

SENATE MEETING OPEN SESSION AGENDA

September 27, 2023 3:30 – 5:30 PM Senate Chambers

1.0 Acknowledgement of Territory

2.0 S-202309.01

Approval of the Agenda †

Page 1 That the agenda for the September 27, 2023, 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: Curriculum & SEM

Kimberly Read, Registrar and Secretary of Senate

Dennis Stark, Senior Director, Enrolment Management & Strategy

4.0 Approval of the Minutes

S-202309.02

Approval of the Minutes

That the Minutes for the August 23, 2023, Open Session of Senate be approved as presented.

5.0 Business Arising

Page 4

5.1 ChatGPT and other Al Applications (Discussion 10 minutes) Rodgers/Read

Page 12 5.1.1 Report Academic Student Misconduct Orientation (ASMO) Task Force Read

6.0 President's Report (10 minutes) Payne

7.0 Report of the Provost (5 minutes) Rodgers

8.0 Report of the Registrar (5 minutes) Read

9.0 Question Period (10 minutes)

9.1 Written questions submitted in advance

9.1.1 Questions submitted by Senators Hanlon and Robinson

According to the agenda of its meeting on 18 September 2023, the Senate Committee on Indigenous Initiatives discussed a proposal submitted by Dean Kriston Rennie about a new Centre for Indigenous Studies. We have several questions about this proposal and ask that Dean Rennie respond to these at the next Open Meeting of Senate (27 Sept 2023). The questions are as follows:

- 1. The proposal indicates that the Centre will be administered by an Academic Director involved in "teaching planning and allocation, in collaboration with faculty, Program Chairs, and Deans; recruiting new faculty and staff, in collaboration with Chairs and Deans." How does the position of Academic Director align with the Collective Agreement, which spells out the responsibilities of Chairs and Deans but makes no mention of Academic Directors?
- 2. The Proposal indicates "The Centre will coordinate, facilitate, and support the teaching of Indigenous academic programming across the University, which includes the principal undergraduate and graduate programs of First Nations Studies (FNST)." May we receive clarity about what is happening with the Department of First Nations Studies?
- 3. Who will lead the meaningful consultation that must take place with community partners if the current departmental structure is to be transformed?
- 4. The Department of First Nations Studies has approved a Scholarly Expectations document that is unique to its circumstances and objectives. How will this document be supported within the new administrative structure (i.e., the Centre)?
- 5. A newly created website for this proposed Centre is already posted (https://www2.unbc.ca/indigenous-resource-dati/centre-indigenous-studies) with the following information: "Roll-Out and Launch Early 2024." The Senate has yet to receive any motions to close or change the First Nations Studies Department, nor to open the new Centre. When will these motions be presented to Senate?
- 6. In order to enable a more fulsome and informed discussion of these issues, will Dean Rennie make a formal presentation to Senate that spells out what is proposed to happen to the Department of Frist Nations Studies and the expected timelines for launching the Centre? We feel it is also important that Dean Rennie explain how these proposed initiatives help UNBC fulfill its obligations to respond to the Truth and Reconciliation Commission of Canada's calls to action.

9.2 Questions from the floor

10.0 Approval of Motions on the Consent Agenda

Payne

S-202309.03

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 Student Appeals

Klassen-Ross

11.2 Senate Committee on Academic Affairs

Rodgers

11.3 Steering Committee of Senate

Payne

For Approval:

Page 18 Regular

S-202309.04

Senate Committee on Indigenous Initiatives Membership and Senate Handbook

That on the recommendation of the Steering Committee of Senate the changes to the membership of the Senate Committee on Indigenous Initiatives and subsequently the Senate Handbook be approved. Effective date: September 27, 2023

Page 21
Regular

S-202309.05

Senate Membership and Senate Handbook

That on the recommendation of the Steering Committee of Senate, the changes to the membership of Senate be changed to reflect the transition of Continuing Studies from the Director of Business Services to the Office of the Provost and subsequently changes to the membership of the Senate Committee on Academic Affairs and the Senate Handbook be approved.

Effective date: September 27, 2023

11.4 Senate Committee on Nominations

Regular **S-202309.06**

Recommendation of Senate Committee Members to Senate

That, on the recommendation of the Senate Committee on Nominations, the following candidates, who have met all eligibility requirements to serve on Senate committees as indicated, be appointed as proposed.

Effective date: September 27, 2023

11.4.1 Link of Senate Committee Vacancies

11.5	Senate Committee on Curriculum and Calendar	Stathers
11.6	Senate Committee on Admissions and Degrees	Read
11.7	Senate Committee on Indigenous Initiatives	Payne
11.8	Senate Committee on Honorary Degrees and Special Forms of Recognition	Payne
11.9	Senate Committee on Scholarships and Bursaries	Wood-Adams

For Information

Page 25

SCSB20230823.03 (approved)

Elsie and Dieter Gerdes Scholarship

That the REVISED Terms and Conditions for the Elsie and Dieter Gerdes Scholarship be approved. Effective: 2023-2024 Academic Year

11.10 Senate Committee on University Budget

Gehloff

- 12.0 Information
- 13.0 Other Business
- **14.0 S-202309.07** (10 minutes)

Move to the Closed Session

That the meeting move to Close Session.

15.0 S-202309.

Adjournment

That the Senate meeting be adjourned.



Academic Student Misconduct Orientation (ASMO) Task Force

Report to Senate

September 27, 2023

Prepared by: University Registrar, Kimberly Read



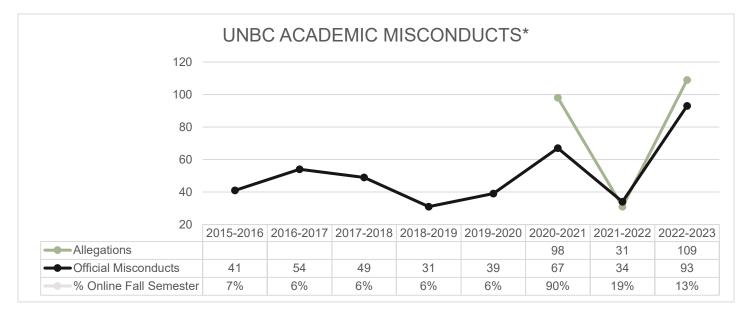
Contents

Background	3
Participants	3
Task force timeline	4
Task force accountabilities and desired outcomes	
Summary of task force final outcomes	5
Final thoughts and recommendations	
Appendix A	



Background

Early summer 2023, conversations arose at Senate and other Senate committees surrounding the use of Artificial Intelligence and the impact on students, faculty and the university community. Emerging tangentially from this conversation, the University Registrar addressed the increase in academic misconduct allegations being brought against students (often due to the use of A.I.), resulting in an increased number of formal misconducts. At the June 2023 meeting of the Senate Steering Committee, the committee discussed the need for better guidance and tools for students to understand their rights and responsibilities concerning academic misconduct, and the University Registrar was charged with building a task force to determine what resources or tools could be built and implemented for students by September 2023. This was then discussed at the June 2023 Senate meeting the following week.



*Note that:

- Allegations that did not result in formal academic misconducts were not consistently tracked by the Office of the Registrar until 2020.
- 2020-21 was an aberrant year: allegations increased due to the pandemic and the move to online courses and assessments. This might suggest that the increased percentage in online offerings may account for increased allegations of misconduct; but the percentage of online offerings compared to allegations and official misconducts over the last three years does not necessarily support this theory.

Participants

Participants in the task force were chosen based on availability (due to the limited duration and timing of the project) and representation:



Task force primary membership:

Kimberly Read, University Registrar and Task Force Chair

Barbara Durau, Student Lead Engagement Coordinator

Ekpeno Ukut, Chairperson for the Northern British Columbia Graduate Students' Society and graduate student

Grant Potter, Senior Lab Instructor – E-Learning, CTLT

Jen Heard, Associate Registrar, Records & Systems

Jo-Anne Woods, Registrar Services Officer

Kat Louro, Acquisition, Collections, and Information Librarian

Advisory to the task force:

Bill Owen, Vice Provost, Faculty Relations Shannon MacKay, Student Advisor

Administrative support:

Adrienne Tallman, Executive Assistant to the University Registrar

Task force timeline

The task force was presented with an extremely condensed timeline to complete its assigned task by September 2023. Here is a summary of the project duration and milestones:

JUNE 21	Senate Steering Committee where the University Registrar was asked to lead task force	
JUNE 28 Senate meeting where task force was discussed with Senate		
JULY 5	Task force membership is defined	
JULY 20 First meeting of task force to define accountabilities and outcomes of task force an develop subcommittees for member task assignment		
AUGUST 3-28 Weekly ASMO meetings to develop tools and resources		
SEPTEMBER 8-22	Senate report drafted, final student tools/guidance documents reviewed and implemented	
SEPTEMBER 26	Task force debrief and summarized recommendations for future action	

Task force accountabilities and desired outcomes

The first meeting of the task force was focused on defining the accountabilities of the task force and establishing the desired outcomes for the project work.



Accountabilities:

- Provide guidance to students on navigating the policy and procedures that govern academic misconduct;
- Provide a student with information on their rights and responsibilities when it comes to alleged or formal student academic misconduct;
- Outline the student academic misconduct allegation process from the student perspective;
- Provide resources and materials in multiple formats for differing learning techniques.

Desired outcomes:

In light of the fact that the task force had limited time to meet their accountabilities, the group's desired outcomes were focused on what could be achievable in less than two months. We desired to:

- Develop and implement updated and expanded information about the academic misconduct process on the university website;
- 2. Develop a student-perspective **flowchart** of the academic misconduct allegation process;
- 3. Develop a **video module** for students, providing expanded information and support in navigating the academic misconduct process.

Summary of task force final outcomes

The task force completed the following:

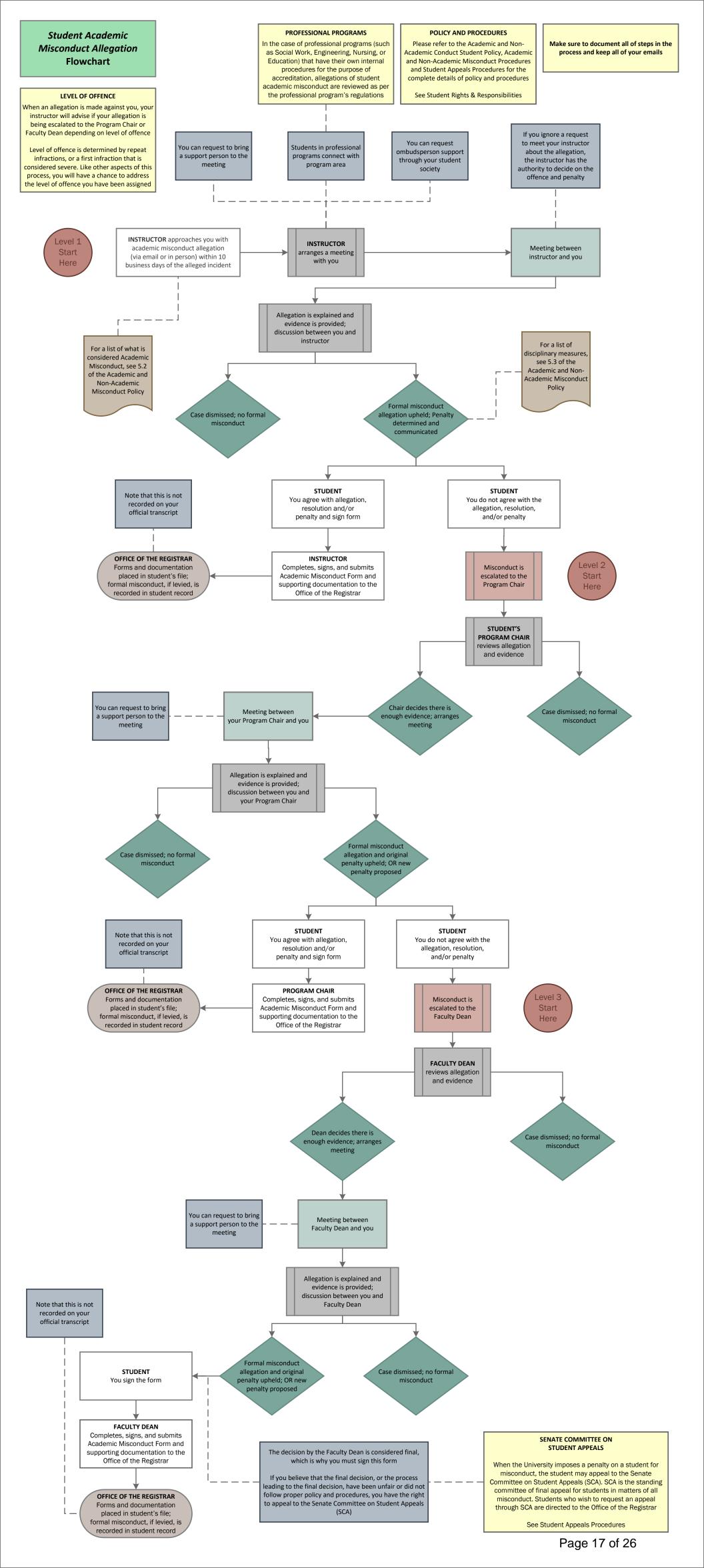
- 1. Expanded and updated Student Rights and Responsibilities webpage to include:
 - a. An overview of rights a student has when an allegation of academic misconduct is levied against them;
 - Simplified, explanatory steps of the academic misconduct allegation process;
 - c. Frequently asked questions concerning academic misconduct;
 - d. A list of resources for a student when looking for support in the academic misconduct process.
- 2. A student-perspective flowchart of the academic misconduct allegation process. This is linked on the website. See Appendix A.
- 3. A branching pathways <u>UNBC Academic Misconduct Process</u> module that walks a student through the variations of the process so that they understand the options that are available to them. This is embedded on the website.

Final thoughts and recommendations

The task force is scheduled to meet one final time on September 26, 2023, where we will debrief on the accomplishments of the task force and develop recommendations for Senate on future actions that are required. At this time, we are satisfied with the tools and resources that we were able to build and implement for the 2023-24 academic year within such a limited amount of time, but we are cognizant that there is more work to be accomplished, including video modules to support student education. Final recommendations will be submitted to UNBC Senate by the end of September 2023.

Appendix A

Student Academic Misconduct Allegation Flowchart





Motion Number (assigned by	
Steering Committee of Senate):	

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That on the recommendation of the Steering Committee of Senate the changes to the

membership of the Senate Committee on Indigenous Initiatives and subsequently the

Senate Handbook be approved.

Effective Date: Upon approval of Senate

Rationale: That the SCII membership be expanded and titles updated. Further revisions will be

considered once the Associate Vice-President, Indigenous is in place.

Motion proposed by: Steering Committee of Senate on the recommendation of the Senate Committee on

Indigenous Initiatives

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable): ____1 pages

SENATE COMMITTEE ON INDIGENOUS INITIATIVES (SCII)

Terms of Reference:

- 1. To review, consider, advise, and make recommendations to Senate with respect to a range of priorities that are relevant to UNBC:
 - (a) Indigenization or reconciliation initiatives that are relevant to or impact academic programming or course content, academic support services or Indigenous students.
 - (b) academic programming, development, delivery and assessment of undergraduate and graduate course offerings, content and methodologies, research or academic support services relating to Indigenous Peoples.
 - (c) research initiatives and, in collaboration with the Office of Research and Innovation, the development and regular review of any applicable institutional research policies.
 - (d) agreements or memorandums of understanding with educational institutions that contain specific academic commitments or offerings relevant to SCII's scope of work.
- 2. To make recommendations to Senate with respect to criteria and approaches measuring and assessing the breadth and progress of UNBC's Indigenization and reconciliation efforts in academic programming, research, academic support, tutoring and academic support services.
- 3. To provide advice to senior academic administrators with respect to academic supports and services for Indigenous students, and other matters within Senate's scope of governance authority and SCII's scope of work.
- 4. To seek input, advice, and expertise both internally and outside of the University Community on a regular or ad hoc basis, as the Committee deems appropriate to fulfill their delegated function(s) under these Terms of Reference.
- 5. To collaborate with the Office of Indigenous Initiatives.

Membership (102):

President or designate (ex-officio – University Act, s. 63(c))

Associate Vice Provost President, Indigenous Initiatives (Chair)

Dean, Faculty of Indigenous Studies, Social Science and Humanities

Chair of the Department of First Nations Studies

Manager, Aboriginal Indigenous Student Engagement-Empowerment

One Member from the Office of Research, appointed by the Vice-President, Research and Innovation

One Indigenous Graduate Student, appointed by Senate

One Indigenous Undergraduate Student, appointed by Senate

One Senator, appointed by Senate

Representative of the WWNI

Two additional Faculty Members with knowledge, interest and expertise relevant to the work of SCII Registrar and Secretary of Senate (non-voting)

Ad hoc members, as needed and on the approval of SCII, drawn from the University Community or external communities who can provide additional expertise on matters within SCII's terms of reference (non-voting)

Chair: <u>Associate Vice Provost-President, Indigenous Initiatives</u>

Committee Secretary: University Registrar and Secretary to Senate

Recording Secretary: Governance Officer Administrative Assistant, Office of Indigenous

<u>Initiatives</u>

Quorum: Majority

Reporting Month: April

Meeting Schedule: Monthly





Motion Number (assigned by	
Steering Committee of Senate):	

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That on the recommendation of the Steering Committee of Senate, the changes to the

membership of Senate be changed to reflect the transition of Continuing Studies from the Director of Business Services to the Office of the Provost and subsequently changes to the membership of the Senate Committee on Academic Affairs and the Senate Handbook be

approved.

Effective Date: Upon approval of Senate

Rationale: As per section 35 (2) of the University Act, the director of continuing education is a member

of Senate. With the transition of Continuing Studies from the Director of Business Services to the Office of the Provost, the position on Senate will be for the Manager, Continuing Studies.

Motion proposed by: Steering Committee of Senate

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

Faculty: Not applicable

Faculty Council / Committee Motion Number: N/A

Faculty Council / Committee Approval Date: N/A

Attachment Pages (if applicable): ____ pages

SENATE HANDBOOK

1 • MEMBERSHIP OF SENATE

In accordance with Part 7, Section 35 of the *University Act*, the Senate shall be composed of the following members:

- (a) the Chancellor
- (b) the President, who shall be chair
- (c) the Provost
- (d) the Vice President, Research
- (e) the Deans of the Faculties
- (f) the University Librarian
- (g) the Director Manager, Business Services and Continuing Studies
- (h) 22 faculty members to consist of two members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine (three year term)
- (i) 11 students, elected from the students who are members of an undergraduate student society or a graduate student society (one year term)
 - (i) President of the Northern Undergraduate Student Society
 - (ii) Chairperson of the Northern British Columbia Graduate Student Society
 - (iii) At least one student from each faculty
 - (iv) Four elected at large, two undergraduate students and two graduate students
- (j) Four persons who are not faculty members, elected by and from the convocation (three year term)
- (k) One member to be elected by the governing body of Wilp Wilxo'oskwhl Nisga'a (WWN) (three year term)

Note: Senior University Administrators and Other Representatives not otherwise elected or appointed to Senate shall be regarded as fully participating non-voting members 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.
- 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, Learning and Technology 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 advise Senate on matters of importance to the regional nature of UNBC and to inform the University community, through Senate, of the regional mandate of the institution.
- To facilitate and maintain relationships with other post-secondary institutions within Canada.
- To advise Senate on inter-institutional arrangements within Canada, with the exception of the
 protocol and affiliation agreements between UNBC and First Nations and Aboriginal
 communities and educational institutions for which responsibility is assigned to the Senate
 Committee on Indigenous Initiatives (SCII).
- 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)

Vice President Academic and Provost (Chair)

Vice President, Research and Innovation (Vice Chair)

University Librarian

Three Faculty Deans

Four Faculty Senators

Four Faculty Members (all who may be Senators), including:

a) Two Faculty Members (representing the two Faculties not currently represented by the sitting Deans on the committee)

*Ideally, from the eight faculty positions there will be faculty representation from each of the five Faculties, professional programs and the regions.

Students (all who may be Senators), including:

- a) Graduate Studentb) Graduate Student
- c) Undergraduate Student
- d) Undergraduate Student

One Lay Senator

One Regional Representative (any faculty, student or employee member from the regional campuses in Fort St. John, Terrace and Quesnel or Affiliated Institutions)

DirectorManager, Business Services and Continuing Studies

Director, Centre for Teaching, Learning and Technology

Secretary of Senate (non-voting)

Chair: Vice President Academic and Provost

Committee Secretary: Administrative Manager – Strategic Initiatives & Operations

Recording Secretary: Executive Assistant, Vice President Academic and Provost

Quorum: Majority

Reporting Month: September

Sub-Committees: SCAAf Art Acquisition Subcommittee



motion italiaci (assigned by 600).	Motion Number ((assigned by	/ SCS):	
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SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB) PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Elsie and Dieter

Gerdes Scholarship be approved.

Rationale: To revise the Elsie and Dieter Gerdes Scholarship commencing the

2023-2024 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Research & Innovation Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Development Officer)

Date to SCSB: July 27, 2023

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20230823.03

Moved by: PalmerSeconded by: ZogasCommittee Decision: CARRIEDAttachments: 1 Page

Approved by SCSB: August 23, 2023

Date Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: In-course and Graduate General
Award Name: Elsie & Dieter Gerdes Scholarship

Awards Guide Description/Intent: Elsie and Dieter (Derric) Gerdes were founding supporters of the University of Northern British Columbia (UNBC). Elsie was President of the Interior University Society (IUS) from 1987-1989. She saw the need for young people to obtain higher education closer to home. In recognition of her vision to improve the lives of those in her community, she received an honorary Doctorate of Law from UNBC in 2004.

Donor: Elsie & Dieter Gerdes

Value: \$2,500\\$5,000
Number: OneFour

Award Type: Scholarship

Eligibility: Available to a full or part_-time undergraduate or graduate students enrolled in either of the following programs: a Natural Resources and Environmental Studies (MNRES or MSc) Program) or Natural Resources Management (BSc Program) with a Major in Outdoor Recreation and Conservation. or a Bachelor of Science (BSc) Program with a major in Conservation Science and Practice, Environmental Science, Forest Ecology and Management or Wildlife and Fisheries. First preference will be given to graduate students. Second preference will be given to undergraduate students enrolled in courses in the areas of fisheries, wildlife and natural resource management.

Criteria: Academic proficiency-

Effective Date: Established <u>2010</u> <u>2013</u>, endowed <u>2022</u>, revised <u>2023</u> (Note: This award will be activated following the passing of the donors.)</u>

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