS 451-3  
*Precluded:* NURS 417-4

**6. Authorization:**

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

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

**SCCC Reviewed:** April 16, 2020

**College Council Motion Number:** CASHSCC.2020.09.17.03

**College Council Approval Date:** September 17, 2020

**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 BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

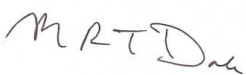
**Motion No.:** SCAAF202010.25

**Moved by:** G. Keeler

**Seconded by:** I. Hartley

**Committee Decision:** CARRIED

**Approved by SCAAF:** October 14, 2020  
**Date**

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

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

Motion Number (assigned by  
Steering Committee of Senate): S-202010.27

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED REVISION OF CALENDAR ENTRY**

**Motion:** That the change to the curriculum requirements to the Joint Major in Anthropology and Geography, with the addition of ANTH 102-3, A World of Discovery and ANTH 217-3, Language and Culture as required courses to the lower-division courses, on page 59 2019/2020 PDF undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2020

2. **Rationale for the proposed revisions:** ANTH 102: This course was previously “recommended” so as to work with the first year IASK program that was developed. Since that program is cancelled, ANTH 102-3 should be required. ANTH 217: This course should be included to represent the subfield of Linguistic Anthropology in the lower division requirements, so that students have a breadth across the whole discipline.

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:**

**Program Requirements and Recommendations**

Recommendation

ANTH 102-3 Anthropology: A World of Discovery

Lower-Division Requirements

ANTH 200-3 Biological Anthropology  
ANTH 205-3 Introduction to Archaeology  
ANTH 213-3 Peoples and Cultures  
GEOG 101-3 Planet Earth  
Or GEOG 102-3 Earth from Above

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

**Program Requirements and Recommendations**

Recommendation

~~ANTH 102-3~~ — ~~Anthropology: A World of Discovery~~

Lower-Division Requirements

~~ANTH 102-3~~      Anthropology: A World of Discovery  
~~ANTH 200-3~~      Biological Anthropology



ANTH 205-3 Introduction to Archaeology  
ANTH 213-3 Peoples and Cultures  
ANTH 217-3 Language and Culture  
GEOG 101-3 Planet Earth  
or GEOG 102-3 Earth from Above

6. **Authorization:**

**Program / Academic / Administrative Unit:** Anthropology

**SCCC Reviewed:** August 24, 2020

**College:** CASHS

**College Council Motion Number:** CASHSCC.2020.09.17.03

**College Council Approval Date:** September 17, 2020

**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 BY RECORDING SECRETARY AFTER SENATE  
COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202010.26

**Moved by:** K. Lewis

**Seconded by:** L. Troc

**Committee Decision:** CARRIED

**Approved by SCAAF:** October 14, 2020  
**Date**

  
**Chair's Signature**

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



Motion Number (assigned by SCS): S-202010.28

## STEERING COMMITTEE OF SENATE

### PROPOSED MOTION

**Motion:** That, on the recommendation of the Steering Committee of Senate, the SCAAF Subcommittee for Animal Care and Use Committee be removed from the Senate Handbook.

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

**Proposed by:** Office of the University Secretariat

**Faculty / Academic Department:**

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

**Rationale:** The mandate of the Animal Care and Use Committee (ACUC) is not reflected in the Senate Committee on Academic Affairs (SCAAF) Terms of Reference.

The ACUC, establishes policies and procedures to uphold Canadian Council on Animal Care (CCAC) guidelines throughout the institution. All animal care and use is reviewed at least annually by the ACUC. Representatives of the Canadian Council on Animal Care also make regularly scheduled, detailed inspections, which include a review of all research/teaching using animals being carried out and a review of the methods of protocols, and policy review at UNBC and affiliated institutions.

The Chair and/or Veterinarian, on behalf of the ACUC, has the authority to halt any procedure which causes unnecessary pain or distress to an animal, terminate the use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals, and to order an animal killed humanely if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

The ACUC shall report directly to the Vice President Research (VPR).

The VPR will convey information from this committee to SCAAF and Senate as appropriate.

**TO BE COMPLETED AFTER SCS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCS202010.04

**Moved by:** C. Ho Younghusband

**Seconded by:** D. Dhruv

**Committee Decision:** CARRIED

**Attachments:** 0

**Approved by SCS:** October 21, 2020  
**Date**

  
**Chair's Signature**

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

## SENATE COMMITTEE ON ACADEMIC AFFAIRS (SCAAF)

### Terms of Reference:

- To be responsible for advising Senate on academic planning at UNBC.
- To consider and make recommendations to Senate on new undergraduate and graduate programs and major modifications to existing undergraduate and graduate programs.
- To consider and make recommendations to Senate on course additions or deletions.
- Committee and to forward recommendations concerning the recommended courses to Senate for approval
- To consider and make recommendations to Senate on new and revised Undergraduate and Graduate Academic Regulations.
- To review periodically the activities of the Centre for Teaching and Learning and make recommendations on the Centre to Senate and to address any other Senate related teaching matter.
- To be responsible for the development and implementation of a program review process, and to make recommendations to Senate relating to the outcome of reviews.
- To review, for approval or recommendation as appropriate, affiliation agreements with other institutions.
- To review and make recommendations to Senate on existing undergraduate and graduate programs for purposes of assessment and possible expansion, curtailment, or discontinuance.
- To recommend to Senate graduate courses which are cross-listed with undergraduate courses.
- To advise on enrolment management issues.
- To consider and advise Senate on matters relating to the internationalization of the University community.
- To facilitate the development of academic agreements between UNBC and various international partners.
- To review and advise Senate on current international agreements and exchanges and make recommendations regarding their renewal.
- To approve, in exceptional and extraordinary circumstances, external international proposals; and to report to Senate as soon as practicable such approvals and the justification for them.
- To review from time to time the operation of the Library, for report to Senate.
- To establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.
- To advise Senate on all matters concerning undergraduate and graduate research and research policy at the University
- To recommend to Senate the establishment of Research Chairs

### Membership:

President (*ex officio*)

Provost (Chair)

Vice President, Research (Vice Chair)

University Librarian

Dean, College of Arts, Social and Health Sciences

Dean, College of Science and Management

Dean, Regional Programs

Four Faculty Senators

Four Faculty Members (all who may be Senators), including:

- a) Faculty Member — CASHS
- b) Faculty Member — CSAM
- c) Faculty Member — Regional
- d) Faculty Member — Professional Program

Four Students (all who may be Senators), including:

- a) Graduate Student
- b) Graduate Student
- c) Undergraduate Student

d) Undergraduate Student  
 One Lay Senator  
 One Regional Representative  
 Director, Business Services and Continuing Studies  
 Director, Centre for Teaching, Learning and Technology  
 Director, International Education  
 Vice Provost  
 Secretary of Senate (non-voting)

**Chair:** Provost

**Committee and Recording Secretary:** Governance Officer

**Quorum:** Majority, including at least one undergraduate student and one graduate student

**Reporting Month:** September

**Sub-Committees:** SCAAF Art Acquisition Subcommittee  
 SCAAF Subcommittee on Academic Scheduling  
~~SCAAF Subcommittee on Animal Care and Use~~  
 Biohazards Committee

## **~~SCAAF SUBCOMMITTEE ON ANIMAL CARE AND USE (ACUC)~~**

### **Terms of Reference:**

- ~~To ensure that teaching and research laboratory animals at the University are cared for and used in accordance with government legislation and regulation, the professional and ethical codes, guidelines, and standards at the University, and all applicable University policies.~~
- ~~To review and monitor when appropriate, all research involving non-human vertebrate animals in all University programs.~~
- ~~To review all proposals for compliance with the applicable requirements and ensures that all research using animals has been reviewed for scientific merit.~~
- ~~To Review animal care and use, including all types of field studies, to ensure that the applicable requirements are met, that care is adequate at all stages, and that proper veterinary care is provided in case of sickness or injury and elective procedures in accordance with the Canadian Association of Laboratory Animal Medicine (CALAM) "Statement of Adequate Veterinary Care."~~
- ~~To advise the Vice President, Research on policy matters related to animal care facilities, including space allocation, expansion, capital equipment, animal care rates, animal ordering procedures, and priorities.~~
- ~~To establish/approve standard operating procedures for animal care, animal experimentation, the training and qualification of animal users and animal care personnel, standards of husbandry, facilities and equipment, procedures for alleviation of unnecessary pain or distress, procedures for the proper and effective use of anesthesia and analgesia, standards for post operative care, and procedures for euthanasia.~~
- ~~To ensure the maintenance of an up to date record of proposals and inventory of animal use in an approved form.~~
- ~~To monitor compliance with University policy and procedures related to animal care approval.~~
- ~~To make at least annual Committee site visits of the animal facilities within its jurisdiction, except where such sites are excessively remote or inaccessible.~~
- ~~To serve as the initial appeal forum for review and approval decisions related to research and teaching activities within its jurisdiction.~~

- ~~To recommend appropriate action to the Vice President, Research to terminate or rectify any animal use that is in transgression of an approved proposal or that causes excessive animal distress.~~

### **Membership:**

~~All members of the Committee are appointed by the Vice President, Research:~~

~~Two Faculty Members, with experience in animal research, care and use,  
One Faculty Member, who does not use animals in teaching or research,  
One Ethicist, with formal expertise in ethics and law from an accredited institution,  
One Community Member, representing community interests and concerns,\*  
One Veterinarian, until such time as a University Veterinarian is on staff,  
One Graduate Student~~

~~\* The Vice President, Research may add additional community members. Additional members may also be added by the Committee as they may require for their special expertise or because of workload, particularly for protocol review.~~

**Chair:** \_\_\_\_\_ ~~Appointed from the Members of the Committee by the Vice President, Research (for a three-year term)~~

**Committee Secretary:** \_\_\_\_\_ ~~Vice President, Research~~

**Recording Secretary:** \_\_\_\_\_ ~~Administrative Assistant to the Vice President, Research~~

**Quorum:** \_\_\_\_\_ ~~Majority~~

**Reporting Month:** \_\_\_\_\_ ~~Reports regularly to the Senate Committee on Academic Affairs (SCAAF)~~

\_\_\_\_\_ ~~Reports annually to the Provost~~

## **Animal Care and Use Committee TERMS OF REFERENCE**

### **1. General**

The Animal Care and Use Committee (ACUC), establishes policies and procedures to uphold Canadian Council on Animal Care (CCAC) guidelines throughout the institution. All animal care and use is reviewed at least annually by the ACUC. Representatives of the Canadian Council on Animal Care also make regularly scheduled, detailed inspections, which include a review of all research/teaching using animals being carried out and a review of the methods of protocols, and policy review at UNBC and affiliated institutions.

### **2. Authority of the ACUC**

2.1 The Chair and/or Veterinarian, on behalf of the ACUC, has the authority to halt any procedure which causes unnecessary pain or distress to an animal, terminate the use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals, and to order an animal killed humanely if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

2.2 The ACUC shall report directly to the Vice President Research (VPR).

2.3 The Coordinator of the Northern Health Sciences Research Facility (NHSRF) shall report to the VPR and the ACUC.

2.4 The Veterinarian shall report to the VPR.

2.5 The ACUC will ensure that no research, testing project or teaching program involving animals commence without prior ACUC approval of a written animal use protocol and that no animals will be acquired or used before such approval.

2.6 The ACUC will review all animal use proposals.

2.7 The ACUC will review policies, Terms of Reference, and Standard Operating Procedures (SOPs) relating to animal care at least every three years.

### **3. Membership of the ACUC**

3.1 The members of the ACUC will be appointed by the VPR for a term of no less than two years, renewable for up to eight consecutive years. This time limit does not apply to ACUC members who must be part of the ACUC because of their role within the institution (*ex officio* members: Administrative Assistant/Research Ethics Coordinator, veterinarian(s), laboratory animal care technician and the Coordinator of the NHSRF). The complement of the ACUC will vary, but shall include:

(a) a Chair appointed from the members of the ACUC on the recommendation of the ACUC. The Chair has delegated authority for signature, on behalf of the University, of approved protocols;

(b) at least two faculty members experienced in animal research, care and use, appointed on the recommendation of the ACUC;

(c) a faculty member who does not use animals in research and teaching, appointed on the recommendation of the ACUC;

(d) a community member or members, representing community interests and concerns, appointed on the recommendation of the ACUC. The community member(s) may be a scientist, but must not have been involved with animal use for research, teaching, or testing, and must have no affiliation with the University;

(e) a student representative experienced in animal research, care and use, appointed on the recommendation of the ACUC;

(f) a veterinarian who, until such time as a University Veterinarian is on staff, will be selected by the VPR in consultation with the Committee (*ex officio* member);

(g) the Coordinator of the Northern Health Sciences Research Facility (*ex officio* member);

(h) a laboratory animal care technician from the Northern Health Sciences Research Facility (*ex officio* member);

(i) the Administrative Assistant / Research Ethics Coordinator (*ex officio* member);

(j) a representative from Coast Mountain College (CMC).

(k) such additional members as the ACUC may require for their special expertise or because of workload, particularly for protocol review, including, where appropriate, an ethicist (someone with formal expertise in ethics and law from an accredited institution), appointed in consultation with the ACUC.

3.2 The ACUC may recommend the creation of sub-committees as required.

#### **4. Meetings**

4.1 The ACUC meets at least twice a year, at times which are convenient for all members, including the community representative and consulting veterinarian, to ensure that all or at least a majority of members of the ACUC can attend in person or by teleconference. One meeting should be considered an annual general meeting, at which the Committee reviews its terms of reference and, within its jurisdiction, the security of the animals and research facilities, standard operating procedures, and policies and procedures for monitoring animal care and use.

4.2 Quorum for ACUC meetings shall be one half, or the smallest whole number exceeding one half, of the voting members, and shall include community and veterinary representation. ACUC members may be present for the purposes of quorum by attending in person or via teleconference.

4.3 The Committee meets at the call of the Chair.

4.4 Minutes detailing discussions and decisions of the ACUC concerning individual protocols, as well as any required modifications to protocols, will be produced for each meeting. The minutes shall be forwarded to the VPR.

#### **5. Procedures Concerning ACUC Review of Protocols**

5.1 Research proposals associated with competitive funding applications to agencies with independent peer review processes generally do not require review for scientific merit by the ACUC. The requirement for scientific merit is normally met if the application is funded. Where ACUC approval is required by a funding agency before it will review the funding application, ACUC approval shall be provisional, pending assurance from the funding agency that the



application has high scientific merit. If scientific merit has not been peer reviewed externally, the ACUC will request that the Office of Research solicit two reviews of the objectives, hypotheses, methods and contributions of the project by knowledgeable scientists who do not collaborate with the investigator. Both referees must be external to the committee. The reviews must be documented and must contain sufficient information to support the reviewers' conclusion(s).

5.2 Review of teaching protocols. The ACUC will ensure that use of animals for teaching is based on sound ethical justification; it is the responsibility of the applicant's Program or Department to ensure that the use of animals for teaching has pedagogical merit and is based on proven educational objectives. Justification should be provided for the use of animals over the use of alternatives such as models, videos, computer simulations and emulations. The level and type of training of the students are important considerations in ascertaining the need to use animals. Teaching protocols are subject to the same review considerations as for research protocols. Additionally, evaluation of teaching protocols will take into consideration student inexperience and numbers of students involved in the protocol. Descriptions of projects should include the number of students per animal, and the student / teacher ratio. The disposition of the animals at the end of the teaching session must be clearly described.

5.3 Protocol review process. Protocol review and approval by the ACUC will be conducted as a group and approval will be given by consensus of the committee. Review requires that a majority of members' review and comment on the proposal directly to the committee; at a minimum this will include a veterinarian, a faculty member, and two other members. If there are no contentious issues, the Chair of the ACUC will approve the proposed research.

- (a) Protocol applications, renewals or amendments are written and submitted to the ACUC by the PI; an electronic copy is emailed to [acuc@unbc.ca](mailto:acuc@unbc.ca) and a signed hard copy is sent to the Office of Research.
- (b) The protocol is distributed to all ACUC members at least one week prior to the ACUC meeting by the ACUC coordinator. A protocol may be distributed less than one week prior to the ACUC meeting if it is a late submission.
- (c) The protocol is reviewed by ACUC members prior to the ACUC meeting.
- (d) The protocol is reviewed at the ACUC meeting. If an ACUC member is directly involved in the protocol, they will leave the room and return once discussion of the protocol is completed. If the member is also the ACUC Chair, another faculty member will temporarily chair.
- (e) The ACUC will, by consensus:
  - a. Approve the protocol if there are no revisions required or no further information or peer/pedagogical review required.
  - b. Approve the protocol in principal if the protocol is acceptable in principal but may require minor revisions. Once the revisions have been fulfilled the protocols is approved.
  - c. Not approve the protocol if the protocol does not meet ACUC or CCAC welfare standards. The ACUC will ask for revisions if there is absent or incomplete information or lacking supporting requirements, such as permits or pedagogical/peer review.
- (f) Once the protocol has been approved, a *Certificate of Approval of Animal Care and Use* will be sent to the PI via email by the ACUC Chair and research may begin. In the absence of the Chair, a designate may sign and send out the certification.

5.5 Where proposals to a potential project sponsor require evidence of approval, the original of the signed Certificate must be included with the application.

5.6 Where the same proposal is submitted to more than one potential project sponsor, each application must include an original approved certificate. Duplicate certificates are issued at the discretion of the Chair of the ACUC.

5.7 The Certificate must identify the user, the project or purpose for which it was issued, the date of issue, and its period of validity.

5.8 The signature of the Faculty member on the protocol constitutes an undertaking to adhere strictly to applicable requirements; the signature of the Chair of the ACUC indicates that the proposal is in accordance with the applicable requirements.

5.9 An approval may be revoked if the proposal is changed in any way contrary to the applicable requirement of the actual use of animals, or is in any way unacceptable to the Chair of the ACUC, or it fails to conform to the applicable guidelines.

5.10 ACUC approval is given for one year. Ongoing projects must be renewed annually by researchers via the renewal process, for a maximum of three consecutive renewals. A protocol can be approved / renewed by the ACUC for a maximum of four years, after which a complete, new protocol shall be submitted.

5.11 Pilot studies used to help develop new methods, approaches and products will be encouraged, as they ultimately reduce the number of animals used in research. These protocols will be reviewed and approved as normal protocols with the exceptions that approval will be for a three-month period and will not be renewable. A maximum of 10 animals can be used in pilot studies and upon completion of the project, regardless if the protocol will be continued or discontinued, a final written report shall be provided to the ACUC.

5.12 The ACUC must be given written notice of any changes in a proposal and any amendments to protocols, including changes to environmental enrichment, which must be reviewed and approved by the ACUC. Requests for a renewal or amendments to protocols should be submitted using the relevant forms. Individuals wishing to make major amendments to approved protocols are required to submit a new protocol for approval to the ACUC. Renewal applications should permit the ACUC to review proposed modifications to the original protocol, if any, and the justification for the changes. All modifications must be approved and documented by the ACUC before being initiated by the investigator.

5.13 Minor amendments to approved protocols, such as slight refinements to the procedures used on animals, the addition of one or two personnel on a project, may be submitted on an amendment form any time throughout the year. Individuals wishing to make major amendments to approved protocols are required to submit a new protocol for approval to the ACUC.

5.14 Major modifications including changes in the nature of invasive procedures(s), discontinuing and/or the withdrawal of anesthetics/analgesia to current procedures that may cause pain and/or distress, any changes that result in a change in the "Category of Invasiveness", changes in animal species or any increase in the use of animals must be subjected to the same level of review and information requirements as a new proposal.

5.15 The interim approval of protocols that are received in between scheduled ACUC meetings shall be determined by the Chair. All such protocols must be reviewed at minimum by one scientist, the veterinarian and community representative. All protocols receiving interim approval will be reviewed at the next scheduled ACUC meeting.

5.16 In cases where investigators or instructors undertake collaborative projects with individuals from other institutions, and the protocol has been approved by a collaborating institution's animal care committee, the ACUC will accept the protocol as submitted to the collaborating institution. An approval letter from the collaborating institution's animal care committee must also be submitted along with the protocol. The ACUC will review the project to ensure that it meets the committee's normal standards and does not contravene any institutional policies on animal care and use.

5.17 By an Indirect Certification agreement, the ACUC shall be responsible for all animal-based work conducted at Coast Mountain College (CMC)  
. For complete details refer to UNBC File Ref. RC14-2961 or CMC 5415.1415.

## **6. Procedures for Post-Approval Monitoring (PAM)**

6.1 Post-approval monitoring of all laboratory protocols to ensure compliance shall be done by the ACUC. Any deviations from the approved protocol shall be brought to the attention of the researcher to ensure compliance and reported to the ACUC. The Coordinator and researcher, along with the Chair of the ACUC, shall work together to ensure that animal users carry out their work not only ethically, but successfully. Researchers are required to record dates and times in the animal facility when they will be working on any protocols. During this time the coordinator and full-time Technician can monitor researchers to ensure they are following approved procedures. The veterinarian also assists in PAM during her regularly scheduled facility visits. All other committee members are encouraged and invited to visit the animal facility on campus at any time.

6.2 Post-approval monitoring of field protocols to ensure compliance shall be done by the ACUC. Post-approval monitoring of field work shall be accomplished by one or a combination of the following methods:

- (a) Site visits conducted by ACUC members. To facilitate this option, ACUC members are encouraged and supported by the VPR to accompany researchers in the field.
- (b) Researchers can provide frequent progress reports for work being conducted in the field.
- (c) Researchers can provide pictures or videos of work being conducted in the field.

## **7. Responsibilities of the veterinarian**

7.1 The ACUC delegates to the veterinarian(s) the authority to treat, remove from a study or euthanize, if necessary, an animal according to the veterinarian's professional judgment.

7.2 The veterinarian is to be regularly informed of all interventions related to animal health and welfare; these interventions shall be recorded and kept on file in the Northern Health Sciences Research Facility.

7.3 Reports of the veterinarian's site visits shall be forwarded to the VPR and the Chair of the ACUC.

7.4 The veterinarian is responsible for reviewing the storage and use of all drugs under her/his authority.

## **8. Multi-site protocols**

8.1 The authority of the ACUC extends to all teaching and research activities involving vertebrate and higher invertebrate animals conducted on or off-campus by University faculty members, students and staff and any such activities conducted by non-UNBC collaborating

researchers on campus, including at UNBC-managed facilities such as the Quesnel River Research Centre, or the John Prince or Aleza Lake Research Forests.

## **9. ACUC visits to animal care facilities**

9.1 The ACUC shall regularly, and at least once per year, visit all UNBC animal care facilities and areas in which animals are used to better understand the work being conducted and to satisfy itself that all animal use within its jurisdiction is in compliance with all applicable regulations and CCAC guidelines. Such visits are documented through the ACUC minutes or written reports. Any responses to ACUC recommendations should be in writing. Jointly, the ACUC and VPR shall ensure that all recommendations and site visit reports are followed up.

## **10. Appeal Mechanism**

In the event that the ACUC rejects a submitted protocol for ethical reasons or because scientific / pedagogical merit has not been adequately demonstrated, and the Investigator does not accept the decision, the following process will apply:

10.1 The Investigator may request that the ACUC reconsider its decision. This could include the submission of a revised protocol following feedback from the ACUC via the Chair. Reconsideration may involve the Investigator meeting with the ACUC so that they may thoroughly review and understand the details of the protocol. The ACUC may seek scientific opinions from individuals who are not members of the ACUC.

10.2 If this does not provide a satisfactory solution to the Investigator, then the Investigator may appeal to the VPR. The VPR will then consult with both the ACUC and the protocol author to endeavor to find an unbiased and fair verdict.

10.3 The VPR's decision is final and is not made by consensus.



Motion Number (assigned by SCS): S-202010.29

## STEERING COMMITTEE OF SENATE

### PROPOSED MOTION

**Motion:** That, on the recommendation of the Steering Committee of Senate, the SCAAF Biohazards sub-committee be removed from the Senate Handbook.

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

**Proposed by:** Office of the University Secretariat

**Faculty / Academic Department:**

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

**Rationale:** The use of biohazards at UNBC is administrated by the Lab Safety Committee, the biosafety officers and is supported by the Office of Research. There are no terms of reference for this committee reflected in the Senate Handbook.

Biohazardous materials/substances may be used in various teaching and research related purposes at UNBC but this use is regulated by the Public Health Agency of Canada which follows the Canadian Biosafety Standards and Guidelines.

### TO BE COMPLETED AFTER SCS MEETING

#### Brief Summary of Committee Debate:

**Motion No.:** SCS202010.05

**Moved by:** C. Ho Younghusband

**Seconded by:** M. Dale

**Committee Decision:** CARRIED

**Attachments:** 0

**Approved by SCS:** October 21, 2020  
Date

  
Chair's Signature

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

## SENATE COMMITTEE ON ACADEMIC AFFAIRS (SCAAF)

### Terms of Reference:

- To be responsible for advising Senate on academic planning at UNBC.
- To consider and make recommendations to Senate on new undergraduate and graduate programs and major modifications to existing undergraduate and graduate programs.
- To consider and make recommendations to Senate on course additions or deletions.
- Committee and to forward recommendations concerning the recommended courses to Senate for approval
- To consider and make recommendations to Senate on new and revised Undergraduate and Graduate Academic Regulations.
- To review periodically the activities of the Centre for Teaching and Learning and make recommendations on the Centre to Senate and to address any other Senate related teaching matter.
- To be responsible for the development and implementation of a program review process, and to make recommendations to Senate relating to the outcome of reviews.
- To review, for approval or recommendation as appropriate, affiliation agreements with other institutions.
- To review and make recommendations to Senate on existing undergraduate and graduate programs for purposes of assessment and possible expansion, curtailment, or discontinuance.
- To recommend to Senate graduate courses which are cross-listed with undergraduate courses.
- To advise on enrolment management issues.
- To consider and advise Senate on matters relating to the internationalization of the University community.
- To facilitate the development of academic agreements between UNBC and various international partners.
- To review and advise Senate on current international agreements and exchanges and make recommendations regarding their renewal.
- To approve, in exceptional and extraordinary circumstances, external international proposals; and to report to Senate as soon as practicable such approvals and the justification for them.
- To review from time to time the operation of the Library, for report to Senate.
- To establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.
- To advise Senate on all matters concerning undergraduate and graduate research and research policy at the University
- To recommend to Senate the establishment of Research Chairs

### Membership:

President (*ex officio*)

Provost (Chair)

Vice President, Research (Vice Chair)

University Librarian

Dean, College of Arts, Social and Health Sciences

Dean, College of Science and Management

Dean, Regional Programs

Four Faculty Senators

Four Faculty Members (all who may be Senators), including:

- a) Faculty Member — CASHS
- b) Faculty Member — CSAM
- c) Faculty Member — Regional
- d) Faculty Member — Professional Program

Four Students (all who may be Senators), including:

- a) Graduate Student
- b) Graduate Student
- c) Undergraduate Student

d) Undergraduate Student  
One Lay Senator  
One Regional Representative  
Director, Business Services and Continuing Studies  
Director, Centre for Teaching, Learning and Technology  
Director, International Education  
Vice Provost  
Secretary of Senate (non-voting)

**Chair:** Provost

**Committee and Recording Secretary:** Governance Officer

**Quorum:** Majority, including at least one undergraduate student and one graduate student

**Reporting Month:** September

**Sub-Committees:** SCAAF Art Acquisition Subcommittee  
SCAAF Subcommittee on Academic Scheduling  
~~Biohazards Committee~~



Motion Number (assigned by SCS): S-202010.30

## STEERING COMMITTEE OF SENATE

### PROPOSED MOTION

**Motion:** That, on the recommendation of the Steering Committee of Senate, the SCAAF Terms of Reference and Membership be approved as proposed.

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

**Proposed by:** Office of the University Secretariat

**Faculty / Academic Department:**

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

**Rationale:** That the membership reflect current positions at UNBC.

### TO BE COMPLETED AFTER SCS MEETING

#### Brief Summary of Committee Debate:

**Motion No.:** SCS202010.06

**Moved by:** C. Ho Younghusband

**Seconded by:** M. Dale

**Committee Decision:** CARRIED

**Attachments:** 0

**Approved by SCS:** October 21, 2020  
**Date**

**Chair's Signature**

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



## SENATE COMMITTEE ON ACADEMIC AFFAIRS (SCAAF)

### Terms of Reference:

- To be responsible for advising Senate on academic planning at UNBC.
- To consider and make recommendations to Senate on new undergraduate and graduate programs and major modifications to existing undergraduate and graduate programs.
- To consider and make recommendations to Senate on course additions or deletions.
- Committee and to forward recommendations concerning the recommended courses to Senate for approval
- To consider and make recommendations to Senate on new and revised Undergraduate and Graduate Academic Regulations.
- To review periodically the activities of the Centre for Teaching and Learning and make recommendations on the Centre to Senate and to address any other Senate related teaching matter.
- To be responsible for the development and implementation of a program review process, and to make recommendations to Senate relating to the outcome of reviews.
- To review, for approval or recommendation as appropriate, affiliation agreements with other institutions.
- To review and make recommendations to Senate on existing undergraduate and graduate programs for purposes of assessment and possible expansion, curtailment, or discontinuance.
- To recommend to Senate graduate courses which are cross-listed with undergraduate courses.
- To advise on enrolment management issues.
- To consider and advise Senate on matters relating to the internationalization of the University community.
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- To review and advise Senate on current international agreements and exchanges and make recommendations regarding their renewal.
- To approve, in exceptional and extraordinary circumstances, external international proposals; and to report to Senate as soon as practicable such approvals and the justification for them.
- To review from time to time the operation of the Library, for report to Senate.
- To establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.
- To advise Senate on all matters concerning undergraduate and graduate research and research policy at the University
- To recommend to Senate the establishment of Research Chairs

### Membership:

President (*ex officio*)

Provost (Chair)

Vice President, Research (Vice Chair)

University Librarian

Dean, College of Arts, Social and Health Sciences

Dean, College of Science and Management

~~Dean, Regional Programs~~

Four Faculty Senators

Four Faculty Members (all who may be Senators), including:

- a) Faculty Member — CASHS
- b) Faculty Member — CSAM
- c) Faculty Member — Regional
- d) Faculty Member — Professional Program

Four Students (all who may be Senators), including:

- a) Graduate Student
- b) Graduate Student
- c) Undergraduate Student

d) Undergraduate Student  
One Lay Senator  
One Regional Representative  
Director, Business Services and Continuing Studies  
Director, Centre for Teaching, Learning and Technology  
Director, International Education  
~~Vice Provost~~  
Secretary of Senate (non-voting)

**Chair:** Provost

**Committee and Recording Secretary:** Governance Officer

**Quorum:** Majority, including at least one undergraduate student and one graduate student

**Reporting Month:** September

**Sub-Committees:** SCAAF Art Acquisition Subcommittee  
SCAAF Subcommittee on Academic Scheduling



Motion Number (assigned by SCS): S-202010.31

## STEERING COMMITTEE OF SENATE

### PROPOSED MOTION

**Motion:** That, on the recommendation of the Steering Committee of Senate, the change(s) to the Senate Handbook be approved as proposed.

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

**Proposed by:** Office of the University Secretariat

**Faculty / Academic Department:**

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

**Rationale:**

- 3 (c) Officers of the Senate (ii)
- 3 (d) Terms of Office for the Elected Members of the Senate (i)
- 3 (e) Interpretation of the Definitions in the Senate Handbook (iii), (viii), (ix), (xii)
- 3 (f) Senate Rules Governing Nominations to Available Seats on Senate
- 3 (g) Regulations Covering Voting for Elections to the Senate
- 3 (i) Faculty Eligibility to Nominate, Be Nominated, Vote and Serve as a Faculty Member on the Senate (ii)
- 3 (k) Eligibility of Faculty to Be Appointed and Serve as Faculty Members on Senate Committees (ii)
- 3 (n) Eligibility of Students to Be Appointed and Serve as Student Senators or as Student Representatives on Senate Committees (ii)
- 3 (o) Identification of Students to Serve as Student Members on Senate Committees (ii)
- 3(dd) Committees (v)

**TO BE COMPLETED AFTER SCS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCS202010.07

**Moved by:** C. Ho Younghusband


**Seconded by:** D. Dhruv

**Committee Decision:** CARRIED

**Attachments:** 0

**Approved by SCS:** October 21, 2020

**Date**



**Chair's Signature**

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

## 2 • POWERS OF THE SENATE

The powers of the Senate are identified in Part 7, Section 37 of the *University Act*.

## 3 • RULES OF THE SENATE

### 3 (a) Preamble

- (i) These rules of Senate have been established in accordance with the *University Act* and shall prevail.
- (ii) Robert's Rules of Order shall govern Senate procedures in all cases where they are applicable and in which they are consistent with the rules and procedures contained in this document.

### 3 (b) Amendments

- (i) Any proposal to amend the Rules of the Senate shall be presented in the form of one of the following:
  - (a) A notice signed by at least one-fourth of the members of the Senate (forwarded to the Steering Committee of Senate) or;
  - (b) A notice from a Senate Committee (forwarded to the Steering Committee of Senate) or;
  - (c) A notice from the Steering Committee of Senate acting on its own initiative or;
  - (d) A notice made by a member of the Senate during the course of a Senate meeting and approved by a majority of those present and voting at the meeting.
- (ii) Upon presentation of a proposal to amend the Rules of Senate, adequate notice shall be given to Senators consistent with 3 (w) (ii), and the proposal normally shall be considered at the next regular meeting.
- (iii) To be adopted, an amendment to the Rules of Senate requires valid notice and a two thirds vote in favour.

### 3 (c) Officers of the Senate

- (i) The Chair of Senate is empowered and expected to take the actions deemed necessary to ensure the orderly advancement of the legitimate business of the Senate. Senate shall elect a Vice Chair at least annually, who shall chair meetings in the absence of the president; but in no case shall a vice chair serve more than two consecutive terms.
- (ii) The Registrar is the Secretary of Senate. In the absence of the Registrar, the Chair of Senate shall appoint an acting Secretary. The Registrar is the Secretary of Senate. In the absence of the Registrar, the ~~Chair of Senate~~ Acting Registrar shall ~~appoint an~~ be the acting Secretary.
- (iii) In the absence of the Chair and the Vice Chair, the President shall appoint a Senior Academic Administrator and Senator of the University to act as Chair.

### 3 (d) Terms of Office for Elected Members of the Senate

In accordance with Part 7, Section 36 of the *University Act*, each elected member shall hold office for his/her designated term "and after that until a successor is appointed or elected." (See also section 3 (h) of this Handbook).

#### (i) Senate

- (a) Persons elected to the Senate by the faculty members shall take office on the 1<sup>st</sup> of April for a three year term ending on the 31<sup>st</sup> of March of the third year and until their successor is appointed;
- (b) Students elected to Senate by the student societies, with the exception of the President of the Northern Undergraduate Student Society and the Chairperson of the Northern British Columbia Graduate Society shall take office on the 1<sup>st</sup> of September and shall continue as Senators for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.
- (c) The President (or designate) of the Northern Undergraduate Student Society and the Chairperson (or designate) of the Northern British Columbia Graduate Society shall take office on the 1st of April and shall continue as Senators for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.

#### (ii) Terms of office for representatives on Committees:

- (a) "Faculty Member" Representatives on Senate Committees shall be appointed the 1<sup>st</sup> of April for a three year term ending on the 31<sup>st</sup> of March of their third year and shall be eligible for reappointment for further terms.
- (b) "Staff Representatives" on Senate Committees shall be appointed the 1<sup>st</sup> of April for a three year term ending on the 31<sup>st</sup> of March of their third year and shall be eligible for reappointment for further terms.
- (c) "Student" Representatives on Senate Committees shall be appointed the 1<sup>st</sup> of September. Appointments shall continue for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.

### 3 (e) Interpretation of the Definitions in the Senate Handbook

With the exception of the following definitions, the interpretations as specified in Part 1, Section 1 of the *University Act* shall apply:

- (i) The "Convocation" consists of the Chancellor, the President, all faculty members, the members of the Senate, all persons whose names are added to the roll of Convocation by the Senate, and all graduates of the University.
- (ii) "Faculty Member" for the purpose of the *University Act* means any position where a person holds a University appointment as a Senior Lab Instructor, Instructor I, II, III, or IV, Part Time Instructor, Lecturer, Assistant Professor, Associate Professor, Professor or Librarian I, II, III or IV, or an equivalent position designated by Senate.

- (iii) ~~"Faculty Member Serving in the Regions" means a person employed and directly salaried by the University at a location other than the Prince George Campus who has been given a contract for a teaching assignment, and serves as a Senior Lab Instructor, Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, or in an equivalent position designated by Senate.~~
- (iv) "Lay Senator" means a Senator who is not a student and who does not hold an academic appointment at the University of Northern British Columbia.
- (v) "Professional Librarian" means a person whose employment classification at the University includes the term "librarian," and the designations "full-time" and "continuing."
- (vi) "Professional Program" is defined as a program which is:
  - (a) accredited, and/or
  - (b) viewed as a professional program.

The following programs are noted as part of the "professional programs": Education, Civil Engineering, Environmental Engineering, Environmental Planning, Forestry, Nursing, Community Health, Social Work, Disability Management, and Medicine.

- (vii) "Regional Representative" means a Senator who is not a student, does not hold an academic appointment, is not a staff member or senior university administrator at the University of Northern British Columbia, and who represents the interests of one or more of the regions that the University of Northern British Columbia services.
- (viii) ~~"Regional Student" means a student who is enrolled predominantly in credit course(s) at a location other than the Prince George Campus, and who is eligible to stand for office in accordance with Section 3 (e) of the UNBC Senate Handbook.~~
- (ix) "Senior University Administrators not otherwise elected or appointed to Senate" includes the following officers: Vice President, Finance and Business Operations; Vice President, Advancement; Associate Vice President Northern Medical Program; Director, Centre for Teaching, Learning and Technology; Director, International Education; Chief Information Officer; ~~University Secretary.~~
- (x) "Student" means someone who is a student in accordance with Section 3 (m) of the UNBC Senate Handbook.
- (xi) "Student Society" means either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society.
- (xii) "Other Representatives not otherwise elected or appointed to Senate" includes the following positions: President of NUGSS, ~~President Chairperson of NBCGSS, the Senior Advisor to the President on Aboriginal Relations~~ Vice Provost Indigenous Initiatives, and the President of the Faculty Association.

### **3 (f) Senate Rules Governing Nominations to Available Seats on Senate**

The following rules shall apply to nominations to Senate other than for candidates representing Wilp Wilxo'oskwhl Nisga'a and the Alumni ~~Association~~ Council (for Lay Senators), for which bodies their own regulations shall apply subject to the requirements of the *University Act* and consistent with the procedures set out in this Handbook:

- (i) Normally, as anticipated vacancies arise on the Senate the nomination and election of members to available seats will be undertaken so as to be concluded before the

vacancies have effect, and members shall assume their offices so as to assure continuity of the composition of the Senate.

- (ii) Each faculty and student candidate must complete the appropriate nomination form.
- (iii) The Call for Nominations shall be published in any appropriate manner as circumstances require.
- (iv) The election register shall be open to inspection by all members entitled to vote, in the Office of the Registrar, during the period for making nominations, between the hours of 9:00 a.m. and 4:30 p.m. (Pacific Time), Monday to Friday, except on holidays.
- (v) Nomination papers for faculty and student elections to the Senate shall be signed by no fewer than three persons, other than the candidate, entitled to vote in the election; and shall have the signature of the nominee indicating that the nominee is willing to run for election and agrees to abide by the Senate Rules Governing Nominations.
- (vi) Withdrawal by a person duly nominated as a candidate for election shall be made in writing to the Secretary of Senate and to the constituency conducting the election. Upon receipt of such written notification, the person shall cease forthwith to be a candidate for election. In the event that such written notification is received later than 48 hours following the close of nominations and after the ballots have been prepared, the person's name shall remain on the ballot and the scrutineers shall record the number of votes the person receives but shall disqualify such votes, regardless of the number, when determining which candidates are elected.

### **3 (g) Regulations Covering Voting for Elections to the Senate**

The following rules shall apply to elections to Senate other than for candidates representing the Wilxo'oskwhl Alumni ~~Association~~ Council (for Lay Senators) and Wilp Nisga'a, for which bodies their own regulations shall apply, subject to the requirements of the *University Act* and consistent with the procedures set out in this Handbook. In reporting the results of elections, the Alumni ~~Association~~ Council and Wilp Wilxo'oskwhl Nisga'a shall report as well the procedures followed such that the Registrar is satisfied that the requirements of the Act have been met.

- (i) All elections conducted by the Secretary of Senate shall be by secret ballot.
- (ii) The Secretary of Senate shall be informed fully of all aspects of the conduct and outcome of constituency-based elections, and shall report to the Steering Committee of Senate on any anomalies in the conduct of constituency-based elections.
- (iii) The Secretary of Senate shall fix a date for elections under the Secretary's purview.
- (iv) The final date of all regular student elections to the Senate shall normally be in February.
- (v) The final date of all regular staff and faculty elections to the Senate shall normally be in February.
- (vi) Elections shall be conducted by mail. The definition of mail will be determined by the Steering Committee of Senate to enable the use of emerging technology to conduct elections.
- (vii) The Secretary of Senate must mail the ballots not more than four weeks and not less than two weeks before an election, for elections under the Secretary's purview. Ballots shall be sent to all eligible voters as set out in the election register maintained by the Registrar at the time of the close of nominations.



- (viii) Ballots may be returned by mail, by delivery to the Office of the Registrar at the Prince George Campus, or by delivery to one of the other UNBC campuses (Fort St. John, Terrace, or Quesnel). It is the responsibility of the person presenting the ballot to ensure that it reaches the Office of the Registrar at the Prince George Campus and the appropriate party prior to the deadline for the election.
- (ix) Any Candidate for any election to serve on the Senate is entitled to scrutinize the counting of ballots by designating one other person to assist in scrutinizing or to act in the Candidate's place.
- (x) In the event of an equality of votes between two or more candidates for Senate, the Senate will cast the deciding vote.
- (xi) Note that elections to Senate are covered by 3 (g) (x). In the case that there is an election by Senate that results in a tie vote, the vote will be by lot.
- (xii) Ballots received after 4:30 p.m. (Pacific time) on the day fixed for the election must be destroyed without being opened.
- (xiii) All ballots and identification envelopes received will be held by the Secretary of Senate for a period of 90 days following the announcement of the election results. At the end of that time all the ballots and identification envelopes will be destroyed.
- (xiv) The Secretary of Senate shall report the results of the election to Senate at its first meeting following the election.
- (xv) In the event that unforeseen or unusual circumstances prevent the carrying out of any of the above procedures, the Secretary of Senate shall exercise discretion in altering the procedures to fit the circumstances, after consultation with the Steering Committee of Senate, and shall report any action taken to Senate at its next regular meeting.
- (xvi) In the event that there are disputes concerning the above procedures, such matters shall be decided by the Steering Committee of Senate whose decisions shall be final.

### **3 (h) Vacancies on the Senate**

Senate vacancies shall be filled as follows after appropriate consultation, notwithstanding whether the position was occupied by the representative of a constituency:

- (i) If there is a vacancy on the Senate for an elected position the Senate may appoint any person qualified for election to that position to fill the vacancy for the balance of the term of office.
- (ii) Any elections for positions conducted at Senate shall be by secret ballot and the results will be reflected in the minutes.
- (iii) Any absence by an elected member of Senate, without leave and for more than three consecutive ordinary meetings of Senate, shall result in a declaration of a vacancy by the Secretary of Senate. Any leave of absence for more than three consecutive ordinary meetings requires prior approval by the Steering Committee of Senate.
- (iv) The position of an elected member shall be declared vacant by the Secretary of Senate when notice is received that the member has resigned or, in the case of faculty, that the member is going on leave for a period of more than six months, or that the member has been granted disability leave from the University.

- (v) Faculty members who inform the Secretary of Senate of their intent to remain on campus and to be active in Senate business during their leave shall be exempt from the rule prohibiting membership during faculty leave.
- (vi) Regional Representatives to Senate shall be recommended to Senate, as appropriate from time to time, by the Senate Committee on Nominations. Senators shall have the opportunity to nominate candidates from the floor.

### **3 (i) Faculty Eligibility to Nominate, Be Nominated, Vote and Serve as a Faculty Member on the Senate**

In order to be eligible to nominate, be nominated, vote and serve on the Senate as a faculty member, ~~one~~ a faculty member must:

- (i) Hold a continuing appointment at UNBC, **and**
- (ii) Be a "Faculty Member" ~~or a "Faculty Member Serving in the Regions"~~ as defined in Sections 3 (e) (ii) ~~and 3 (e) (iii)~~.

### **3 (j) Election of Faculty to Senate by Faculty Members under the University Act**

In accordance with the *University Act* eighteen faculty members are to be elected from and by the faculty members as follows:

- (i) 9 of whom shall be elected by faculty members in the College of Arts, Social and Health Sciences, from among their number, and
- (ii) 9 of whom shall be elected by faculty members in the College of Science and Management, from among their number, and
- (iii) 2 of whom shall be elected at large by all faculty members and librarians.

### **3 (k) Eligibility of Faculty to Be Appointed and Serve as Faculty Members on Senate Committees**

In order to be appointed and serve as a faculty member on Senate Committees, one must:

- (i) Hold a continuing appointment at UNBC, and
- (ii) Be a "Faculty Member" ~~or a "Faculty Member Serving in the Regions"~~ as defined in Sections 3 (e) (ii) ~~and 3 (e) (iii)~~.

### **3 (l) Identification of Faculty to serve as Faculty Members on Senate Committees**

Identification of faculty members to serve on Senate Committees shall be done in the following way:

- (i) The Secretary of Senate will annually contact each appropriate unit and request a list of faculty members eligible and willing to serve on Senate Committees.
- (ii) A faculty member so identified may also be a Faculty Senator.

### **3 (m) Student Eligibility to Nominate and Vote in Senate Elections**

To meet the definition of a "student" for the purposes of nominating and voting, one must:

- (i) Be a student who is a member of either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society, and

- (ii) Be an undergraduate student registered in at least one course in the semester in which nominations are due and elections are conducted, or
- (iii) Be registered in at least one course in each of the two previous semesters in which nominations are due and elections are conducted, or
- (iv) Be registered in a co-op work term in the semester in which nominations are due and elections are conducted, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

### **3 (n) Eligibility of Students to Be Appointed and Serve as Student Senators or as Student Representatives on Senate Committees**

In order to be appointed and serve as a student representative on Senate or Senate Committees, one must:

- (i) Be a student as defined in 3 (m) (i), and;
- (ii) Be in good standing: A student who is in "good standing" is a student who is not on academic probation. ~~Be a student in good standing (a student who is in "good standing" is a student who is not on academic probation,~~ and
- (iii) Be an undergraduate student registered in at least one course in the semester in which a vacancy arises and have been registered in the semester immediately preceding the one in which the vacancy arises. Registration in the May semester is not a requirement to meet this condition provided that, if the vacancy arises during the May or September semesters, the student is registered for the September semester and was registered during the preceding January semester, or
- (iv) Be registered in a co-op work term in the semester in which a vacancy arises, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

Students elected to the Senate or to Senate Committees shall be eligible to serve during the May semester even though they may not be enrolled in any credit courses.

### **3 (o) Identification of Students to Serve as Student Members on Senate Committees**

Identification of student members to serve on Senate Committees shall be done in the following way:

- (i) In the case of undergraduate student members, the Secretary of Senate will annually contact the President of the Northern Undergraduate Student Society, or NUGSS designate, and request a list of students willing to serve on Senate Committees, along with the appropriate application forms completed by those students.
- (ii) In the case of graduate student members, the Secretary of Senate ~~will~~ annually contact the ~~President or Vice President~~ Chairperson of the Northern British Columbia Graduate Students' Society, ~~or NBCCGS designate,~~ and request a list of candidates willing to serve on Senate Committees, along with the appropriate application forms completed by those students.

### **3 (p) Regional Representative Eligibility to Be Nominated and Serve as a Regional Senator on the Senate**

In order to be eligible to be nominated and serve on the Senate as a Regional Senator, one must:

- (i) Be a "Regional Representative" as defined in section 3 (e) (vii), and
- (ii) Have a demonstrated dedication to University education and a demonstrated dedication to the regional community or communities one seeks to represent on the Senate.

### **3 (q) Election of Regional Representatives to Senate**

- (i) Four Regional Representatives are to be elected to Senate, by Senate, from the eligible nominees recommended to Senate by the Senate Committee on Nominations, consistent with section 3 (g) of the Senate Handbook. One of the four Regional Representatives should be considered to be representative of the Aboriginal communities.

### **3 (r) Eligibility of Regional Representatives to Be Appointed and Serve as Regional Senators on Senate Committees**

In order to be eligible to be appointed and serve as a Regional Senator on Senate Committees, one must:

- (i) Be a Regional Representative elected to Senate.

### **3 (s) Identification of Regional Representatives to serve as Regional Senators on Senate Committees**

Identification of Regional Senators to serve on Senate Committees shall be done in the following way:

- (i) The Secretary of Senate will annually contact each Regional Senator and compile a list of members eligible and willing to serve on Senate Committees.

### **3 (t) Appointment of Regional Senators, Lay Senators, Students and Faculty Members to Senate Committees**

The appointment of Regional Senators, Lay Senators, students and faculty members to Senate Committees shall be conducted in the following manner:

- (i) Committee recording secretaries will advise the Secretary of Senate of any committee vacancies.
- (ii) The Secretary of Senate shall confirm potential candidates' willingness to serve on a particular Senate Committee. The Secretary of Senate shall recommend to the members of the Senate Committee on Nominations (SCN) by e-mail a slate of consenting candidates to fill any vacancies on Senate Committees.
- (iii) SCN shall develop its own criteria for the review of candidates for Senate Committees.
- (iv) If a member of SCN has a concern regarding a particular recommendation, a meeting of the committee will be called.
- (v) The Secretary of Senate shall give SCN a one week period to give notification of any concerns regarding the stated recommendations.

- (vi) After the one week period has passed for SCN to give their views to the recommendations, the recommendations shall be forwarded to Senate for final approval. Senators shall have the opportunity to nominate candidates from the floor.
- (vii) SCN shall submit to Senate, on a monthly basis as appropriate, a report documenting vacancies in committee memberships and proposing candidates to fill vacancies. Senators will have the opportunity to nominate from the floor.

### **3 (u) Order of Agenda**

- (i) Open sessions of Senate shall normally follow this order:
  - Acknowledgement of Territory
  - Approval of the agenda
  - Presentation
  - Approval of the minutes of the previous meeting(s)
  - Business arising
  - Report of the President
  - Report of the Provost
  - Report of the Registrar
  - Question Period
  - Approval of the Consent Agenda
  - Reports of Committees
  - Information
  - Other business
- (ii) The agenda items and order for closed sessions and special meetings of Senate shall be determined by the Steering Committee of Senate.
- (iii) Any matter not already on the Agenda of an ordinary meeting may, at the time of the approval of the agenda, be included in "Other Business" at the request of any member of the Senate.
- (iv) If any member of the Senate presents a case for consideration of a motion at the current meeting, the matter of its inclusion on the agenda shall be decided by a vote in which a two-thirds majority shall be required.
- (v) Any member of the Senate may ask in writing that the Chair include in the Agenda any matter that the member would like considered by the Senate at its next ordinary meeting.
- (vi) When the Senate requests a report for its next meeting from a committee whose chair is not present when the request is made, the Secretary of Senate shall endeavour to notify the committee chair by telephone the next day so that the committee may be convened without delay.
- (vii) When a committee has been requested to prepare a report between one meeting of Senate and the next, the committee presentation will appear as an item on the Agenda for the next meeting even though the report itself may not be available by the due date for Agenda items and background material.

### **3 (v) Reports to Senate**

- (i) Standing committees of Senate, with the exception of the Steering Committee of Senate, will report annually to Senate as designated in their terms of reference. Any standing committee which has recommendations that require ratification of the Senate will report monthly as necessary, and will provide the necessary supporting documentation.

- (ii) *Ad hoc*, temporary or task force committees shall report to Senate in accordance with their terms of reference.
- (iii) Any committee or task force of Senate may be called upon by the Chair of Senate or by affirmative motion of Senate to report to Senate at any time.
- (iv) The Colleges shall submit an annual report to Senate each October.
- (v) Committee reports to Senate normally include the following:
  - (a) A statement of actions taken by the committee in accordance with its terms of reference.
  - (b) Committee recommendations in the form of motions to be ratified following the normal procedures for such.
  - (c) Where Senate has delegated powers to a committee, a summary of activity, along with any matters (in the form of motions) that require ratification of the full Senate.
- (vi) The Steering Committee of Senate shall allocate an appropriate amount of time on the agenda of Senate to consider the reports of committees.

### **3 (w) Regular Meetings**

- (i) The Senate shall normally meet once per month on the fourth Wednesday of each month, at 3:30 p.m. local time except under the following circumstances:
  - (a) In December the meeting shall take place on the second Wednesday of the month.
  - (b) In exceptional circumstances, the Chair may postpone a regular meeting of Senate and shall instruct the Secretary to inform members of the new date.
  - (c) If in the opinion of the Steering Committee of Senate, there is insufficient business to justify a regular meeting of Senate, the meeting may be canceled and the Secretary instructed to inform members at least nine days in advance.
  - (d) Senate will not normally meet in July or December.
- (ii) The Secretary of Senate will distribute the notice of meeting and the agenda to the members of Senate at least five days prior to the meeting. This information will be made available electronically to the UNBC community by posting to 'facstaff' and 'general.' Supporting papers will be available upon request to the Secretary of Senate.
- (iii) The open session will normally terminate by 5:30 p.m. except under unusual circumstances where the meeting may be extended by successful motion for extension, requiring a simple affirmative majority of those who vote.

### **3 (x) Open and Closed Sessions**

Meetings of Senate will normally be divided into two sessions: an open session when observers are admitted, and, if necessary, a closed session for the discussion of business deemed to be confidential and in both instances consistent with the *Freedom of Information and Protection of Privacy Act of B.C.*

- (i) The closed session will normally follow the open session.
- (ii) In addition to the members and officers of Senate, the Senior University Administrators and Other Representatives as provided for in s. 3(e) (ix) and (xii), will be invited to attend the closed session of Senate.

- (iii) The agenda and minutes for both the open and closed sessions shall be public, except in those instances where specific items, portions or categories of information discussed in the closed session are deemed to be exempt for disclosure under the *Freedom of Information and Protection of Privacy Act of B.C.*

### **3 (y) Observers of Senate**

- (i) Observers of Senate shall conduct themselves in a manner so as not to interfere with the business of Senate. The Chair shall have the authority to request the removal of observers of Senate who are deemed to be interfering with the business of Senate.
- (ii) In those circumstances where the number of observers of Senate is such that both public safety and/or the ability to conduct the business of Senate is in jeopardy, the Chair may request the closing of Senate Chambers to additional observers and if necessary the removal of an appropriate number of observers from the chambers.

### **3 (z) Special Meetings**

- (i) In exceptional circumstance a special meeting of Senate may be called if:
  - (a) The Chair considers a matter to be of sufficient urgency, or
  - (b) There is a petition of at least seven members of Senate, at least five of whom must be elected, or
  - (c) The Chair receives a special request from the Board of Governors.
- (ii) Business conducted at any special meeting of Senate must be limited to and consistent with the special reason for which the meeting was called.
- (iii) The Secretary of Senate shall have at least seventy-two hours before the scheduled start of electronic mail a notice of meeting, agenda and supporting documents to the members of Senate.
- (iv) Consistent with subsections (i) to (iii), a vote may be called using e-mail when it is impractical for Senate to meet as a body, or when Senate determines a need to have a vote prior to the next regularly-scheduled meeting of Senate. E-mail votes shall offer the choices "Yes," "No," or "Hold."
  - When the "Yes" votes form a portion of the votes cast sufficient to pass the motion, it shall pass.
  - When the "No" votes form a portion of the total votes cast sufficient to defeat the motion, the motion is defeated.
  - Otherwise, debate on the motion shall be postponed ("Held") until the next in-person meeting.

Electronic ballots must be received directly from the Secretary, and returned to the Secretary from the electronic address to which it was delivered by the date specified in the call for the vote. Section 3 (bb) (iii) (b) (specifying how the Chair shall vote) does not apply to votes conducted under Section 3 (z) (iv).

### **3 (aa) Quorum on the Senate**

Greater than fifty per cent of the current membership shall constitute quorum for the transaction of business at a regular or special meeting of Senate, provided that the members present include the following:

- (i) At least 10 members of faculty elected to Senate, and
- (ii) At least 5 student members elected to Senate, except in the Spring and Summer semesters (May, June, July and August), where at least 3 students must be present.

### **3 (bb) Conduct of Meetings**

- (i) Except as otherwise stated the use of recording devices and cameras is not permitted after a meeting has been called to order, except at the discretion of the Chair.
- (ii) Motions from the floor may be made orally; however, at the request of the Chair or the Secretary, the mover may be required to put the motion in writing.
  - (a) Motions may also originate in the following ways:
    - From a Committee presenting a report, or
    - From a Committee advising Senate in advance of its intention to bring forth motions at the next regular meeting of Senate, or



- From a College, if the Steering Committee of Senate considers that the matter does not need to be referred to a Senate Committee, or
  - From a member presenting a notice of motion to be presented at the next regular meeting of Senate.
- (b) Once a motion is moved and seconded, the mover of the motion may speak to it and answer questions from the floor of Senate.
- (c) Before debate has begun, a motion may be withdrawn by its mover. (Note that a motion on the agenda need not be moved.) After debate has begun, a motion may be withdrawn by the mover with the unanimous consent of Senate, or by a simple majority vote without debate.
- (d) A motion may be presented and voted upon with or without discussion.
- (e) A motion on the floor of Senate may be referred to a committee by the carrying of a second motion to this effect, which is debatable and is passed by a simple majority.
- (f) A motion to *postpone consideration* of a motion on the floor of Senate may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by simple majority, no further discussion of the original motion is allowed; if the motion to postpone is defeated, debate of the initial motion may continue.
- (g) A motion to *lay on the table* halts consideration of the pending motion immediately. It must be seconded, is not debatable, and may be passed by a simple majority. It should be employed only when Senate wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
- (h) A motion to *amend* a motion on the floor of Senate may be moved at any time. If seconded, the motion to amend may be debated and voted upon, to be passed by simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion, in amended form if such amendments were carried, is put to a vote in its entirety.
- (i) Upon the agreement of Senate by general consent or by motion, a motion on the floor, that is presented in more than one part, may be divided into two or more related parts, and each part voted on as if it were a distinct question; provided that each part, if approved, is separately a question that can be acted upon if none of the other parts is carried.
- (j) When a motion on the floor consists of several independent parts, one or more parts must receive separate consideration and vote at the demand of a single member.
- (k) A motion to adjourn may be made at any time. When seconded, it is not debatable, must be voted upon immediately and requires a simple majority vote in the affirmative to pass.
- (iii) Voting at Senate shall be conducted in the following manner:
- (a) For purpose of elections, all votes will be by ballot. Normally all other votes will be by a show of hands, and a simple affirmative majority or lack thereof will be recorded. In those circumstances where there is a motion passed to have a

recorded vote or a vote by ballot, this shall be done and will be reflected in the minutes.

- (b) The Chair may not vote except when the Chair's vote changes the outcome, or as mentioned in section 3 (z) (iv). A tied vote defeats a motion requiring a simple majority to pass.
- (iv) Debate at Senate shall be conducted in the following manner:
  - (a) Any member of Senate who wishes to speak must be recognized by the Chair.
  - (b) Any senator who has been recognized to speak by the Chair once on any given question has exhausted their right to speak on that question until all members of Senate have been given the opportunity to speak once. The same principle shall apply to those speaking, two, three, and more times.
- (v) Questions to other Senators, resource persons or visitors to Senate must be directed through the Chair, who will request the response.
- (vi) When a person is a voting member of Senate or a Senate Committee by virtue of their office and is absent, they may appoint an acting officer, who will have the right to vote at Senate or Senate Committee meetings.
- (vii) The Senate may use a Consent Agenda to expedite the routine business of Senate. The Consent Agenda is an omnibus motion to approve motions that have been identified as being routine, either by Senate Committees on their own behalf, or by the Steering Committee of Senate.

The intent of using a Consent Agenda is to approve rapidly items of a routine nature, while still protecting the rights of individual Senators to engage in debate on any matter that a Senator feels to be of importance.

When a motion to adopt the Consent Agenda is on the floor the following rules apply:

- (a) As the purpose of the motion is to expedite business, the motion is undebatable.
- (b) At the request of any voting Senator, the Consent Agenda shall be amended to remove from the omnibus any motion that the Senator wishes to discuss.
- (c) Adoption of the Consent Agenda requires a simple majority vote.
- (d) After the consent agenda is adopted, the items on it are considered adopted, and are consequently ignored when encountered in the normal course of business.

### **3 (cc) Minutes**

- (i) The minutes of open sessions of Senate shall be a brief summary of the points made in debate and a record of decisions taken.
- (ii) The minutes of closed sessions shall reflect the mover and the seconder of motions and only that information germane to the type of decision being made (e.g. acceptance of the report of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition).
- (iii) The open sessions of Senate shall be audio taped in their entirety, and retained in the University Secretariat until such time as the minutes of the meeting in question have been approved by the Senate, after which meeting the taped record shall be erased.

- (iv) The supporting papers and minutes of all closed sessions shall be placed in the University archives.
- (v) A copy of the minutes of open sessions shall be distributed to the members of Senate. An electronic copy of the minutes of open sessions will be posted on the World Wide Web.

### **3 (dd) Committees**

- (i) In accordance with the *University Act*, the Senate may establish committees as follows:
  - (a) Terms of reference shall be established for each committee at the time the committee is created.
  - (b) By a two-thirds vote of its members, Senate may delegate to one or more of its committees those of its powers as it may determine.
  - (c) Each committee shall have a Chair and a Secretary.
  - (d) The composition and/or method of appointment to a Senate Committee may be established and changed from time to time and if no method of appointment is specified then the Senate shall appoint the members of a committee other than the Chair.
  - (e) The Senate may remove or discharge any committee member appointed by them.
  - (f) Where a qualification is required for membership on a committee any member ceasing to qualify automatically ceases to be a member.
  - (g) If any member has failed to attend three consecutive meetings of a committee, the Chair of a Committee may petition the Steering Committee of Senate (SCS), through the Secretary of Senate, by written request, to have the member removed and a replacement sought. In these cases, the Chair should follow the procedure listed below:
    - the Chair should discuss the concern with the member.
    - if there is no resolution through regular attendance, reasons that are acceptable in the short-term, or the resignation of the member, the Chair may petition SCS to remove and replace the member.
    - SCS will advise the member of the request and provide the member with the opportunity to respond.
    - SCS will decide on the action to be taken and so advise the chair and the member.
    - SCS will report to Senate on such matters in summary form.
- (ii) The Chair for each Senate Committee will normally be selected annually in the month of October by the members of each Senate Committee unless the committee has a designated Chair. In those instances where the Committee does not elect a Chair, the Chair of the Senate shall have the authority to do so. By vote, the full Senate may discharge or replace any Chair or member at any time.
- (iii) Elected members of Senate are eligible for appointment to membership on any committee of Senate.
- (iv) Senior University Administrators are excluded from membership on the Senate Committee on the University Budget (SCUB). With the exception of SCUB, the Secretary of Senate is, *ex officio*, a non-voting member of all Senate Committees.

- (v) The Chair of Senate is excluded from membership on the Senate Committee on Academic Student Appeals (SCAA), ~~the Senate Committee on Student Discipline Appeals~~, the Senate Committee on Admissions and Degrees (except when sitting as the Degree Committee), and the Senate Committee on the University Budget (SCUB).
- (vi) Members of Senate will generally not be asked to serve on more than three committees.
- (vii) The Secretary of Senate shall notify, in writing, the members of Senate and the Senate Committees of their various appointments to Committees after Senate has given its approval.
- (viii) Members of committees whose terms of office on Senate have ended are generally requested to continue attendance at committee meetings until their successor has been appointed.



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions Anytime Fitness Prince George Award be approved.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** To activate the Anytime Fitness Prince George Award commencing the 2020-2021 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** September 9, 2020

#### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20200826.03

**Moved By:** Bankole

**Seconded By:** Blouin

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** September 23, 2020  
Date

  
Chair's Signature

For information of Senate Committee on First Nations & Aboriginal Peoples (SCFNAP) & Senate.

**AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Anytime Fitness Prince George Award

**Awards Guide Description/Intent:** Anytime Fitness Prince George was built around acceptance and inclusivity, where all shapes, sizes, and colours are welcomed with open arms. This award is intended to create an opportunity to students who have grown up with less privilege (specifically, the Black and People of Colour community), and to bring more diversity into post-secondary programs and institutions.

**Donors:** Carla & Eric Galbraith of Anytime Fitness Prince George

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate Indigenous student, student of colour or visible minority. First preference will be will be given to a resident of Northern British Columbia.

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

**Effective Date:** Established 2020

**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 for the 2020-2021 Academic Year, the course load required for UNBC Scholars remain at 24 credit hours for the Academic Year; however, students may complete within three semesters.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** Current eligibility requires completion of 24 credit hours total, with 12 credit hours taken within each of the two main semesters (12 for September Semester and 12 for January Semester). Due to the pandemic, and that the majority of courses are being offered online, many UNBC Scholar Award recipients are requesting a reduced course load.

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

**External Relations Contact:** N/A

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

**Date:** September 23, 2020

#### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20200923.03

**Moved By:** Zogas

**Seconded By:** Bankole

**Committee Decision:** CARRIED

**Attachments:** N/A

**Approved by SCSB:** September 23, 2020

**Date**

**Chair's Signature**

**For information of Senate.**