

SENATE MEETING PUBLIC SESSION AGENDA

May 27, 2015
3:30 – 5:30 PM

Senate Chambers (Room 1079 Administration Building)

1.0 S-201505.01

Approval of the Agenda †

Page 1

That the agenda for the May 27, 2015 Public Session of Senate be approved as presented.

† **NOTE:** *The Senate Agenda for the public session consists of two parts, a consent agenda and a regular agenda. The consent agenda contains items that are deemed to be routine or noncontroversial and are approved by the Steering Committee of Senate for placement on that agenda. Any Senator wishing to discuss any item on the consent agenda may ask the Chair of Senate that the item be removed from the consent agenda and placed on the regular agenda. Items removed from the consent agenda will be placed on the regular agenda and dealt with in the order in which they appear on the full agenda. Senators wishing to ask a question regarding an item on the consent agenda, without necessarily removing that item from the consent agenda, are strongly encouraged to direct questions to the Secretary of Senate in advance of the meeting.*

2.0 S-201505.02

Approval of Senate Minutes

Page 7

That the minutes of the April 22, 2015 Public Session of Senate be approved as presented.

3.0 Business Arising from Previous Minutes of Senate

- | | | |
|-----|---|---------------------|
| 3.1 | Student Orientation – Information given to incoming students about Senate. | Dr. Owen |
| 3.2 | Last time election needed to be held for undergraduate candidates for Senate. | Mr. Hanschen |
| 3.3 | Counselling services and mental health counselling services available at the institutions that UNBC has exchange agreements with. | Dr. Owen |
| 3.4 | Senate Engagement in the Consultation of Physical Infrastructure at UNBC
- Establishment of an <i>ad hoc</i> committee of Senate | Dr. Weeks |
| 4.0 | President's Report | Dr. Weeks |
| 5.0 | Report of the Provost | Dr. Krane |
| 6.0 | Report of the Registrar | Mr. Hanschen |
| 7.0 | Question Period | Dr. Weeks |
| 8.0 | Removal of Motions from the Consent Agenda | Dr. Weeks |
| 9.0 | Committee Reports | |

“For Approval” Items:

- Regular **S-201505.03**
New Course Approval - POLS 480-3
 Page 21 That, on the recommendation of the Senate Committee on Academic Affairs, the new course, POLS 480-3 Law and Politics in the Arctic, be approved as proposed.
 Proposed semester of first offering: January 2016
- Regular **S-201505.04**
New Course Approval - POLS 680-3
 Page 26 That, on the recommendation of the Senate Committee on Academic Affairs, the new course, POLS 680-3 Law and Politics in the Arctic, be approved as proposed.
 Proposed semester of first offering: January 2016
- Regular **S-201505.05**
Changes to Program Requirements – Major in Political Science
 Page 31 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to program requirements for the Major in Political Science, on page 177-78 of the 2014/2015 undergraduate calendar, be approved as proposed.
 Effective date: September 2015
- Regular **S-201505.06**
Changes to Program Requirements – Joint Major in Economics/Political Science
 Page 34 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to program requirements for the Joint Major in Economics/Political Science, on page 86 of the 2014/2015 undergraduate calendar, be approved as proposed.
 Effective date: September 2015
- Regular **S-201505.07**
Changes to Program Requirements - Joint Major in English/Political Science
 Page 37 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to program requirements for the Joint Major in English/Political Science, on page 104 of the 2014/2015 undergraduate calendar, be approved as proposed.
 Effective date: September 2015
- Regular **S-201505.08**
Changes to Program Requirements - Joint Major in Environmental Studies and Political Science
 Page 42 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Joint Major in Environmental Studies and Political Science, on page 120-121 of the 2014/2015 undergraduate calendar, be approved as proposed.
 Effective date: September 2015
- Regular **S-201505.09**
Changes to Program Requirements - Joint Major in History/Political Science
 Page 46 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to program requirements for the Joint Major in History/Political Science, on page 145 of the 2014/2015 undergraduate calendar, be approved as proposed.
 Effective date: September 2015
- Regular **S-201505.10**
Changes to Program Requirements - Joint Major in Global and International Studies/Political Science
 Page 49 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to program requirements for the Joint Major in Global and International Studies/Political Science, in UNBC Senate motion # S-201411.09 passed on Nov. 26, 2014, be approved as proposed.
 Effective date: September 2015

- Regular **S-201505.11**
Changes to Program Requirements - Joint Major in Political Science/Women Studies
Page 53 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Program requirements for the Joint Major in Political Science/Women Studies, on page 178-79 of the 2014/2015 undergraduate calendar, be approved as proposed.
Effective date: September 2015
- Consent **S-201505.12**
Changes to Course Title - POLS 360-3
Page 57 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the course title for POLS 360-3, Politics of Public Finance, on page 280 of the 2014/2015 undergraduate calendar, be approved as proposed.
Effective date: May 2015
- Consent **S-201505.13**
Changes to the Prerequisites - POLS 400-3
Page 59 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the prerequisites for POLS 400-3 Classics in Political Philosophy, on page 280 of the 2014/2015 undergraduate calendar, be approved as proposed.
Effective date: September 2015
- Consent **S-201505.14**
Changes to the Preclusion - POLS 600-3
Page 61 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the preclusion for POLS 600-3 Classics in Political Philosophy, on page 139 of the 2014/2015 graduate calendar, be approved as proposed.
Effective date: September 2015
- Consent **S-201505.15**
Changes to the Preclusion - POLS 627-3
Page 63 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the preclusion for POLS 627-3 Ethics and Public Affairs, on page 139 of the 2014/2015 graduate calendar, be approved as proposed.
Effective date: September 2015
- Consent **S-201505.16**
Changes to the Preclusion - POLS 672-3
Page 65 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the preclusion for POLS 672-3 Seminar in Political Philosophy, on page 139 of the 2014/2015 graduate calendar, be approved as proposed.
Effective date: September 2015
- Consent **S-201505.17**
Changes to the Preclusion - POLS 698-3
Page 67 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the preclusion for POLS 698-3 Special Topics in Political Science, on page 140 of the 2014/2015 graduate calendar, be approved as proposed.
Effective date: September 2015
- Regular **S-201505.18**
Changes to the Program Requirements - Geography GIS Minor
Page 69 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Geography GIS Minor on pages 138 of the 2014-2015 undergraduate calendar, be approved as proposed.
Effective date: September 2015

- Regular **S-201505.19**
Changes to the Program Requirements - Public Administration and Community Development major
- Page 73 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the program requirements for the Public Administration and Community Development major on pages 134-136 of the 2014-2015 undergraduate calendar, be approved as proposed.
 Effective date: September 2015
- Regular **S-201505.20**
Change to the Undergraduate Calendar Entry - School of Business (BCOMM Program)
- Page 86 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the undergraduate calendar entry for the School of Business (BCOMM Program) on page 68 in the PDF calendar accessible on the UNBC web page of the 2014/2015 graduate / undergraduate calendar, be approved as proposed.
 Effective date: September 2015
- Regular **S-201505.21**
New Academic Program Proposal - Bachelor of Commerce Honours Program
- Page 88 That, on the recommendation of the Senate Committee on Academic Affairs, the new Bachelor of Commerce Honours Program be approved as proposed.
 Proposed Start Date: September 2015
- Regular **S-201505.22**
New Course Approval - COMM 497-(3,6) Honours Thesis in Business Administration
- Page 96 That the new course COMM 497-(3,6) Honours Thesis in Business Administration be approved as proposed.
 Proposed semester of first offering: September, 2015
- Regular **S-201505.23**
Approval of the new bilateral exchange agreement between Kangwon National University, Republic of South Korea
- Page 101 That, on the recommendation of the Senate Committee on Academic Affairs, the proposed new bilateral exchange agreement between Kangwon National University, Republic of South Korea be approved as proposed.
 Effective Date: Upon approval of the Senate
- Consent **S-201505.24**
Renewal the Bilateral Exchange Agreement between University of Northern British Columbia and ESGCV – Groupe ESG, France
- Page 105 That, on the recommendation of the Senate Committee on Academic Affairs, the motion to renew the bilateral Exchange Agreement between University of Northern British Columbia and ESGCV – Groupe ESG, France, be approved as proposed.
 Effective Date: Upon approval of the Senate
- Regular **S-201505.25**
Approval of the Dual University/High School Credit Memorandum of Understanding
- Page 109 That, on the recommendation of the Senate Committee on Academic Affairs, the Dual University/High School Credit Memorandum of Understanding between the University of Northern British Columbia and School District 57 (Prince George) be approved as proposed.
 Effective Date: September 2015

9.2 Senate Committee on Admissions and Degrees

Dr. Owen

“For Approval” Items:

- Regular **S-201505.26**
Changes to the Admissions Table for Graduate Program Admission Dates
- Page 132 That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to the admissions table for graduate program admission dates, on page 21 of the 2014/2015 graduate calendar, be approved as proposed.
 Effective date: May 1, 2015 for the January 2016 admission cycle

Regular **S-201505.27**
Changes to the English Language Requirements for Admission to Graduate Studies
Page 136 That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to the English Language Requirements for admission to Graduate Studies, on page 36 of the 2014 Graduate Academic Calendar be approved as proposed.
Effective date: May 1, 2015 for the January 2016 admission cycle

Regular **S-201505.28**
Changes to the Admission Requirements for the School of Social Work
Page 142 That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to the Admission Requirements for the School of Social Work be approved as proposed.
Effective date: September 2015

9.3 Senate Committee on Scholarships and Bursaries Dr. Owen

“For Information” Items:

Consent **SCSB20150422.03**
New Terms and Conditions - UNBC Psychology Club Award
Page 144 That the new Terms and Conditions for the UNBC Psychology Club Award be approved in principal.
Effective Date: 2015-2016 Academic Year

Consent **SCSB 20150422.04**
Revised Terms and Conditions/Dissolution of Terms and Conditions - Provincial Chapter of BC IODE Bursary for Mature Students
Page 146 That the revised Terms and Conditions for the Provincial Chapter of BC IODE Bursary for Mature Students be approved.
Effective Date: 2015-2016 Academic Year

9.3 Senate Committee on the University Budget Dr. Whitcombe

Page 148 Presentation of the University Budget. **Mr. Jack Falk**

9.4 Senate Committee on Nominations (SCN) Dr. Zahir

“For Approval” Items:

Regular **S-201504.29**
Membership Changes to Senate Committees (no material)
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: Immediately upon approval by Senate

SENATE COMMITTEE POSITION TO BE FILLED

CANDIDATE

(except as otherwise noted, all terms begin immediately)

SENATE COMMITTEE ON ADMISSIONS AND DEGREES (SCAD)

Faculty Member — Professional Program (3/31/2018)
Faculty Member (3/31/2018)
One of the “two persons appointed by the Registrar”
Graduate Student (3/31/2016)

Dr. Jueyi Sui (CSAM)
Dr. Kristen Guest
Ms. Heidi Lawson
Ms. Ibukun Oluseyi Olasanmi

SENATE COMMITTEE ON ACADEMIC AFFAIRS (SCAAF)

Faculty Member — CSAM (03/31/2018)

Dr. Pranesh Kumar

SCAAF Subcommittee on Curriculum and Calendar (SCCC)

Faculty Senator, designate of Dean of CSAM (30/31/2018) Dr. Daniel Erasmus
Faculty Senator, designate of Dean of Graduate Programs (3/31/2017) Dr. Andrew Kitchenham

Senate Committee on First Nations and Aboriginal Peoples (SCFNAP)

First Nations Representative – Protocol Group (03/31/2018) Ms. Deanna Nyce
Faculty Member – CSAM (03/31/2018) Dr. Annie Booth

Senate Committee on Scholarships and Bursaries (SCSB)

Graduate Student (03/31/2016) Mr. Julius Bankole

Senate Committee on the University Budget (SCUB)

Faculty Member — Professional Program (03/31/2017) Dr. Andrew Kitchenham
CUPE Staff Representative, appointed by CUPE (03/31/2018) Mr. John Orłowski

10.0 S-201505.30 Dr. Weeks

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 Other Business

12.0 Information

13.0 S-201505.31

Move to In Camera Session

That the meeting move In Camera.

14.0 S-201505.38

Adjournment

That the Senate meeting be adjourned.

Motion Number (assigned by
Steering Committee of Senate): S-201505.03

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course, POLS 480-3 Law and Politics in the Arctic, be approved as follows:

A. Description of the Course

This is a course in legal and political issues that pertain to Arctic regions in Canada and other northern nations.

- 1. Proposed semester of first offering:** January 2016.
- 2. Academic Program:** Political Science
- 3. Course Subject, Number and Credit hours:** POLS 480-3
- 4. Course Title:** Law and Politics in the Arctic

- 5. Goal(s) of Course:** The course will provide students with a survey of legal and political issues in circumpolar Arctic regions.

6. Calendar Course Description:

This course focuses on legal and political issues in the Arctic, including relevant areas of international law, comparative constitutional law, political science and international relations. Topics may include sovereignty, resources, the environment, geo-political trends, human rights including Indigenous peoples' rights, governance, international cooperation, security, diplomacy and globalization.

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

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

Yes* _____ No X

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

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

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

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture _____

Seminar 3

Laboratory _____

Other (please specify) _____

9. Prerequisites (taken prior): Upper-division standing

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 X

alternating years _____

16. Proposed text / readings:

Natalia Loukacheva (ed.). *Polar Law Textbook*. Copenhagen: Nordic Council of Ministers, 2010.

Natalia Loukacheva (ed.). *Polar Law Textbook II*. Copenhagen: Nordic Council of Ministers, 2013.

B. Significance Within Academic Program

The course will provide students with 400-level credits toward al Political Science and Joint Political Science majors. It will give students a comprehensive background of knowledge in an area of special interest to UNBC as a university of the North.

1. Anticipated enrolment 10

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

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

4. Elective in: Major: Political Science 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?** All UNBC undergraduate degrees.
8. **What other courses are being proposed within the Program this year?**

POLS 380-3 Law and Indigenous Peoples
 POLS 680-3 Law and Politics in the Arctic

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

C. Relation to Other Program Areas

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

Yes _____ No X

If yes, please describe requirements: n/a

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

Yes _____ No X

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

D. Resources required

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

E. Additional Attached Materials

none

F. Other Considerations

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

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

2. **Other Information:** The course will be taught by a Canada Research Chair who has recently joined the Department of Political Science.
3. **Attachment Pages (in addition to required “Library Holdings” Form):** _____ pages

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

1. **College(s):** Arts, Social and Health Sciences
2. **College Council Motion Number(s):** Omnibus Motion: CASHSCC2015.04.16.03
3. **College Council Approval Date(s):** April 16, 2015
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

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

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.03

Moved by: D. Ryan

Seconded by: I. Hartley

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

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

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

PROPOSED NEW COURSE: POLS 480-3 Law and Politics in the Arctic

Library Holdings:

a) Are current library holdings adequate? Yes ✓ No

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

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



University Librarian (or designate) signature
KEELIN MCCABE

11 Feb 2015

Date

Motion Number (assigned by
Steering Committee of Senate): S-201505.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course, POLS 680-3 Law and Politics in the Arctic, be approved as follows:

A. Description of the Course

This is a graduate course in legal and political issues that pertain to Arctic regions in Canada and other northern nations.

1. **Proposed semester of first offering:** January 2016.

2. **Academic Program:** Political Science

3. **Course Subject, Number and Credit hours:** POLS 680-3

4. **Course Title:** Law and Politics in the Arctic

5. **Goal(s) of Course:** The course will provide students with a survey of legal and political issues in circumpolar Arctic regions.

6. **Calendar Course Description:**

This course focuses on legal and political issues in the Arctic, including relevant areas of international law, comparative constitutional law, political science and international relations. Topics may include sovereignty, resources, the environment, geo-political trends, human rights including Indigenous peoples' rights, governance, international cooperation, security, diplomacy and globalization.

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

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

Yes* _____ No X

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

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

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

Variable credit is denoted by the following examples:

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

8. Contact Hours (per week):

Lecture _____

Seminar 3

Laboratory _____

Other (please specify) _____

9. Prerequisites (taken prior): none

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

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

12. Preclusions: POLS 480-3

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:

Natalia Loukacheva (ed.). *Polar Law Textbook*. Copenhagen: Nordic Council of Ministers, 2010.

Natalia Loukacheva (ed.). *Polar Law Textbook II*. Copenhagen: Nordic Council of Ministers, 2013.

B. Significance Within Academic Program

The course will provide students with 400-level credits toward al Political Science and Joint Political Science majors. It will give students a comprehensive background of knowledge in an area of special interest to UNBC as a university of the North.

1. Anticipated enrolment 5

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

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

4. Elective in: Major: _____ Minor: _____ Other: MA, Political Science

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

POLS 380-3 Law and Indigenous Peoples
POLS 480-3 Law and Politics in the Arctic

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

C. Relation to Other Program Areas

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

If yes, please describe requirements: n/a

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

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

D. Resources required

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

E. Additional Attached Materials

none

F. Other Considerations

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

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

2. **Other Information:** The course will be taught by a Canada Research Chair who has recently joined the Department of Political Science.
3. **Attachment Pages (in addition to required “Library Holdings” Form):** _____ pages

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

1. **College(s):** Arts, Social and Health Sciences
2. **College Council Motion Number(s):** Omnibus Motion: CASHSCC2015.04.16.03
3. **College Council Approval Date(s):** April 16, 2015
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

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

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.04

Moved by: D. Ryan

Seconded by: I. Hartley

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

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

PROPOSED NEW COURSE: POLS 680-3 Law and Politics in the Arctic

Library Holdings:

- a) Are current library holdings adequate? Yes ✓ No
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

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



University Librarian (or designate) signature

11 Feb 2015

Date

KEACIN MCGABE

Motion Number (assigned by
Steering Committee of Senate): S-201505.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to program requirements for the Major in Political Science, on page 177-78 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The Department of Political Science has adopted a policy requiring all students majoring in political science to complete at least nine credits at the 400 level. We have also revised course requirements in response to changes made by Global and International Studies. The changes do not increase the overall number of required courses.

3. **Implications of the changes for other programs, etc., if applicable:**

The Department of Global and International Studies has been consulted.

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

Major in Political Science

Political Science majors are required to take 51 credit hours in Political Science and related disciplines.

The Political Science major offers a foundation in four fields of political science: Canadian Government, Comparative Politics, Political Philosophy, and International Politics.

The minimum requirement for completion of a Bachelor of Arts with a major in Political Science is 120 credit hours.

Program Requirement

Lower-Division Requirement

100 Level

POLS 100-3 Contemporary Political Issues

200 Level

INTS 205-3 Introduction to International Studies
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing in Political Science

Upper-Division Requirement

300 and 400 Level

INTS 310-3 Origins and Evolution of International Studies
POLS 303-3 Democracy and Dictatorship
POLS 320-3 Canadian Politics and Policy
POLS 370-3 Political Philosophy: Early Modernity to Post-Modernity

An additional 21 credit hours in POLS or INTS, of which at least 6 credit hours must be at the 400 level.

Elective and Academic Breadth

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

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

Major in Political Science

Political Science majors are required to take 51 credit hours in Political Science and related disciplines.

The Political Science major offers a foundation in four fields of political science: Canadian Government, Comparative Politics, Political Philosophy, and International Politics.

The minimum requirement for completion of a Bachelor of Arts with a major in Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

100 Level

POLS 100-3 Contemporary Political Issues
~~INTS 100-3 Introduction to Global Studies~~

200 Level

~~INTS 205-3 Introduction to International Studies~~
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing ~~in~~ for Political Science

Upper-Division Requirement

~~300 and 400 Level~~

~~INTS 310-3 Origins and Evolution of International Studies~~
POLS 303-3 Democracy and Dictatorship
POLS 320-3 Canadian Politics and Policy
POLS 370-3 Political Philosophy: Early Modernity to Post-Modernity

~~An additional 21 credit hours in POLS or INTS, of which at least 6 credit hours must be at the 400 level.~~

Nine credit hours of 400-level Political Science courses

Six additional credit hours of upper-division Political Science courses

Nine credit hours of upper-division Global and International Studies courses

Elective and Academic Breadth

Motion Number (assigned by
Steering Committee of Senate): S-201505.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to program requirements for the Joint Major in Economics/Political Science, on page 86 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The Department of Political Science has adopted a policy requiring all students majoring in political science to complete at least nine credits at the 400 level. The changes do not increase the overall number of required courses.

3. **Implications of the changes for other programs, etc., if applicable:**

This change has been approved by the Department of Economics.

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

Joint Major in Economics/Political Science

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in Economics and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

ECON 100-3 Microeconomics
ECON 101-3 Macroeconomics
ECON 202-3 History of Economic Thought
ECON 203-3 Canadian Economic History
ECON 205-3 Statistics for Social and Management Science
POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Comparative Government and Politics
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

Upper-Division Requirement

ECON 310-3 Intermediate Microeconomic Theory
ECON 311-3 Intermediate Macroeconomic Theory
POLS 303-3 Democracy and Dictatorship
POLS 320-3 Canadian Politics and Policy

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

Nine credit hours in Political Science at the 300 or 400 level.

Eighteen credit hours in Economics at the 300 or 400 level.

Elective and Academic Breadth

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

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

Joint Major in Economics/Political Science

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in Economics and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

ECON 100-3 Microeconomics
ECON 101-3 Macroeconomics
ECON 202-3 History of Economic Thought
ECON 203-3 Canadian Economic History
ECON 205-3 Statistics for ~~the~~ Social and Management Science
POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in ~~Comparative Government and Politics~~ Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

Upper-Division Requirement

ECON 310-3 Intermediate Microeconomic Theory
ECON 311-3 Intermediate Macroeconomic Theory
POLS 303-3 Democracy and Dictatorship
POLS 320-3 Canadian Politics and Policy
POLS 370-3 Political Philosophy: Early Modernity to Post-Modernity

Nine credit hours in Political Science at the ~~300~~ or 400 level.

Eighteen credit hours in Economics at the 300 or 400 level.

Elective and Academic Breadth

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

6. Authorization:

Program / Academic / Administrative Unit: Political Science and Economics

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC.2015.04.16.03

Motion Number (assigned by
Steering Committee of Senate): S-201505.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to program requirements for the Joint Major in English/Political Science, on page 104 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The Department of Political Science has adopted a policy requiring all students majoring in political science to complete at least nine credits at the 400 level. The changes do not increase the overall number of required courses.

3. **Implications of the changes for other programs, etc., if applicable:**

Consultation with the Chair of the Department of English has taken place regarding the proposed changes to the joint major.

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

Joint Major in English/Political Science

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in English and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

ECON 205-3 Statistics for the Social and Management Sciences
or STAT 240-3 Basic Statistics
ENGL 211-3 Survey of English Literature I
ENGL 212-3 Survey of English Literature II
POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

One of:

ENGL 100-3 Introduction to Literary Structures
ENGL 102-3 Introduction to Poetry
ENGL 103-3 Introduction to Fiction
ENGL 104-3 Introduction to Film

One of:

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

Two of:

ENGL 210-3 Women and Literature: A Survey
ENGL 280-3 Shakespeare
ENGL 281-3 Introduction to Renaissance Literature
ENGL 282-3 Introduction to Restoration and 18th Century Literature
ENGL 283-3 Introduction to Romantic Literature
ENGL 284-3 Introduction to Victorian Literature
ENGL 285-3 Modern British Literature

Upper-Division Requirement

Of the thirteen English courses (39 credit hours) required for this joint major, seven courses (21 credit hours) must be at the 300 and/or 400 level, with at least two of those seven courses (6 of those 21 credit hours) at the 400 level.

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

Two of:

ENGL 320-3 First Nations Literature
ENGL 331-3 Genres in Canadian Literature
ENGL 340-3 Postcolonial Literature
ENGL 350-3 Comparative Literature
ENGL 381-3 Renaissance Literature
ENGL 382-3 Restoration and 18th Century Literature
ENGL 383-3 Romantic Literature
ENGL 384-3 Victorian Literature
ENGL 386-3 19th Century Literature in the United States
ENGL 410-3 Contemporary Women's Literature
ENGL 420-3 Special Topics in First Nations Literature
ENGL 430-3 Special Topics in Canadian Literature
ENGL 440-3 Special Topics in Postcolonial Literature I
ENGL 450-3 Special Topics in Comparative Literature

One 300-level POLS course

One 400-level POLS course

Five additional English courses (15 credit hours). Up to two of the following ancillary courses (up to 6 credit hours) may be counted among those five additional courses:

WMST 306-3 Indigenous Women: Perspectives
WMST 309-3 Gender and Film
WMST 311-3 History of Feminism
WMST 401-3 Cultural Studies: Gender, Race and Representation
WMST 411-3 Contemporary Feminist Theories

Three additional courses (9 credit hours) of Political Science at the 300 or 400 level.

Elective and Academic Breadth

Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours including any additional credit hours necessary to meet the Academic Breadth

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

Joint Major in English/Political Science

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in English and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

ECON 205-3 Statistics for the Social and Management Sciences
or STAT 240-3 Basic Statistics
ENGL 211-3 Survey of English Literature I
ENGL 212-3 Survey of English Literature II
POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

One of:

ENGL 100-3 Introduction to Literary Structures
ENGL 102-3 Introduction to Poetry
ENGL 103-3 Introduction to Fiction
ENGL 104-3 Introduction to Film

One of:

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

Two of:

ENGL 210-3 Women and Literature: A Survey
ENGL 280-3 Shakespeare
ENGL 281-3 Introduction to Renaissance Literature
ENGL 282-3 Introduction to Restoration and 18th Century Literature
ENGL 283-3 Introduction to Romantic Literature
ENGL 284-3 Introduction to Victorian Literature
ENGL 285-3 Modern British Literature

Upper-Division Requirement

Of the ~~thirteen~~ 13 English courses (39 credit hours) required for this joint major, seven courses (21 credit hours) must be at the 300 and/or 400 level, with at least two of those seven courses (6 of those 21 credit hours) at the 400 level.

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

Two of:

ENGL 320-3 First Nations Literature
ENGL 331-3 Genres in Canadian Literature
ENGL 340-3 Postcolonial Literature
ENGL 350-3 Comparative Literature
ENGL 381-3 Renaissance Literature
ENGL 382-3 Restoration and 18th Century Literature
ENGL 383-3 Romantic Literature
ENGL 384-3 Victorian Literature

ENGL 386-3 19th Century Literature in the United States
ENGL 410-3 Contemporary Women's Literature
ENGL 420-3 Special Topics in First Nations Literature
ENGL 430-3 Special Topics in Canadian Literature
ENGL 440-3 Special Topics in Postcolonial Literature I
ENGL 450-3 Special Topics in Comparative Literature

~~One 300-level POLS course~~

~~One 400-level POLS course~~

Five additional English courses (15 credit hours). Up to two of the following ancillary courses (up to 6 credit hours) may be counted among those five additional courses:

WMST 306-3 Indigenous Women: Perspectives
WMST 309-3 Gender and Film
WMST 311-3 History of Feminism
WMST 401-3 Cultural Studies: Gender, Race and Representation
WMST 411-3 Contemporary Feminist Theories

Three additional courses (9 credit hours) of Political Science at the ~~300 or~~ 400 level.
Two additional courses (6 credit hours) of Political Science at the upper division.

Elective and Academic Breadth

Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours including any additional credit hours necessary to meet the Academic Breadth

6. Authorization:

Program / Academic / Administrative Unit: Political Science and English

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

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

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.07

Moved by: W. Owen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201505.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Joint Major in Environmental Studies and Political Science, on page 120-121 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The Department of Global and International Studies has made changes to their curriculum. The course INTS 205-3 - Introduction to International Studies has been deleted and replaced with INTS 100-3 – Introduction to Global Studies. Some course names have also been updated as previously approved by Senate.

3. **Implications of the changes for other programs, etc., if applicable:**

The Chair of the Department of Environmental Studies has been consulted.

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

Joint Major in Environmental Studies and Political Science

The Joint Major in Environmental Studies and Political Science is for students who want both a broad understanding of environmental issues and the political knowledge needed to respond to those issues. The minimum requirement for completion of a Bachelor of Arts with a Joint Major in Environmental Studies and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

100 Level

ANTH 102-3 Anthropology: A World of Discovery
or FNST 100-3 The Aboriginal Peoples of Canada
BIOL 110-3 Introductory Ecology
ENPL 104-3 Introduction to Planning
ENVS 101-3 Introduction to Environmental Citizenship
GEOG 101-3 Human Geographies of Global Change
GEOG 204-3 Introduction to GIS for the Social Sciences
or GEOG 205-3 Cartography and Geomatics
GEOG 206-3 Society and Space

INTS 205-3 Introduction to International Studies
POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity

Upper-Division Requirement

ENVS 306-3 Human Ecology
ENVS 309-3 Gender and Environmental Studies
 or GEOG 305-3 Political Ecology
 or GEOG 420-3 Geographies of Environmental Justice
ENVS 325-3 Global Environmental Change: Science and Policy
ENVS 326-3 Natural Resources, Environmental Issues and
 Public Engagement
FNST 304-3 Indigenous Environmental Philosophy
 or NREM 303-3 First Nations' Approaches to Resource
 Management
NREM 306-3 Society, Policy and Administration
 or POLS 344-3 Society, Policy and Administration of Natural
 Resources
POLS 302-3 How Government Works
 or POLS 320-3 Canadian Politics and Policy
POLS 303-3 Democracy and Dictatorship
POLS 370-3 Political Philosophy: Early Modernity to
 Post-Modernity
 or POLS 372-3 Theories of Justice
ENPL 401-3 Environmental Law
ENVS 440-(2-6) Internship
 or POLS 440-3 Internship I
ENVS 414-3 Environmental and Professional Ethics
ORTM 408-3 The Psychology of Recreation and Tourism
 or PSYC 408-3 Environmental Problems and Human
 Behaviour
POLS 400-(3-6) Classics in Political Philosophy
 or POLS 472-3 Seminar in Political Philosophy
POLS 413-3 Democracy, Citizenship and Human Rights
 or POLS 415-3 Comparative Northern Development

One of:

NRES 421-1 Professional Writing
and NRES 422-2 Undergraduate Report
or
NRES 430-6 Undergraduate Thesis

Elective and Academic Breadth

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

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

Joint Major in Environmental Studies and Political Science

The Joint Major in Environmental Studies and Political Science is for students who want both a broad understanding of environmental issues and the political knowledge needed to respond to those issues. The minimum requirement for completion of a Bachelor of Arts with

a Joint Major in Environmental Studies and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

~~100-Level~~

ANTH 102-3 Anthropology: A World of Discovery
or FNST 100-3 The Aboriginal Peoples of Canada
BIOL 110-3 Introductory Ecology
ENPL 104-3 Introduction to Planning
ENVS 101-3 Introduction to Environmental Citizenship
GEOG 101-3 Human Geographies of Global Change
INTS 100-3 Introduction to Global Studies
POLS 100-3 Contemporary Political Issues
GEOG 204-3 Introduction to GIS for the Social Sciences
or GEOG 205-3 Cartography and Geomatics
GEOG 206-3 Society and Space
~~INTS 205-3 Introduction to International Studies~~
~~POLS 100-3 Contemporary Political Issues~~
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity

Upper-Division Requirement

ENVS 306-3 Human Ecology
ENVS 309-3 Gender and Environmental Studies
or GEOG 305-3 Political Ecology
or GEOG 420-3 Geographies of Environmental Justice
ENVS 325-3 Global Environmental Change: Science and Policy
ENVS 326-3 Natural Resources, Environmental Issues and
Public Engagement
FNST 304-3 Indigenous Environmental Philosophy
or NREM 303-3 First Nations' Approaches to Resource
Management
NREM 306-3 Society, Policy and Administration
or POLS 344-3 Society, Policy and Administration of Natural
Resources
POLS 302-3 How Government Works
or POLS 320-3 Canadian Politics and Policy
POLS 303-3 Democracy and Dictatorship
POLS 370-3 Political Philosophy: Early Modernity to
Post-Modernity
or POLS 372-3 Theories of Justice
ENPL 401-3 Environmental Law
ENVS 440-(2-6) Internship
or POLS 440-3 Internship I
ENVS 414-3 Environmental and Professional Ethics
ORTM 408-3 The ~~Psychology~~ Psychology of Recreation and Tourism
or PSYC 408-3 Environmental Problems and Human
Behaviour
POLS 400-(3-6) Classics in Political Philosophy
or POLS 472-3 Seminar in Political Philosophy
POLS 413-3 Democracy, Citizenship and Human Rights and Diversity
or POLS 415-3 Comparative Northern Development

One of the following:

NRES 421-1 Professional Writing
and NRES 422-2 Undergraduate Report

or
NRES 430-6 Undergraduate Thesis

Elective and Academic Breadth

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

6. Authorization:

Program / Academic / Administrative Unit: Political Science and Environmental Studies

College: Arts, Social and Health Sciences

College Council Motion Number: Omnibus Motion: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

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

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.08

Moved by: W. Owen

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015

Date

Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201505.09

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to program requirements for the Joint Major in History/Political Science, on page 145 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The Department of Political Science has adopted a policy requiring all students majoring in political science to complete at least nine credits at the 400 level. The changes do not increase the overall number of required courses.

3. **Implications of the changes for other programs, etc., if applicable:**

The Chair of the Department of History has been consulted and has approved this change.

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

Joint Major in History/Political Science

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in History and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

HIST 190-3 World History to 1550
HIST 191-3 World History since 1550
POLS 100-3 Contemporary Political Issues
ECON 205-3 Statistics for Social and Management Sciences
or STAT 240-3 Basic Statistics
POLS 200-3 Canadian Government and Politics
POLS 202-3 Comparative Government and Politics
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

Nine credit hours of History at the 100 or 200 level.

Upper-Division Requirement

HIST 300-3 Historiography: The Nature of the Historical Discipline
POLS 303-3 Democracy and Dictatorship
POLS 320-3 Canadian Politics and Policy

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

Nine credit hours in Political Science at the 300 or 400 level.

Eighteen credit hours in History at the 300 or 400 level.

Elective and Academic Breadth

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

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

Joint Major in History/Political Science

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in History and Political Science is 120 credit hours.

Program Requirements

Lower-Division Requirement

HIST 190-3 World History to 1550

HIST 191-3 World History since 1550

POLS 100-3 Contemporary Political Issues

ECON 205-3 Statistics for the Social and Management Sciences
or STAT 240-3 Basic Statistics

POLS 200-3 Canadian Government and Politics

POLS 202-3 Canada in Comparative ~~Government and Politics~~ Perspective

POLS 270-3 Political Philosophy: Antiquity to Early Modernity

POLS 290-3 Research and Writing for Political Science

Nine credit hours of History at the 100 or 200 level.

Upper-Division Requirement

HIST 300-3 Historiography: The Nature of the Historical Discipline

POLS 303-3 Democracy and Dictatorship

POLS 320-3 Canadian Politics and Policy

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

Nine credit hours in Political Science at the ~~300 or~~ 400 level.

Eighteen credit hours in History at the 300 or 400 level.

Elective and Academic Breadth

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

6. Authorization:

Program / Academic / Administrative Unit: Political Science and History

Motion Number (assigned by
Steering Committee of Senate): S-201505.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to program requirements for the Joint Major in Global and International Studies/Political Science, in UNBC Senate motion # S-201411.09 passed on Nov. 26, 2014, be approved as proposed.

1. **Effective date:** September 2015

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

The Department of Political Science has adopted a policy requiring all students majoring in political science to complete at least nine credits at the 400 level. We have also updated the course options by adding some newly developed courses. Motions for two of the new courses (POLS 380 and POLS 480) are concurrent and the others have previously been approved. The changes do not increase the overall number of required courses.

3. **Implications of the changes for other programs, etc., if applicable:**

The Department of Global and International Studies has been consulted.

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

Joint Major in Global and International Studies/Political Science

Joint majors are designed for students interested in combining two related fields of study. They normally involve a specific set of course requirements selected to provide solid specialization in each of the two fields. The graduation requirements for a joint major can normally be met in four years of study.

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

Lower-Division Requirement

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

Upper-Division Requirement

INTS 310-3 Origins and Evolution of Our Globalizing World

Nine (9) credit hours of 300 or 400-level Global and International Studies courses.

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

Two of:

POLS 305-3 United States Politics
POLS 311-3 Russian Politics and Society
POLS 314-3 European Politics and Government
POLS 405-3 Topics in Society and Democracy
POLS 415-3 Comparative Northern Development

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

Language and Regional Studies Requirement

One of:

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

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

Elective and Academic Breadth

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

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

Joint Major in Global and International Studies/Political Science

~~Joint majors are designed for students interested in combining two related fields of study. They normally involve a specific set of course requirements selected to provide solid specialization in each of the two fields. The graduation requirements for a joint major can normally be met in four years of study.~~

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

Lower-Division Requirement

ECON 100-3 Microeconomics
or ECON 202-3 History of Economic Thought
ECON 101-3 Macroeconomics
ECON 205-3 Statistics for the Social and Management Sciences
or STAT 240-3 Basic Statistics
INTS 100-3 Introduction to Global Studies
INTS 210-3 Globalizations

POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
POLS 202-3 Canada in Comparative Perspective
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Research and Writing for Political Science

Upper-Division Requirement

INTS 310-3 Origins and Evolution of Our Globalizing World
~~Nine (9) Twelve additional credit hours of 300 or 400-level upper-division~~ Global and International Studies courses.
POLS 303-3 Democracy and Dictatorship
POLS 370-3 Political Philosophy: Early Modernity to Post-Modernity
~~POLS 303-3 Democracy and Dictatorship~~
~~Two One of the following:~~
POLS 305-3 United States Politics
POLS 309-3 Politics and Society in China
POLS 311-3 Russian Politics and Society
POLS 314-3 European Politics and Government
POLS 315-3 Contemporary Issues in the Circumpolar World
POLS 380-3 Law and Aboriginal Peoples
One of:
POLS 405-3 Topics in Society and Democracy
POLS 414-3 Comparative Federalism
POLS 415-3 Comparative Northern Development
POLS 480-3 Law and Politics in the Arctic
~~Fifteen additional credit hours of 300 or 400-level Global and International Studies and Political Science courses.~~
Six additional credit hours of 400-level Political Science courses
Six additional credit hours of upper-division Global and International Studies or Political Science courses

Language and Regional Studies Requirement

One of the following:

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

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

Elective and Academic Breadth

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

6. Authorization:

Program / Academic / Administrative Unit: Political Science and Global and International Studies

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

Motion Number (assigned by
Steering Committee of Senate): S-201505.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Joint Major in Political Science/Women Studies, on page 178-79 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The Department of Political Science has adopted a policy requiring all students majoring in political science to complete at least nine credits at the 400 level. The changes do not increase the overall number of required courses.

3. **Implications of the changes for other programs, etc., if applicable:**

The Chair of the Department of Women's Studies has been consulted and has approved this change.

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

Joint Major in Political Science/Women's Studies

The Political Science/Women's Studies Joint Major will equip students to understand the relationship between the study of the literature and its women's studies context. The degree will be particularly attractive to students who intend to pursue a career in teaching or further studies in Political Science or Women's Studies.

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in Political Science and Women's Studies is 120 credit hours.

Program Requirements

Lower-Division Requirement

POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
WMST 100-3 Introduction to Women's Studies
POLS 202-3 Comparative Government and Politics
ECON 205-3 Statistics for the Social and Management Sciences
or STAT 240-3 Basic Statistics
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 Reading and Writing for Political Science

Three additional Women's Studies courses at the 100 or 200 level.

Upper-Division Requirement

INTS 308-3 Gender and International Studies
POLS 320-3 Canadian Politics and Policy
POLS 370-3 Political Philosophy: Early Modernity to Post-Modernity
WMST 302-3 Women and the Contemporary World
WMST 307-3 Qualitative Research Methods
HIST 311-3 History of Feminism

Additional Requirement

Three additional courses selected from:

ANTH 401-3 Anthropological Perspectives on Inequality
ANTH 406-3 Feminist Perspectives in Anthropology
COMM 333-3 Women in Organizations
ECON 301-3 Women and the Economy
ENVS 309-3 Gender and Environment
FNST 407-3 First Nations Perspectives on Race, Class, Gender and Power
HIST 309-3 Women in Canada
HIST 453-3 Topics in the History of Gender
HIST 454-3 Topics in Women's History
NURS 412-3 Women and Health
SOCW 433-3 Women in the Human Services
SOCW 449-3 Gender Sexuality
WMST 303-3 Lesbian and Bisexual Lives
WMST 304-3 Contemporary Women's Writing in an International Frame
WMST 309-3 Gender and Film
WMST 312-3 Introduction to the History of Gender
WMST 401-3 Cultural Studies: Gender, Race, and Representation
WMST 410-3 Feminist Political Philosophy
WMST 411-3 Contemporary Feminist Theories
WMST 413-3 Topics in Aboriginal Women's Studies
WMST 420-3/
ENGL 410-3 Contemporary Women's Literature
WMST 498-(3-6) Selected Topics

Three of:

POLS 303-3 Democracy and Dictatorship
POLS 305-3 United States Politics
POLS 311-3 Russian Politics and Society
POLS 314-3 European Politics and Government
POLS 405-3 Topics in Society and Democracy
POLS 415-3 Comparative Northern Development

Elective and Academic Breadth

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

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

Joint Major in Political Science/Women's Studies

The Political Science/Women's Studies Joint Major ~~will~~ equips students to understand the relationship between the study of the literature and its women's studies context. The degree ~~will be~~ is particularly attractive to students who intend to pursue a career in teaching or further studies in Political Science or Women's Studies.

The minimum requirement for completion of a Bachelor of Arts with a Joint Major in Political Science and Women's Studies is 120 credit hours.

Program Requirements

Lower-Division Requirement

ECON 205-3 Statistics for the Social and Management Sciences **or STAT 240-3 Basic Statistics**

POLS 100-3 Contemporary Political Issues
POLS 200-3 Canadian Government and Politics
~~WMST 100-3 Introduction to Women's Studies~~
POLS 202-3 **Canada in Comparative Government and Politics Perspective**
~~ECON 205-3 Statistics for the Social and Management Sciences~~
~~or STAT 240-3 Basic Statistics~~
POLS 270-3 Political Philosophy: Antiquity to Early Modernity
POLS 290-3 ~~Reading~~ **Research** and Writing for Political Science
WMST 100-3 Introduction to Women's Studies

Three additional Women's Studies courses at the 100 or 200 level.

Upper-Division Requirement

HIST 311-3 History of Feminism

INTS 308-3 Gender and International Studies
POLS 320-3 Canadian Politics and Policy
POLS 370-3 Political Philosophy: Early Modernity to Post-Modernity
WMST 302-3 Women and the Contemporary World
WMST 307-3 Qualitative Research Methods
~~HIST 311-3 History of Feminism~~

Three additional Political Science courses (9 credit hours) at the 400 level.

Additional Requirement

Three additional courses selected from **the following**:

ANTH 401-3 Anthropological Perspectives on Inequality
ANTH 406-3 Feminist Perspectives in Anthropology
COMM 333-3 Women in Organizations
ECON 301-3 Women and the Economy
ENVS 309-3 Gender and Environment
FNST 407-3 First Nations Perspectives on Race, Class, Gender and Power
HIST 309-3 Women in Canada
HIST 453-3 Topics in the History of Gender
HIST 454-3 Topics in Women's History
NURS 412-3 Women and Health
SOCW 433-3 Women in the Human Services
SOCW 449-3 Gender **and** Sexuality
WMST 303-3 Lesbian and Bisexual Lives
WMST 304-3 Contemporary Women's Writing in an International Frame
WMST 309-3 Gender and Film
WMST 312-3 Introduction to the History of Gender
WMST 401-3 Cultural Studies: Gender, Race, and Representation
WMST 410-3 Feminist Political Philosophy
WMST 411-3 Contemporary Feminist Theories
WMST 413-3 Topics in Aboriginal Women's Studies
WMST 420-3/ **ENGL 410-3 Contemporary Women's Literature**
~~ENGL 410-3 Contemporary Women's Literature~~

WMST 498-(3-6) Selected Topics in Women's Studies

Three of:

- ~~POLS 303-3 Democracy and Dictatorship~~
- ~~POLS 305-3 United States Politics~~
- ~~POLS 311-3 Russian Politics and Society~~
- ~~POLS 314-3 European Politics and Government~~
- ~~POLS 405-3 Topics in Society and Democracy~~
- ~~POLS 415-3 Comparative Northern Development~~

Elective and Academic Breadth

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

6. Authorization:

Program / Academic / Administrative Unit: Political Science and Women's Studies

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

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

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.11

Moved by: W. Owen **Seconded by:** W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature _____

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

Motion Number (assigned by
Steering Committee of Senate): S-201505.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the course title for POLS 360-3, Politics of Public Finance, on page 280 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** May 2015

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

The new title is intended to be more attractive to local government officials who may be interested in the Public Administration Certificate Program. The course is a component of that certificate.

3. **Implications of the changes for other programs, etc., if applicable:**

None.

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

POLS 360-3 Politics of Public Finance This course examines budgeting with a particular focus on local government. Topics include assessment, taxation collection, the development of local budgets, provincial and federal government transfers and long-term financial planning.

Prerequisites: Upper-division standing or permission of the instructor
Precluded: POLS 260-3

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

POLS 360-3 ~~Politics of Public~~ Local Government Finance This course examines budgeting with a particular focus on local government. Topics include assessment, taxation collection, the development of local budgets, provincial and federal government transfers, and long-term financial planning.

Prerequisites: Upper-division standing or permission of the instructor
Precluded: POLS 260-3

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

Program / Academic / Administrative Unit: Political Science

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

Motion Number (assigned by
Steering Committee of Senate): S-201505.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the prerequisites for POLS 400-3 Classics in Political Philosophy, on page 280 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The addition of prerequisite options is intended to make the course more attractive to potential students.

3. **Implications of the changes for other programs, etc., if applicable:**

None.

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

POLS 400-3 Classics in Political Philosophy This course provides a close analysis of a classic treatise in political philosophy. Texts vary yearly. The course may be repeated for a maximum of six credit hours with permission of the instructor.

Prerequisites: POLS 370-3, or permission of instructor

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

POLS 400-3 Classics in Political Philosophy This course provides a close analysis of a classic treatise in political philosophy. Texts vary yearly. The course may be repeated for a maximum of ~~six~~ 6 credit hours with permission of the instructor.

Prerequisites: PHIL 205-3, POLS 270-3, PHIL 305-3 or POLS 370-3, or permission of instructor

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

Program / Academic / Administrative Unit: Political Science

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

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

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

Motion Number (assigned by
Steering Committee of Senate): S-201505.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the preclusion for POLS 600-3 Classics in Political Philosophy, on page 139 of the 2014/2015 graduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The preclusion of POLS 400-3 is unnecessary because the text examined in the course varies yearly. The course may be repeated for credit, for the same reason.

3. **Implications of the changes for other programs, etc., if applicable:**

None.

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

POLS 600-3 Classics in Political Philosophy This course provides a close analysis of a classic treatise in political philosophy. Texts vary yearly.
Precluded: POLS 400-3

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

POLS 600-3 Classics in Political Philosophy This course provides a close analysis of a classic treatise in political philosophy. Texts vary yearly. ~~The course may be repeated for a maximum of 6 credit hours with permission of the instructor,~~
Precluded: POLS 400-3

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

Program / Academic / Administrative Unit: Political Science

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

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

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

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.14

Moved by: D. Ryan

Seconded by: W. Schwab

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201505.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the preclusion for POLS 627-3 Ethics and Public Affairs, on page 139 of the 2014/2015 graduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The preclusion of POLS 427-3 is necessary because the courses are usually offered together and the content is similar each year.

3. **Implications of the changes for other programs, etc., if applicable:**

None.

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

POLS 627-3 Ethics and Public Affairs This course is an exploration ~~is an~~ **explores** of the ethical foundations of domestic and foreign policy-making in contemporary democratic states. Special emphasis is placed on the tension that frequently arises between moral idealism and political realism in the conduct of public affairs.

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

POLS 627-3 Ethics and Public Affairs This course is an exploration of the ethical foundations of domestic and foreign policy making in contemporary democratic states. Special emphasis is placed on the tension that frequently arises between moral idealism and political realism in the conduct of public affairs.

Precluded: POLS 427-3

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

Program / Academic / Administrative Unit: Political Science

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

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

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

Motion Number (assigned by
Steering Committee of Senate): S-201505.16

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the preclusion for POLS 672-3 Seminar in Political Philosophy, on page 139 of the 2014/2015 graduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The preclusion of POLS 472-3 is unnecessary because the research projects undertaken by students vary with each offering of the course. The course may be repeated for credit, for the same reason.

3. **Implications of the changes for other programs, etc., if applicable:**

None.

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

POLS 672-3 Seminar in Political Philosophy This is a participatory seminar in which students are guided through the process of conducting a research project in political philosophy. Topics are chosen according to students' interests.
Precluded: POLS 472-3

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

POLS 672-3 Seminar in Political Philosophy This ~~is a~~ participatory seminar ~~in which students are guided~~ guides students through the process of conducting a research project in political philosophy. Topics are chosen according to students' interests. The course may be repeated for a maximum 6 credit hours with permission of the instructor.
Precluded: POLS 472-3

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

Program / Academic / Administrative Unit: Political Science

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 16, 2015

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

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

Motion Number (assigned by
Steering Committee of Senate): **S-201505.17**

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the preclusion for POLS 698-3 Special Topics in Political Science, on page 140 of the 2014/2015 graduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The preclusion of POLS 498-3 is unnecessary because the topic of the course varies between offerings. The course may be repeated for credit, for the same reason.

3. **Implications of the changes for other programs, etc., if applicable:**

None.

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

POLS 698-3 Special Topics in Political Science This course provides students with in-depth knowledge of a specialized topic in political science. The topic of the course will be noted on the transcript. Credit available for both POLS 498-3 and ANTH 698-3 provided the topic differs substantively between offerings.

Prerequisites: Permission of the instructor

Precluded: POLS 498-3

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

POLS 698-3 Special Topics in Political Science This course provides students with in-depth knowledge of a specialized topic in political science. The topic of the course will be noted on the transcript. ~~Credit is available for both POLS 498-3 and ANTH 698-3 provided if the topic differs substantively between offerings.~~ POLS 698 may be repeated for credit if the subject matter differs ~~substantively~~ **substantially**.

Prerequisites: Permission of the instructor

Precluded: POLS 498-3

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

Program / Academic / Administrative Unit: Political Science

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC2015.04.16.03

College Council Approval Date: April 15, 2015

Motion Number (assigned by
Steering Committee of Senate): S-201505.18

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Geography GIS Minor on pages 138 of the 2014-2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The Geography GIS Minor lists a number of Computer Science courses in its list of required and choice courses. As a result of past Computer Science curriculum changes, there is a need to update the courses listed in the Minor. A summary of the changes is as follows:

Course name changes:

From: CPSC 126-3 Introduction to Computer Systems
To: CPSC 126-3 Introduction to Computing

From: CPSC 350-3 Computer Graphics
To: CPSC 350-3 Introduction to Computer Graphics

Course deletions:

CPSC 422-3 Database Systems
CPSC 440-3 Computer Networks

Course additions:

CPSC 324-3 Introduction to Database Systems

CPSC 344-3 Data Communications and Networking
or COMM 353 Business Data Communications and Networking
or CPSC 444-3 Computer Networks

The net result is more flexibility on student choice.

3. **Implications of the changes for other programs, etc., if applicable:**

As students seek to add this Minor to their degree experience at UNBC, the changes may increase student numbers in the identified Computer Science and Geography courses. The changes have all been reviewed with Computer Science, their Program Chair, and their Curriculum Chair.

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

Minor in GIS (Geographic Information Systems)

The aim of the minor is to provide a level of competence in, and exposure to, a combination of courses in Geographic Information Systems and Computer Science technologies. This grouping is designed to serve both majors in NRES programs and in Computer Science. Combining these selected courses in Geography and Computer Science will provide a level of proficiency in geographic data processing and analysis suitable for careers in the GIS industry.

The three required Geography courses are the core of the minor, along with four additional courses selected from a list of GIS courses and Computer Science courses, of which CPSC 110-3 (Introduction to Computer Systems and Programming), CPSC 126-3 (Introduction to Computer Systems), and CPSC 350-3 (Introduction to Computer Graphics) are aimed at those not majoring in Computer Science.

A maximum of two courses (six credit hours) at or above the 200 level used to fulfill program requirements for a major or another minor may also be used to fulfill requirements for a minor in GIS.

The minimum requirement for the completion of the minor in GIS is 21 credit hours, of which at least 12 must be upper-year credits.

Requirements

GEOG 205-3	Cartography and Geomatics
GEOG 300-3	Geographic Information Systems
GEOG 432-3	Remote Sensing

Four (4) from the courses listed below, to include at least one (1) in GEOG/ENPL and two (2) in CPSC:

GEOG 204-3	Introduction to GIS for the Social Sciences
ENPL 303-3	Spatial Planning with GIS
GEOG 413-3	Advanced GIS
GEOG 457-3	Advanced Remote Sensing
CPSC 100-4	Computer Programming I
or CPSC 110-3	Introduction to Computer Systems and Programming
CPSC 126-3	Introduction to Computer Systems
CPSC 270-3	Human Interface Design
CPSC 350-3	Computer Graphics
CPSC 422-3	Database Systems
CPSC 440-3	Computer Networks

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

Minor in GIS (Geographic Information Systems)

The aim of the minor is to provide a level of competence in, and exposure to, a combination of courses in Geographic Information Systems and Computer Science technologies. ~~This grouping is designed to serve both majors in NRES programs and in Computer Science.~~ Combining these selected courses in Geography and Computer Science will provide a level of proficiency in geographic data processing and analysis suitable for careers in the GIS industry.

The three required Geography courses are the core of the minor, along with four additional courses selected

from a list of GIS courses and Computer Science courses, ~~of which~~ CPSC 110-3 (Introduction to Computer Systems and Programming), CPSC 126-3 (~~Introduction to Computer Systems~~ Introduction to Computing), and ~~CPSC 350-3 (Introduction to Computer Graphics)~~ and CPSC 344-3 (Data Communications and Networking) are aimed at those not majoring in Computer Science.

A maximum of two courses (six 6 credit hours) at or above the 200 level used to fulfill program requirements for a major or another minor may also be used to fulfill requirements for a minor in GIS.

The minimum requirement for the completion of the minor in GIS is 21 credit hours, of which at least 12 credit hours must be upper-year credits.

Requirements

GEOG 205-3	Cartography and Geomatics
GEOG 300-3	Geographic Information Systems
GEOG 432-3	Remote Sensing

Four (~~4~~) courses from the ~~courses~~ listed below, to include at least one (~~1~~) in GEOG/ENPL and two (~~2~~) in CPSC:

GEOG 204-3	Introduction to GIS for the Social Sciences
ENPL 303-3	Spatial Planning with GIS <u>Geographical Information Systems (GIS)</u>
GEOG 413-3	Advanced GIS
GEOG 457-3	Advanced Remote Sensing
CPSC 100-4	Computer Programming I
or CPSC 110-3	Introduction to Computer Systems and Programming
CPSC 126-3	Introduction to Computer Systems <u>Introduction to Computing</u>
CPSC 270-3	Human Interface Design
<u>CPSC 324-3</u>	<u>Introduction to Database Systems</u>
CPSC 350-3	Computer Graphics <u>Introduction to Computer Graphics</u>
CPSC 422-3	Database Systems
CPSC 440-3	Computer Networks
<u>CPSC 344-3</u>	<u>Data Communications and Networking</u>
or COMM 353-3	Business Data Communications and Networking
or CPSC 444-3	Computer Networks

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

Program / Academic / Administrative Unit: Geography

College: College of Science and Management

College Council Motion Number: CSAM Consent Motion 2015:04:09:03

College Council Approval Date: April 9, 2015

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

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.18

Moved by: D. Ryan

Seconded by: P. Siakaluk

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201505.19

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the program requirements for the Public Administration and Community Development major on pages 134-136 of the 2014-2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The PACD major has proven to be robust and valuable to graduates. As it is built upon the course offerings from academic units across the university, from time to time it requires updating to account for changes that those other academic units have made to their courses and the scheduling of those courses. The changes under this motion to the PACD major were made for 6 reasons:

- Course names had been changed by their respective academic units in earlier Calendar revisions (17 instances)
- Course numbers were changed by their respective academic units in earlier Calendar revisions (4 instances)
- Courses were removed from the Calendar by their respective academic units in earlier Calendar revisions (4 instances)
- Courses were added to increase student choice and to account for course scheduling (26 instances)
- Course swap (POLS 302 was moved to Public Administration choices and POLS 403 was moved to Required Upper Division courses) because of the regularity of course offerings.
- One course was deleted (FNST 440-3-6 Internship)
- One course was deleted due to challenges around prerequisites (1 instance)
- To correct the count of needed Upper Division electives

3. **Implications of the changes for other programs, etc., if applicable:**

Summary of changes by Academic Unit:

Anthropology

Course substitution: ANTH 102 for ANTH 101; ANTH 101 was deleted from calendar by Anthropology
ANTH 421 course added to provide additional choice

Commerce

COMM 300 course added to provide additional choice

Economics

ECON 120 course added to provide additional choice

ECON 210 course number changed by Economics

ECON 305 course name changed by Economics

ECON 331 course added to provide additional choice

ECON 401 course deleted due to challenges around prerequisites

Environmental Planning

ENPL 305 course added to provide additional choice

ENPL 319 course number changed by Environmental Planning

ENPL 401 course added to provide additional choice

Environmental Studies

ENVS 101 course added to provide additional choice

ENVS 326 course added to provide additional choice

First Nations Studies

FNST 304 course name changed by First Nation Studies

FNST 451 course added to provide additional choice

Geography

GEOG 101 course name changed by Geography

GEOG 200 course added to provide additional choice

GEOG 202 course name changed by Geography

GEOG 206 course name changed by Geography

GEOG 301 course added to provide additional choice

GEOG 305 course name changed by geography

GEOG 308 course name changed by Geography

GEOG 401 course name changed by Geography

GEOG 403 course name changed by Geography

GEOG 426 course added to provide additional choice

History

HIST 215 course added to provide additional choice

HIST 360 course added to provide additional choice

HIST 390 course added to provide additional choice

Political Science

POLS 220 course removed from calendar by Political Science

POLS 255 course added to provide additional choice

POLS 290 course name changed by Political Science

POLS 302 course name changed by Political Science

POLS 316 course name changed by Political Science

POLS 335 course removed from calendar by Political Science

POLS 434 course added to provide additional choice

Outdoor Recreation and Tourism Management

ORTM 100 course name changed by Outdoor Recreation and Tourism Management

ORTM 200 course name changed by Outdoor Recreation and Tourism Management

ORTM 310 course number changed by Outdoor Recreation and Tourism Management

Social Work

- SOCW 201 course added to provide additional choice
- SOCW 455 course moved to provide additional choice
- SOCW 457 course added to provide additional choice

Nature of consultation:

Between November 28 and 29, 2014, a copy of the draft motion and a cover email explaining the changes was sent to the Chairs of each affected academic unit (listed above) as well as the Student Advisor responsible for Geography.

On January 26, 2015, a reminder email together with the draft motion (and the earlier email explaining the changes) was again sent to the Chairs of each affected academic unit listed above.

In summary, I heard from 9 of the impacted programs and the Student Advisor. Only ANTH and COMM did not get back to me.

NOTE: This motion includes FNST courses and should be referred to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

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

Major in Public Administration and Community Development

The Public Administration and Community Development major gives students the skills required to function within a range of groups, organizations, and offices. The graduate is able to interact with appropriate professionals, receive their input and reports, and collate a wide range of information and material in service of their group/organization/office. Skills in analysis and synthesis are complemented by an ability to work cooperatively and effectively, and an ability to communicate clearly through written, oral, and graphic mediums.

The Public Administration and Community Development major requires completion of 120 credit hours, 48 of which must be at the upper-division level. At the lower-division level, students must take the seven required courses and a minimum of one course from each of the seven categories. At the upper-division level, students must take the four required courses and a minimum of one course from each of the seven categories. To complete the 120 credit hours, students must take 45 credit hours of electives, of which 18 credit hours must be at the upper-division level.

It is possible for students to organize their course choices (categories and electives) to achieve a "specialization" of course work. An Area of Specialization requires 24 credit hours (eight courses) in one of the following:

- Specialization in Local Public Administration
- Specialization in Aboriginal Community Development
- Specialization in Planning

Program Requirements

Lower-Division Requirements

Required:

COMM 100-3	Introduction to Canadian Business
ECON 100-3	Microeconomics
ECON 101-3	Macroeconomics
ENPL 104-3	Introduction to Planning
FNST 100-3	Aboriginal Peoples of Canada
GEOG 101-3	Human Geography
POLS 100-3	Contemporary Political Issues

Select ONE course from each category below:

Community:

GEOG 206-3	Social Geography
GEOG 209-3	Migration and Settlement
FNST 217-3	Contemporary Challenges Facing Aboriginal Communities

Public Administration:

ECON 110-3	Introduction to Health Economics and Policy
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Governance:

HIST 257-3	Public Law in Canada
POLS 200-3	Canadian Government and Politics
POLS 257-3	Public Law in Canada

First Nations:

ENPL 208-3	First Nations Community and Environmental Planning
FNST 249-3	Aboriginal Resource Planning

Methods:

ECON 205-3	Statistics for the Social and Management Sciences
ENPL 204-3	Principles and Practices of Planning
ENPL 206-3	Planning Analysis and Techniques
FNST 200-3	Methods and Perspectives in First Nations Studies
FNST 203-3	Introduction to Traditional Environmental Knowledge
GEOG 204-3	Introduction to GIS for the Social Sciences
GEOG 205-3	Cartography and Geomatics

Economic:

COMM 230-3	Organizational Behaviour
ECON 203-3	Canadian Economic History
GEOG 202-3	Economic Geography
ORTM 200-3	Sustainable Resource Recreation and Tourism

General:

ANTH 101-3	People and Cultures
ARTS 102-3	Research Writing
COMM 240-3	Introduction to Marketing
POLS 290-3	Research and Writing in Political Science
ORTM 100-3	Leisure in Life

Upper-Division Requirements

Required:

ENPL 313-3	Rural Community Economic Development
POLS 302-3	Canadian Public Administration

POLS 332-3 Community Development
GEOG 424-3 Social Geography of Northern Communities

Select ONE course from each category below:

Community:

ANTH 316-3 The Social Theory and Structure of Contemporary Canadian Society
COMM 302-3 Entrepreneurship
ENPL 301-3 Sustainable Communities: Structure and Sociology
ORTM 407-3 Recreation, Tourism, and Communities
SOCW 437-3 Social Work with Groups and Communities

Public Administration:

ENPL 304-3 Mediation, Negotiation, Public Participation
POLS 344-3 Society, Policy, and Administration of Natural Resources
POLS 351-3 Local Services and Public Policy
POLS 360-3 Politics of Public Finance
POLS 403-3 Social and Health Policy and Administration
SOCW 435-3 Community Social Policy

Governance:

ANTH 410-3 Theory of Nation and State
GEOG 305-3 Political Geography
POLS 316-3 Community Government and Politics
POLS 320-3 Canadian Politics and Policy
POLS 333-3 Politics and Government of BC
POLS 350-3 Law and Municipal Government

First Nations:

ANTH 404-3 Comparative Study of Indigenous Peoples of the World
ENPL 409-3 Advanced First Nations Community and Environment Planning
FNST 304-3 First Nations Environmental Philosophy and Knowledge
GEOG 403-3 Aboriginal Geography
NREM 303-3 First Nations Approaches to Resource Management
ORTM 306-3 Indigenous Tourism and Recreation
POLS 415-3 Comparative Northern Development
SOCW 455-3 First Nations Governance and Social Policy

Methods:

ENPL 419-3 Social Research Methods
FNST 300-3 Research Methods in First Nations Studies
ORTM 410-3 Research Methods and Analysis

Economic:

COMM 303-3 Introduction to International Business
ECON 305-3 Environmental Economics
ECON 401-3 Global Economy
ECON 407-3 The Economy of Northern BC
GEOG 401-3 Resource Geography

General:

COMM 332-3 Business and Professional Ethics
COMM 340-3 Marketing Communications
COMM 342-3 Services Marketing
ENVS 414-3 Environmental and Professional Ethics

FNST 440-3-6	Internship in First Nations Studies
FNST 498-3	Special Topics in First Nations Studies
GEOG 308-3	Introduction to Medical Geography
GEOG 420-3	Geographies of Environmental Justice
POLS 327-3	Leadership and Ethics in Local Government

Areas of Specialization

It is possible for students to organize their course choices (areas and electives) to achieve an Area of Specialization of course work. For the PACD major, completion of a specialization requires 24 credit hours (eight courses) from one of the following:

- Specialization in Local Public Administration
- Specialization in Aboriginal Community Development
- Specialization in Planning

Area of Specialization in Local Public Administration:

* Students choosing this Area of Specialization should be aware that UNBC also offers a Public Administration Certificate through the Department of Political Science, as well as a First Nations Public Administration Certificate through the Department of First Nations Studies.

Lower-Division course choices

COMM 100-3	Introduction to Canadian Business
COMM 230-3	Organizational Behaviour
POLS 220-3	Canadian Law and Aboriginal People
POLS 290-3	Research and Writing in Political Science

Upper-Division course choices

POLS 316-3	Community Government and Politics
POLS 320-3	Canadian Politics and Policy
POLS 327-3	Leadership and Ethics in Local Government
POLS 333-3	Politics and Government of BC
POLS 335-3	Community Politics
POLS 350-3	Law and Municipal Government
POLS 351-3	Local Services and Public Policy
POLS 360-3	Politics of Public Finance
POLS 403-3	Social and Health Policy and Administration

Area of Specialization in Aboriginal Community Development:

Lower-Division course choices

ENPL 208-3	First Nations Community and Environmental Planning
FNST 200-3	Methods and Perspectives in First Nations Studies
FNST 203-3	Introduction to Traditional Environmental Knowledge
FNST 217-3	Contemporary Challenges Facing Aboriginal Communities
FNST 249-3	Aboriginal Resource Planning
POLS 220-3	Canadian Law and Aboriginal People

Upper-Division course choices

ANTH 404-3	Comparative Study of Indigenous Peoples of the World
COMM 302-3	Entrepreneurship

ENPL 409-3	Advanced First Nations Community and Environment Planning
FNST 300-3	Research Methods in First Nations Studies
FNST 304-3	First Nations Environmental Philosophy and Knowledge
FNST 416-3	International Perspective
FNST 440-(3-6)	Internship in First Nations Studies
FNST 498-3	Special Topics in First Nations Studies
GEOG 403-3	Aboriginal Geography
NREM 303-3	First Nations Approaches to Resource Management
ORTM 306-3	Indigenous Tourism and Recreation

Area of Specialization in Planning:

* It should be noted that the Area of Specialization in Planning does not lead to an accredited planning degree. The School of Environmental Planning offers a professional accredited Canadian Institute of Planner degree. Refer to the calendar for further information.

Required courses

ENPL 104-3	Introduction to Planning
ENPL 204-3	Principles and Practices of Planning
ENPL 301-3	Sustainable Communities: Structure and Sociology
ENPL 304-3	Mediation, Negotiation, Public Participation

Four of the following:

ENPL 206-3	Planning Analysis and Techniques
ENPL 208-3	First Nations Community and Environmental Planning
ENPL 313-3	Rural Community Economic Development
ENPL 409-3	Advanced First Nations Community and Environment Planning
ENPL 419-3	Social Research Methods

Elective and Academic Breadth Requirement

45 elective credit hours in any subject as necessary to ensure completion of a minimum of 120 credit hours (at least 18 of these elective hours must be at the 300 or 400 level) including any additional credit hours necessary to meet the Academic Breadth requirement of the University (see [Academic Regulation 15](#)).

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

Major in Public Administration and Community Development

The Public Administration and Community Development major gives students the skills required to function within a range of groups, organizations, and offices. ~~The graduate~~ Graduates are able to interact with appropriate professionals, receive their input and reports, and collate a wide range of information and material in service of their group/organization/office. Skills in analysis and synthesis are complemented by an ability to work cooperatively and effectively, and an ability to communicate clearly through written, oral, and graphic ~~mediums~~ media.

The Public Administration and Community Development major requires completion of 120 credit hours, 48 of which must be at the ~~upper-division~~ division level. At the ~~lower-division level~~ division, students must take the seven required courses and a minimum of one course from each of the seven categories. At the ~~upper-division level~~ division, students must take the four required courses and a minimum of one course from each of the seven categories. To complete the 120 credit hours, students must take 45 credit hours of electives, of which ~~18~~ 15 credit hours must be at the ~~upper-division~~ division

level division.

It is possible for students to organize their course choices (categories and electives) to achieve a "specialization" of course work. An Area of Specialization requires **eight courses** (24 credit hours) ~~(eight courses)~~ in one of the following:

- Specialization in Local Public Administration
- Specialization in Aboriginal Community Development
- Specialization in Planning

Program Requirements

Lower-Division Requirements

Required:

COMM 100-3	Introduction to Canadian Business
ECON 100-3	Microeconomics
ECON 101-3	Macroeconomics
ENPL 104-3	Introduction to Planning
FNST 100-3	Aboriginal Peoples of Canada
GEOG 101-3	Human Geography <u>Human Geographies of Global Change</u>
POLS 100-3	Contemporary Political Issues

Select ONE course from each category below:

Community:

GEOG 206-3	Social Geography <u>Society and Space</u>
GEOG 209-3	Migration and Settlement
FNST 217-3	Contemporary Challenges Facing Aboriginal Communities

Public Administration:

ECON 440-3 <u>ECON 210-3</u>	Introduction to Health Economics and Policy
<u>POLS 255-3</u>	<u>Introduction to Law in Canada</u>
<u>SOCW 201-3</u>	<u>Introduction to Social Welfare</u>

Governance:

<u>ENVS 101-3</u>	<u>Introduction to Environmental Citizenship</u>
HIST 257-3	Public Law in Canada
POLS 200-3	Canadian Government and Politics
POLS 257-3	Public Law in Canada

First Nations:

ENPL 208-3	First Nations Community and Environmental Planning
<u>FNST 200-3</u>	<u>Perspectives in First Nations Studies</u>
FNST 249-3	Aboriginal Resource Planning
or ENPL 208-3	<u>First Nations Community and Environmental Planning</u>
<u>HIST 215-3</u>	<u>Global History of Indigenous People</u>

Methods:

ECON 205-3	Statistics for the Social and Management Sciences
ENPL 204-3	Principles and Practices of Planning
ENPL 206-3	Planning Analysis and Techniques
FNST 200-3	Methods and Perspectives in First Nations Studies
FNST 203-3	Introduction to Traditional Environmental Knowledge

GEOG 204-3 Introduction to GIS for the Social Sciences
GEOG 205-3 Cartography and Geomatics

Economics:

COMM 230-3 Organizational Behaviour
ECON 203-3 Canadian Economic History
GEOG 202-3 Economic Geography of Resources and Sustainability
ORTM 200-3 Sustainable ~~Resource~~ Outdoor Recreation and Tourism

General:

~~ANTH 101-3~~ People and Cultures
~~ANTH 102-3~~ Anthropology: A World of Discovery
ARTS 102-3 Research Writing
COMM 240-3 Introduction to Marketing
~~ECON 120-3~~ Globalization and the World's Economies
POLS 290-3 Research and Writing ~~in~~ for Political Science
~~ORTM 100-3~~ Leisure in Life Foundations of Outdoor Recreation and Tourism

Upper-Division Requirements

Required:

ENPL 313-3 Rural Community Economic Development
~~POLS 302-3~~ Canadian Public Administration
POLS 332-3 Community Development
~~POLS 403-3~~ Social and Health Policy and Administration
GEOG 424-3 Social Geography of Northern Communities

Select ONE course from each category below:

Community:

ANTH 316-3 The Social Theory and Structure of Contemporary Canadian Society
COMM 302-3 Entrepreneurship
ENPL 301-3 Sustainable Communities: Structure and Sociology
~~GEOG 301-3~~ Cultural Geography
ORTM 407-3 Recreation, Tourism, and Communities
~~POLS 434-3~~ Resource Communities in Transition
SOCW 437-3 Social Work with Groups and Communities
~~SOCW 457-3~~ Individual and Community Wellness

Public Administration:

~~COMM 330-3~~ Human Resources Management
ENPL 304-3 Mediation, Negotiation, Public Participation
~~ENPL 401-3~~ Environmental Law
~~POLS 302-3~~ How Government Works
POLS 344-3 Society, Policy, and Administration of Natural Resources
POLS 351-3 Local Services and Public Policy
POLS 360-3 Politics of Public Finance
~~POLS 403-3~~ Social and Health Policy and Administration
SOCW 435-3 Community Social Policy
~~SOCW 455-3~~ First Nations Governance and Social Policy

Governance:

ANTH 410-3 Theory of Nation and State
~~ENVS 326-3~~ Natural Resources, Environmental Issues and Public Engagement

GEOG 305-3	Political Geography <u>Ecology</u>
POLS 316-3	Community <u>Municipal Government and Politics</u>
POLS 320-3	Canadian Politics and Policy
POLS 333-3	Politics and Government of BC
POLS 350-3	Law and Municipal Government

First Nations:

ANTH 404-3	Comparative Study of Indigenous Peoples of the World
ENPL 409-3	Advanced First Nations Community and Environment Planning
FNST 304-3	First Nations <u>Indigenous Environmental Philosophy and Knowledge</u>
GEOG 403-3	Aboriginal Geography <u>First Nations and Indigenous Geography</u>
<u>GEOG 426-3</u>	<u>Geographies of Culture, Rights and Power</u>
<u>HIST 390-3</u>	<u>Aboriginal People in Canada</u>
NREM 303-3	First Nations Approaches to Resource Management
ORTM 306-3	Indigenous Tourism and Recreation
POLS 415-3	Comparative Northern Development
SOCW 455-3	First Nations Governance and Social Policy

Methods:

<u>ANTH 421-3-6</u>	<u>Ethnographic Field Methods</u>
<u>ENPL 305-3</u>	<u>Environmental Impact Assessment</u>
ENPL 419-3 <u>319-3</u>	Social Research Methods
FNST 300-3	Research Methods in First Nations Studies
ORTM 410-3 <u>310-3</u>	Research Methods and Analysis

Economics:

COMM 303-3	Introduction to International Business
ECON 305-3	Environmental Economics <u>and Environmental Policy</u>
ECON 401-3	Global Economy
<u>ECON 331-3</u>	<u>Forest Economics</u>
ECON 407-3	The Economy of Northern BC
GEOG 401-3	<u>Tenure, Conflict and Resource Geography</u>

General:

COMM 332-3	Business and Professional Ethics
COMM 340-3	Marketing Communications
COMM 342-3	Services Marketing
ENV5 414-3	Environmental and Professional Ethics
FNST 440-3-6	Internship in First Nations Studies
<u>FNST 451-3</u>	<u>Traditional Use Studies</u>
FNST 498-3	Special Topics in First Nations Studies
<u>GEOG 200-3</u>	<u>British Columbia: People and Places</u>
GEOG 308-3	Introduction to Medical Geography <u>Environments of Health and Care</u>
GEOG 420-3	Geographies of Environmental Justice
<u>HIST 360-3</u>	<u>An Introduction to Environmental History</u>
POLS 327-3	Leadership and Ethics in Local Government

Areas of Specialization

It is possible for students to organize their course choices (areas and electives) to achieve an Area of Specialization of course work. For the PACD major, completion of a specialization requires eight courses (24 credit hours) (~~eight courses~~) from one of the following:

- Specialization in Local Public Administration

- Specialization in Aboriginal Community Development
- Specialization in Planning

Area of Specialization in Local Public Administration:

* Students choosing this Area of Specialization should be aware that UNBC also offers a Public Administration Certificate through the Department of Political Science, as well as a First Nations Public Administration Certificate through the Department of First Nations Studies.

Lower-Division course choices

COMM 100-3	Introduction to Canadian Business
COMM 230-3	Organizational Behaviour
POLS 220-3	Canadian Law and Aboriginal People
<u>POLS 255-3</u>	<u>Introduction to Law in Canada</u>
POLS 290-3	Research and Writing in Political Science

Upper-Division course choices

POLS 316-3	Community <u>Municipal</u> Government and Politics
POLS 320-3	Canadian Politics and Policy
POLS 327-3	Leadership and Ethics in Local Government
POLS 333-3	Politics and Government of BC
POLS 335-3	Community Politics
POLS 350-3	Law and Municipal Government
POLS 351-3	Local Services and Public Policy
POLS 360-3	Politics of Public Finance
POLS 403-3	Social and Health Policy and Administration

Area of Specialization in Aboriginal Community Development:

Lower-Division course choices

ENPL 208-3	First Nations Community and Environmental Planning
FNST 200-3	Methods and Perspectives in First Nations Studies
FNST 203-3	Introduction to Traditional Environmental Knowledge
FNST 217-3	Contemporary Challenges Facing Aboriginal Communities
FNST 249-3	Aboriginal Resource Planning
<u>or ENPL 208-3</u>	<u>First Nations Community and Environmental Planning</u>
POLS 220-3	Canadian Law and Aboriginal People

Upper-Division course choices

ANTH 404-3	Comparative Study of Indigenous Peoples of the World
COMM 302-3	Entrepreneurship
ENPL 409-3	Advanced First Nations Community and Environment Planning
FNST 300-3	Research Methods in First Nations Studies
FNST 304-3	First Nations <u>Indigenous</u> Environmental Philosophy and Knowledge
FNST 416-3	International Perspective
FNST 440 (3-6)	Internship in First Nations Studies
<u>FNST 451-3</u>	<u>Traditional Use Studies</u>
FNST 498-3	Special Topics in First Nations Studies
GEOG 403-3	Aboriginal <u>First Nations and Indigenous</u> Geography
<u>HIST 390-3</u>	<u>Aboriginal People in Canada</u>
NREM 303-3	First Nations Approaches to Resource Management
ORTM 306-3	Indigenous Tourism and Recreation
<u>SOCW 455-3</u>	<u>First Nations Governance and Social Policy</u>

Area of Specialization in Planning:

* It should be noted that the Area of Specialization in Planning does not lead to an accredited planning degree. The School of Environmental Planning offers a professional accredited Canadian Institute of Planner degree. Refer to the calendar for further information.

Required courses

ENPL 104-3	Introduction to Planning
ENPL 204-3	Principles and Practices of Planning
ENPL 301-3	Sustainable Communities: Structure and Sociology
ENPL 304-3	Mediation, Negotiation, Public Participation

Four of the following:

ENPL 206-3	Planning Analysis and Techniques
ENPL 208-3	First Nations Community and Environmental Planning
<u>ENPL 305-3</u>	<u>Environmental Impact Assessment</u>
ENPL 313-3	Rural Community Economic Development
<u>ENPL 401-3</u>	<u>Environmental Law</u>
ENPL 409-3	Advanced First Nations Community and Environment Planning
ENPL 419-3 <u>319-3</u>	Social Research Methods
<u>ENVS 326-3</u>	<u>Natural Resources, Environmental Issues and Public Engagement</u>

Elective and Academic Breadth Requirement

45 **Forty-five** elective credit hours in any subject as necessary to ensure completion of a minimum of 120 credit hours (at least **18 15** of these elective **credit** hours must be at the 300 or 400 level) including any additional credit hours necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

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

Program / Academic / Administrative Unit: Geography

College: College of Science and Management

College Council Motion Number: CSAM Consent Motion 2015:04:09:03

College Council Approval Date: April 9, 2015

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

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

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.19

Moved by: D. Lightfoot

Seconded by: K. Smith

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201505.20

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the undergraduate calendar entry for the School of Business (BCOMM Program) on page 68 in the PDF calendar accessible on the UNBC web page of the 2014/2015 graduate / undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015
2. **Rationale for the proposed revisions:** Some BCOMM students leave MATH 150 and MATH 152, courses which are requirements for all BCOMM students, until late in their programs and then run into difficulties in meeting requirements for graduation or are unable to take senior level BCOMM courses which have MATH 150 or MATH 152 as prerequisites. As well, in these cases (which are all too frequent) weaknesses in Mathematics skills are only identified by the Business and Mathematics Department Chairs relatively late in the students' programs, often too late for effective remedial help with the Academic Success Centre, Academic Resource Centre, Business student advisor or other supports set up by the university to assist students in academic difficulty. This calendar change will allow the Chairs to identify students in difficulty relatively early in their BCOMM Programs and steer them to student support services before they encounter upper-division courses that require MATH 150 and 152 as pre-requisite. This calendar change will result in higher student success rates and higher levels of student retention in the BCOMM Program.
3. **Implications of the changes for other programs, etc., if applicable:** The Chair of the School of Business has consulted with the Mathematics Chair and they have developed this calendar change jointly.

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

Common Requirements for all Business Students

Note: Students enrolling in any course required for a major in the Bachelor of Commerce degree must have completed all prerequisite courses with a minimum of "C-" or better. In exceptional circumstances the Program Chair may waive this requirement on a case by case basis.

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

Common Requirements for all Business Students

Note: Students enrolling in any course required for a major in the Bachelor of Commerce degree must have completed all prerequisite courses with a minimum of "~~C-~~ C- or better. BCOMM students can only register in 300- and 400-level BCOMM courses when MATH 150-3 and MATH 152-3 are completed with a minimum grade of "~~C-~~ C- or better. In exceptional circumstances the Program Chair may waive these requirements ~~on a case by case basis.~~

Motion Number (assigned by
Steering Committee of Senate): S-201505.21

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new Bachelor of Commerce Honours Program be approved as proposed.

A. General Information

Program Title: Bachelor of Commerce (BCOMM) Honours

Program Objectives: To provide an option for BCOMM students who are interested in pursuing graduate studies in business. Most BCOMM students are interested in pursuing professional careers, but there are occasional students who will enter the BCOMM with an interest in pursuing a research career or who have acquired an interest during their BCOMM Program in pursuing graduate studies and a research career after graduation. The BCOMM Honours Program is meant to connect these students with interested professors in the School of Business who can help to better prepare them for entry into and successful completion of research-based graduate studies.

Credential upon Completion of the Program: Bachelor of Commerce Honours

Program Offering the Degree: School of Business

Proposed Start Date: September 2015

Suggested Institutional Priority: High. The School of Business is presently serving only one type of undergraduate student, one who wishes to directly enter the business world after graduation as a certified accountant or human resource manager, marketing manager, and so on. There is no provision in the current program structure of the School of Business for undergraduate students to take on a BCOMM Program with an emphasis on the research role. Providing this option should increase enrolments in the School of Business and will also provide research professionals for the North who can take up unfilled positions in education, non-for-profits, government agencies and departments, industry, and business.

Relationship of Proposed Program to the Mandate of the Institution: The proposed BCOMM Honours Program fits very well with the mandate described in the UNBC Undergraduate Calendar under the heading "Research At UNBC":

"The University of Northern British Columbia prides itself on being a small institution with a large research mandate and presence. ...The principal research values of UNBC are: excellence, innovation, social and economic relevance, and interdisciplinarity. The goals of research at UNBC are to contribute to the advancement of knowledge, and to stimulate economic growth and diversification in ways that are sustainable and that have widespread social support. The research programs of students and faculty often occur in partnership with community groups, industry, government agencies, and other interested parties. This is particularly true of the disciplines which engage heavily in research on issues that are of direct relevance to the rural and remote communities, their supporting industries and social structures, and the boreal and northern regions."

(from page 14 of the PDF version of the UNBC Undergraduate Calendar)

Implications for the Cooperative Education Option: This BCOMM Honours Program is not appropriate to Cooperative Education because the research experience gained pursuant to the program will be with professors at UNBC rather than with external organizations.

B. Program Description

General Calendar Description:

BCOMM Honours

Students in the BCOMM Honours Program must complete all requirements for the ~~BCOMM~~ **BComm** in their major(s) of choice. In addition, the students must successfully complete ~~six~~ **6** credit hours of COMM 497-(3-6) Honours Thesis. The Honours Thesis must be conducted under the supervision of a faculty member with PhD qualifications. Entry to the Honours Program takes place after the end of the second year of ~~BCOMM~~ **BComm** studies (~~i.e. i.e.~~, upon completion of at least 60 credit hours) and requires a minimum GPA of 3.33 calculated on the last 60 credit hours completed at the time of declaration to the Honours Program. Prospective ~~BCOMM~~ **BComm** Honours Students must have successfully completed MATH 150-3, MATH 152-3, CPSC 250-3, and ECON 205-3, or their equivalents, before they will be considered for entry to the ~~BCOMM~~ **BComm** Honours Program. Attaining a minimum GPA of 3.33 in the first two years of the ~~BCOMM~~ **BComm** does not guarantee entry to the Honours Program, which ~~will be is~~ at the discretion of the Department. To remain in the Honours Program students must maintain a minimum ~~semester~~ **Semester** GPA of 3.33 to be calculated at the end of each semester ~~as well as~~ **and** receive no grade lower than a C+ in any course after entry to the Honours Program.

Curriculum: Students in the BCOMM Honours Program must complete all requirements for the BCOMM in their major(s) of choice. In addition, the students must successfully complete six credit hours of COMM 497-(3,6) Honours Thesis. The minimum requirement for completion of a BSc Honours in Business Administration is 120 credit hours which includes six credit hours of COMM 497-(3,6) Honours Thesis.

Specialties within Program: Students will complete an Honours thesis as appropriate to the area of concentration of their faculty supervisor, including but not limited to, the Majors in the Business Program: Accounting, Finance, Marketing, International Business, General Business and Human Resources Management.

Related Programs at Other Institutions: The Honours degree in Business Administration at Simon Fraser University is a non-research program that gives students "additional depth" in their area of concentration, rather than research skills. UBC has a "Commerce Scholars Program" which serves the function of a BCOMM Honours at their Business School. The University of Victoria's Business School does not have a BBA or BCOMM Honours Program option. There does appear to be a unique niche for a BCOMM Honours Program that is dedicated to business-related research at UNBC when we are compared to the Business Programs at the other three research-intensive universities in British Columbia.

Relation to Existing Programs: The proposed BCOMM Honours will direct highly-qualified graduates of our undergraduate business program into our existing Master of Science Program in Business Administration.

Articulation Arrangement: None

Consultations with Other Institutions: None. There does not appear to be a substantive basis for such discussions with other research-intensive universities in British Columbia given the uniqueness of this

proposal.

C. Need for Program

Enrolment Projections: Given the small number of PhD-level faculty in the School of Business (8.5 tenured and tenure-track members) potentially available to supervise Honour's students in the School of Business, the enrolment in this program must be capped at a maximum of 10 students per year. Given the present orientation of students entering the BCOMM Program, i.e., toward professional roles in business, it is unlikely at any rate that the number of students wishing to pursue the BCOMM Honours option would reach 10 in any one year.

Cultural, Social and Economic Needs: According to the *British Columbia Labour Market Outlook* published by WorkBC over one million total job openings are expected to 2022 in this province. About 34% of these forecasted job openings will require a university degree. A number of the Top 60 occupations requiring post-secondary education and training to the university level, i.e., the "A" level of occupational skill, are in business or management. The expansion in job opportunities for British Columbia is most pronounced in the Northwest and North Coast/Nechako regions which are primary catchment areas for UNBC (see pages 16 and 17 of the British Columbia 2022 Labour Market Outlook).

Labour Market Demands: The British Columbia 2022 Labour Market Outlook lists the Top 60 jobs that will be most demand up to the year 2022. Three of these jobs are well suited to graduates coming directly out of our proposed BCOMM Honours Program: Professional occupations in business management consulting (4,200 job opening in BC to 2022), Professional occupations in advertising, marketing and public relations (3,400 openings to 2022), and Business development officers and marketing researchers and consultants (2,600 openings). If the student taking the BCOMM Honours moves on to complete graduate work at UNBC or elsewhere two additional types of job openings from the Top 60 list become available: College and other vocational instructors (6,200 openings to the year 2022), and university professors and lecturers (4,800 openings). The job prospects for BCOMM Honours graduates are excellent, regardless of whether the BCOMM Honours is the terminal degree or the student pursues further studies in graduate school after completing the BCOMM Honours.

Other Benefits: By engaging highly qualified undergraduate students in research with School of Business faculty at a relatively early stage the BCOMM Honours will help the UNBC School of Business further expand its research footprint in three targeted areas over the next ten years: Marketing, Finance, and Business Informatics.

D. Faculty

Faculty list:

Steven Cronshaw, Professor and Chair
Waqar Haque, Professor (cross-listed with Computer Science)
Sungchul Choi, Associate Professor
Balbinder Deo, Associate Professor
Rick Tallman, Associate Professor
Jing Chen, Assistant Professor
Reza Chowdhury, Assistant Professor
Elizabeth Croft, Assistant Professor
Xin Ge, Associate Professor

Expected Teaching Loads: It is expected that interested faculty in the School of Business might take on 1-2 BCOMM Honours students in supervision of their Honours theses.

Research Funding: BCOMM students who work with a faculty member having grant funds in the faculty member's area of research might receive some research support from those funds.

E. Program Delivery

Distance Learning Components: None

Class Size and Structure: BCOMM Honours students will be supervised on a 1-to-1 basis by their faculty supervisors.

Experiential Learning: There will be a substantial amount of experiential learning provided to BCOMM Honours students through close supervisory and mentoring relationships with faculty members.

F. Program Resources

Administrative Requirements: No additional requirements

Operating Requirements: No additional requirements

Capital Requirements: No additional requirements

Start-up Costs: None

Special Resource Requirements: A dedicated lab space for BCOMM Honours students with at least one computer work station, e.g., to run statistical analyses and simulations, is needed.

G. Library Resource Requirements (See attached form) **(complete Library form in this folder and submit with motion form)**

H. Evaluation

Academic Quality of Program: High

Methods of Internal Institutional Review: Regular five-year external program reviews of the UNBC School of Business

Relevant External Program Experts: The School of Business anticipates that adjunct faculty members will be added to our faculty list over the next five years who could serve as additional resources for supervising BCOMM Honours students.

I. Miscellaneous

Special Features: This proposed BCOMM Honours Program is well aligned with UNBC priorities for research-intensiveness and experiential learning.

Attachment Pages (in addition to required Library Form): 1

J. Authorization

College: Science and Management

College Council Motion Number: CSAM Omnibus Motion 2015:04:09:05

College Council Approval Date: April 9, 2015

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.21

Moved by: T Whitcombe

Seconded by: D. Ryan

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

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: Bachelor of Commerce Honours Program

G. Library Resource Requirements (to be completed by Librarians)

Subscription to periodicals and e-resources are adequate to support a BComm Honours degree.

The current library monograph holdings are inadequate to support a BComm Honours degree. There are a number of areas that do not have current holdings. An addition of ~100 books is required to strengthen weak areas of the collection. See attached "BComm Honours Library Evaluation" document for details.

A **one-time allocation of \$7500** is required as well as **ongoing allocation of \$5000/yr**. The School of Business will provide a one-time allocation of \$7500 and the Library will allocate \$5000 annually for business and management books.

1. Space Requirements:

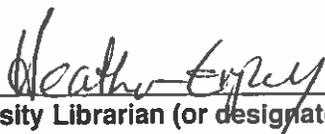
- a) holdings:
- b) study / work:

2. Library Administrative Support Requirements:

3. Capital Requirements (other than new course-specific):

4. Holdings Requirements (List all new courses that carry new holdings requirements, and include total cost):

Areas of the monograph collection that need strengthening include: Human Resources, Management, Business Ethics, Accounting, Marketing, Business Mathematics, Business Communications, Management Information Systems and Data Mining. An additional ~100 monographs would suffice to strengthen these areas at an approximate one-time cost of \$7500. See attached "BComm Honours Library Evaluation" document for details.



University Librarian (or designate) signature



Date

Introduction:

A full analysis of the “Commerce” collection was performed to determine the state of our collection as it relates to the implementation of the undergraduate honours program (COMM 497). The following conclusions are based on library monograph allocations and age of collection reports.

Conclusions Drawn from Analysis:

The monograph collection has been underfunded for the last five (5 years), which has had a detrimental effect on the library’s ability to support the implementation of the honours program. In past years (in consultation with the School of Business) it was determined that emphasis should be placed on the acquisition of journals and databases. As a result the monograph budget was reduced. This decision has had a negative impact on the “Commerce” monograph collection as a whole rendering the collection out of date and insufficient in its growth to meet the current and future research needs of students and faculty by the end of the decade.

Recommendation:

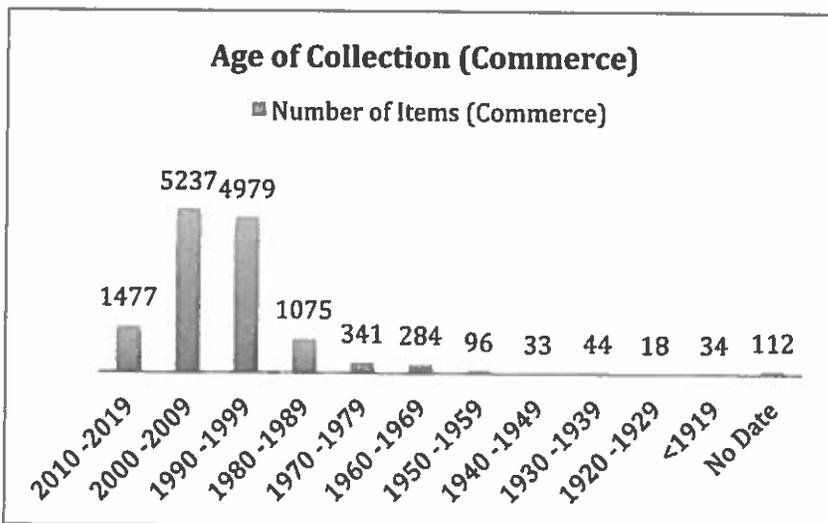
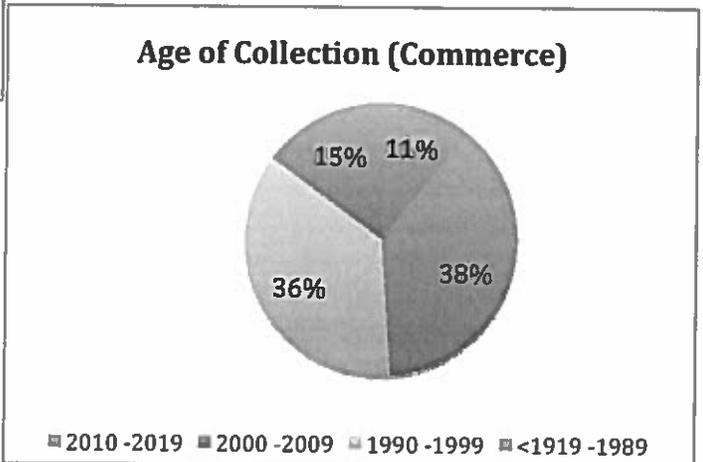
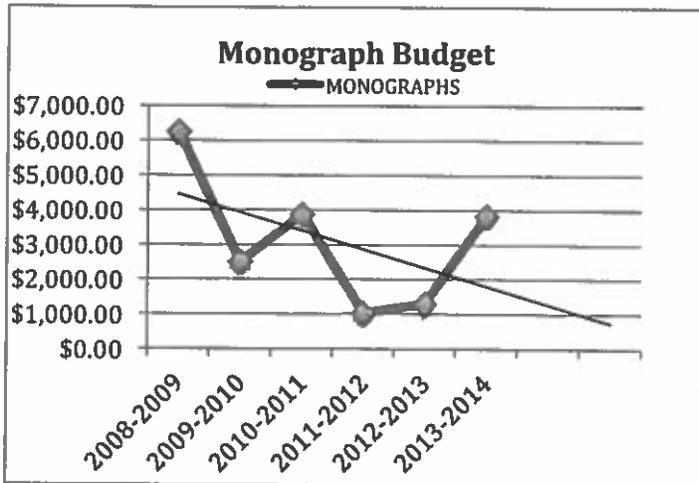
It is recommended that additional funds be added to the Commerce monograph collection in order to ensure that the collection is current and relevant.

Specific areas of the collection that require strengthening are: Human Resources (Personnel Management), Management, Business Ethics, Accounting, Marketing, Business Mathematics, Business Communications, Management Information Systems and Data Mining. The number of titles collected in these areas is 50% below the number of titles that should have been acquired, as we are half way through the decade. These areas are integral to the B. Comm. degree, (especially the Honours degree), but are weak in terms of currency as the budget emphasis has been on journals and database subscriptions over the last five years. An estimated 700 volumes is recommended to strengthen these areas. However, given that the average cost of a business or management book is \$65 USD¹, this would require an allocation of \$45,500. Realistically, ~100-120 volumes would suffice to strengthen these collection areas to an adequate level, which would require an approximate one-time allocation of \$7,500. To ensure the collection maintains its currency, I recommend that the ongoing allocation for business and management books be not less than \$5000/yr.

The ongoing budget allocation to maintain currency can be accommodated within the existing Library Acquisitions budget but may require consultation with the Business Dept. as to reallocation of resources. However, the Library will require a one-time allocation of \$7,500 to strengthen the currently weak areas.

¹ Lynden, F. C. (2015). U.S. College Book Price Information, 2014. Choice, 52:8, 1278-1281.

Monograph Allocations	
COMM	MONOGRAPHS
2008-2009	\$6,243.37
2009-2010	\$2,496.33
2010-2011	\$3,860.98
2011-2012	\$1,032.35
2012-2013	\$1,299.05
2013-2014	\$3,825.48



Motion Number (assigned by
Steering Committee of Senate): S-201505.22

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course COMM 497-(3,6) Honours Thesis in Business Administration be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September, 2015
2. **Academic Program:** School of Business (BCOMM Program)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** COMM 497-(3,6)
4. **Course Title: Honours Thesis in Business Administration**
5. **Goal(s) of Course:** To provide opportunities for students registered in the proposed BCOMM Honours Program to develop, test and write up research in business administration under the supervision of a PhD-qualified faculty member in the UNBC School of Business. The Honours Thesis will give these students an initial experience in conducting high-quality theory-driven research under the supervision and mentorship the faculty member and is intended as the capstone experience for the students in the BCOMM Program that will lead to further graduate studies in business or a career in business administration that relies heavily on the interpretation and application of research findings to solve organizational problems, e.g., finance and marketing analysts.

6. Calendar Course Description:

~~Students who have been admitted to and enrolled in the BCOMM Honours Program will in their 4th year of study~~ pursue an independent research study under the supervision of a ~~PHD~~ **PhD**-qualified faculty member in the School of Business. ~~The students will~~ present the results of their thesis research to members of the School of Business and other interested members of the university community.

7. **Credit Hours:** 3,6 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?

Yes* _____ No X

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

8. **Contact Hours (per week):** As mutually arranged between student and supervisor
9. **Prerequisites (taken prior):** Prospective BCOMM Honours Students must have successfully completed MATH 150, MATH 152, CPSC 250-3, and ECON 205-3, or their equivalents, before they will be considered for entry to the BCOMM Honours Program.
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:** PASS/FAIL
15. **Course to be offered:** each semester X
each year
alternating years
16. **Proposed text / readings:** As assigned by supervisor and appropriate to the topic of the Honours Thesis.

B. Significance Within Academic Program

1. **Anticipated enrolment** 5 BCOMM Honours students per year
2. **If there is a proposed enrolment limit, state the limit and explain:** An absolute limit of 10 students per year can be admitted to the BCOMM Honours per year due to the limited number of available PhD-qualified faculty in the School of Business
3. **Required for:** Completion of Bachelor of Commerce Honours Program
4. **Elective in:** Not applicable
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?** Bachelor of Commerce Honours
8. **What other courses are being proposed within the Program this year?** None
9. **What courses are being deleted from the Program this year?** Some HRM-related courses will be deleted – paperwork is in preparation

C. Relation to Other Program Areas

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** None
2. **Is a preclusion required?** Yes _____ No X
3. **If there is an overlap, and no preclusion is required, please explain why not:** N/A
4. **Has this overlap been discussed with the Program concerned?** N/A
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?**

Yes _____ No X

D. Resources required

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**
 - i. **College Staffing:** None
 - ii. **Space (classroom, laboratory, storage, etc.):** Office space for housing computer work station (see below)
 - iii. **Library Holdings:** See attached form (complete "Library Holdings" Form and submit with motion form)
 - iv. **Computer (time, hardware, software):** A dedicated computer work station for mathematical simulations and statistical analyses

- E. **Additional Attached Materials:** Not Applicable

F. Other Considerations

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

2. **Other Information:** N/A

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

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

1. **College(s):** Science and Management

2. **College Council Motion Number(s):** CSAM Omnibus Motion 2015:04:09:05

3. **College Council Approval Date(s):** April 9, 2015

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.: SCAAF201505.22

Moved by: T. Whitcombe

Seconded by: B. Schorcht

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

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

PROPOSED NEW COURSE: COMM 497-3,6 Honours Thesis

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

a) Are current library holdings adequate? Yes _____ No X

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

Subscriptions to periodicals and e-resources are adequate to support a BComm Honours degree.

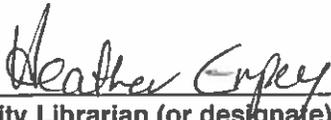
The current library monograph holdings are inadequate to support a BComm Honours degree as there are a number of areas that do not have current holdings. An addition of ~100 books is required to strengthen weak areas of the collection.

Areas of the monograph collection that need strengthening include: Human Resources, Management, Business Ethics, Accounting, Marketing, Business Mathematics, Business Communications, Management Information Systems and Data Mining. An additional ~100 monographs would suffice to strengthen these areas at an approximate one-time cost of \$7500.

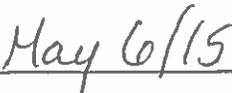
See attached "BComm Honours Library Evaluation" document for details.

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

A one-time allocation of \$7500 is required as well as ongoing allocation of \$5000/yr. The School of Business will provide a one-time allocation of \$7500 and the Library will allocate \$5000 annually for business and management books.



University Librarian (or designate) signature



Date

Motion Number (assigned by
Steering Committee of Senate): S-201505.23

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the proposed new bilateral exchange agreement between Kangwon National University, Republic of South Korea be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: Kangwon National University (KNU) is located in Chuncheon in the Republic of Korea which is about one hour East of Seoul. KNU provides a safe and affordable study environment and provides many socio-cultural experiences through their Buddy program wherein a Korean student is assigned to all exchange students. KNU's academic terms are in alignment with the UNBC academic calendar. The International Education department recommends that the proposed agreement be approved as a further step to increasing UNBC's International efforts in additional countries. An MOU between UNBC and KNU was signed October 10, 2014.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: not applicable

Implications for Other Programs / Faculties? none

College: not applicable

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.23

Moved by: K. Smith

Seconded by: D. Lightfoot

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

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

**An Agreement of Cooperation Between
Kangwon National University, Republic Korea
and
the University of Northern British Columbia, Canada**

I. Preamble

Kangwon National University (KNU) and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate up to **three (3) students** annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Dean of Academic & Students Affairs at Kangwon National University

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Kangwon National University will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Kangwon National University student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Kangwon National University.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the Kangwon National University or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled

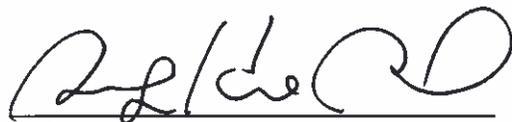
in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.



Dr. Shin Seung Ho
President

Date: Apr. 8, 2015

Kangwon National University
Gangwon-Do, Republic of Korea

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

University of Northern British Columbia
Prince George, BC, Canada

Motion Number (assigned by
Steering Committee of Senate): S-201505.24

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to renew the bilateral Exchange Agreement between University of Northern British Columbia and ESGCV – Groupe ESG, France, be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The bilateral Exchange agreement between our two institutions has been in effect since 2007 and is an active exchange agreement. This agreement was one of the recommended agreements to renew made from Dr. Owen in his Memorandum on Renewing and Ending International Agreements from March 2013.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.24

Moved by: K. Smith

Seconded by: D. Lightfoot

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date

Chair's Signature

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

An Agreement of Cooperation Between
ESGCV - Groupe ESG, France
and
the University of Northern British Columbia, Canada

I. Preamble

ESGCV here after known as Groupe ESG and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate only one (1) student annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Head of International Mobility at Groupe ESG

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Groupe ESG will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Groupe ESG student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Groupe ESG.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the Groupe ESG or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

For the University of Northern British Columbia

Mr Gavin Browne
Head of International Mobility

Date: _____

For ESGCV-Groupe ESG

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the Dual University/High School Credit Memorandum of Understanding between the University of Northern British Columbia and School District 57 (Prince George) be approved as proposed.

Effective Date: September 2015

Rationale: Building off of the existing Dual High School/University Credit admission regulation, the goal of the dual university/high school credit initiative is to encourage high-achieving secondary school students in School District 57 (Prince George) to continue to be engaged in their high school programming, be challenged in their studies and experience a university environment first-hand. The program is designed to both enhance UNBC recruitment initiatives with the School District and to support retention initiatives by engaging students in a post-secondary environment early in their academic careers. Once the groundwork is laid with SD 57, dual credit initiatives could be facilitated with other school districts within the UNBC Region.

Motion proposed by: Troy Hanschen, Registrar & Secretary to Senate

Academic Program: Office of the Registrar

Implications for Other Programs / Faculties? The potential for increased enrolment in a select list of first-year courses

College: Both

College Council / Committee Motion Number:

College Council / Committee Approval Date:

Attachment Pages (if applicable): 20* pages

*Pages 1-5: Memorandum of Understanding and Appendix A to MOU (For Approval by SCAAF)

*Pages 6-20: Dual Credit Application Package & Course List (For the Information of SCAAF)



School District No. 57
(Prince George)

Memorandum of Understanding

University of Northern British Columbia and School District 57 Dual Credit Collaboration Agreement

Purpose

As signatories to the Memorandum of Understanding, the University of Northern British Columbia (UNBC) and School District 57 (SD57) agree to collaborate under the spirit set out within the BC Ministry of Education's Dual Credit initiative. This agreement will allow northern students to benefit from integrated and comprehensive learning opportunities in a number of academic areas.

Principles of the Agreement

UNBC and SD57 agree to collaborate to ensure a successful transition of students from secondary to post-secondary education. In so doing, both UNBC and SD57 will observe the following principles:

- The needs of students are paramount;
- The autonomy of UNBC and SD57 will be respected, including recognition and respect for educational values, policies, collective agreements, strategic plans, and operational processes;
- Communication, discussion, and dialogue between parties will be open and ongoing;
- The division of resources to support this activity will be equitable; and
- Course rigour and safety will not be compromised; therefore, SD57 students will be expected to work under the same regulations, policies and performance expectations as any post-secondary student at UNBC.

Objectives of the Partnership

The Partnership between UNBC and SD57 will aim to:

- Enhance the academic success and transition for secondary school students moving to a post-secondary environment;
- Utilize courses that provide dual credit towards secondary school graduation and post-secondary credentials;

- Collaborate to develop and execute a plan for the advertising and promotion of dual credit opportunities;
- Collaborate to develop and execute joint professional development opportunities;
- Review and revise the Services and Financial Agreement (Appendix A) at the end of each calendar year.

As a partner to this agreement SD 57 agrees to:

- Provide opportunity for representatives from UNBC to visit appropriate forums at their schools to disseminate information about UNBC degree programs;
- Actively promote opportunities for their students to participate in the agreed to dual credit programs;

As a partner to this agreement, UNBC agrees to:

- Accept current Grade 12 students, as set out in the approved “Dual High School/University Credit” admission requirement, meeting published prerequisite requirements into the appropriate courses at UNBC;
- apply appropriate grades and credit, in full, to students enrolled in the UNBC/SD57 Dual Credit Partnership;
- Provide SD57 with official UNBC transcripts (free of charge) at the end of each UNBC semester in order to facilitate the transfer of credit to SD57 students.

All parties agree to update the other with respect to changes in their courses and programs that are anticipated or approved.

All parties agree to make information about this agreement available to their respective relevant institutional departments and students

Implementation of this agreement will be through the Registrar’s Office at UNBC and School District 57.

Commitment to Students

Beginning in the 2015-2016 academic year, UNBC and SD57, by mutual agreement, will establish opportunities in academic programs that lead to the completion of undergraduate courses at the University of Northern BC that can be applied as dual credit to students enrolled in School District 57.

Should the agreement expire or not continue, UNBC and SD57 commit to making arrangements so that students may complete the courses in the manner expected upon admission.

Terms of Agreement

The agreement is in effect as of the date signed and remains in effect until June 2020. UNBC and SD57 will review this agreement on an annual basis. Any institution must provide written notice of termination of the agreement by the end of September before the next academic year. As the program is a collaborative program between UNBC and SD 57, the partner institutions will share information concerning student applications, admissions, registrations, academic standings, and grades, in compliance with the *BC Freedom of Information and Protection of Privacy Act* and with the policies and procedures of the University of Northern British Columbia and School District 57.

Signed this day _____

Mr. Tony Cable
Chair, Board of Education
School District 57 (Prince George)

Dr. Daniel Weeks
President and Vice-Chancellor
University of Northern British Columbia



School District No. 57
(Prince George)

Memorandum of Understanding

University of Northern British Columbia and School District 57 Dual Credit Collaboration Agreement

Appendix A Services and Financial Agreement

The following services, financial arrangements, and access for students with disabilities apply for the duration of the agreement. These arrangements will be reviewed, amended, and mutually agreed upon on an annual basis throughout the life of this agreement.

UNBC agrees to deliver university level courses and provide related services, as follows:

- To Provide a list of courses* open to registration each semester by eligible SD57 Dual Credit students;
- Courses will be delivered face-to-face at UNBC's Prince George Campus during the September and January semesters of each year;
- Eligible SD57 Dual Credit students will have full access to UNBC's services, including but not limited to:
 - Student Advising
 - Library Services
 - Academic Success Centre
 - Academic Resource Centre
 - Student Life
 - Health & Wellness Centre
- Delivery of an Orientation Day prior to the start of each semester to ensure eligible SD57 Dual Credit students are well prepared for their university-level experience.
- SD57 Students will be considered UNBC students and as such have full access to UNBC facilities and are full members of the Northern Undergraduate Student Society.

*Final schedule of courses eligible for Dual Credit registration will be determined in consultation with School District 57.

School District 57 agrees to:

- Arrange and support students in completing the application and admission process;
- Promote the Dual Credit agreement and listed courses in each secondary school course selection guide with an aim to achieving targeted enrolment goals

Access for Students with Disabilities

UNBC and School District 57 recognize that they have a shared responsibility to ensure that all students have access to the UNBC/SD 57 Dual Credit Program. As such each school in SD 57 and the UNBC Access Resource Centre agree to work together to provide services for those students with documented disabilities.

Students with disabilities must be able to work within the support structures at UNBC. The UNBC Access Resource Centre staff will consult with School District 57 personnel on a case-by-case basis to ensure a coordinated effort to provide resources, services, and supports to students are provided, as appropriate.

Parents/Guardians of SD 57 students with disabilities will be encouraged to provide a copy of a student's Individual Education Plan (IEP) in order to facilitate a seamless transition of services and supports to UNBC.

Financial Arrangement

School District 57:

- School District 57 will pay all associated tuition and course costs at the same rate as other UNBC students, as applicable, including the following:
 - Tuition (up to 4 credit hours per semester at \$167.03/credit hour)
 - Lab Fees, Course Fees, Field Trip Fees (up to \$75/semester)

University of Northern British Columbia

- The University of Northern British Columbia will be responsible for all associated Ancillary and Northern Undergraduate Student Society fees at the same rate as other UNBC students, including (as per <http://www.unbc.ca/finance/accounts-receivable/fees-unbc>):
 - Student ID Card Fee
 - Intramural, Recreation, and Fitness Fee
 - Building Fee
 - PGPIRG Fee
 - Student Services Fee
 - Intervarsity and Junior Varsity Fee
 - NUGSS Student Society Fee
 - CFUR Student Radio Fee
 - WUSC Refugee Fee
 - U-Pass
 - Over the Edge Newspaper Fee

School District 57 Students

- School District 57 Dual Credit Students will be responsible to pay all associated costs for books and other course supplies at the same rate as other UNBC students.

Signed this day _____

Mr. Brian Pepper, Superintendent of Schools
School District 57 (Prince George)

Dr. Daniel Weeks, President & Vice-Chancellor
University of Northern British Columbia

2. ADMISSION ROUTES

UNBC/School District 57 Dual Credit Program

3. UNBC ACCESS RESOURCE CENTRE

Do you have a documented disability? Yes No

*If "Yes", provide a copy of your current disability documentation and SD 57 Individual Education Plan (IEP)

4. ACADEMIC HISTORY

Secondary Schools Attended (list most recent first)

From (mm-yy)	To (mm-yy)	Name of School	Location (City/Province)	Level Completed

Include a Transcript from your current secondary school with the application package

5. DECLARATION

I hereby declare that the information I have submitted in this Application for Admission is correct and true. I understand that completion of this signed application permits UNBC and/or SD 57 to request and/or confirm any information necessary to support my Application for Admission; that submission of any false statement or documents will result in the immediate cancellation of admission or registration to the University of Northern British Columbia and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

6. INFORMATION RELEASE STATEMENT

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of UNBC and SD 57. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence by UNBC and/or SD 57 for research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records, and the obligatory reporting of student data to external bodies respect the absolute confidentiality of student information.

As the program is a collaborative program between UNBC and SD 57, I authorize the institutions to share information concerning my application, admission, registration, academic standing and grades.

I have read and understand the statements contained in the "Declaration" and "Information Release Statement" sections above.

Signature of Applicant

Date

7. AUTHORIZATION TO ACT ON BEHALF OF APPLICANT

You may wish to authorize someone to act on your behalf with respect to application status, registrations, financial information/activities, transcripts or graduation. If you wish to designate someone to act on your behalf, please provide the following information (please print clearly):

Name of Designate

Relationship



School District No. 57
(Prince George)

UNBC/SCHOOL DISTRICT 57

DUAL CREDIT PROGRAM

APPLICATION PACKAGE

UNBC/School District 57

Dual High School/University Credit Program

School District 57 students in grade 12 who are in good standing, and have the recommendation from their principal or guidance counsellor, may enroll with UNBC in order to earn credits that can be used jointly as elective credits towards high school graduation and as first year university credit towards a degree. This program is designed to allow high school students the opportunity to gain first-hand experience in a university-level course while at the same time earning credits towards their high school diploma. High school students who successfully complete a course(s) can also apply the credits earned towards their future university degree. The courses offered to School District 57 students will be first-year UNBC courses. In order to qualify for dual credit, the British Columbia Ministry of Education requires that the course be approved by a representative of School District 57 before the student registers for the course.

High school students wishing to take a UNBC course to obtain Dual Credit must be in grade 12 at the time that they begin their studies and must be in good academic standing at the time of application to the UNBC/SD 57 Dual Credit Program. In addition, students must obtain the signature of their principal (or counsellor) and a parent or guardian (if under 18 years old) indicating that they are capable of successfully completing a university level course.

While students may take up to three courses from UNBC for Dual Credit, they may only take one course at a time. Upon completion of the course, a transcript will be mailed to the student and to the high school. It should be noted that successful completion of a Dual High School/University Credit course does not guarantee future admission to UNBC

For Further Information:

UNBC Student Recruitment & Advising Centre

Telephone: 250.960.6306
Email: unbc4u@unbc.ca
Web: unbc4u.unbc.ca

University of Northern British Columbia and School District 57

Dual Credit Application Package

Enclosed within this package is all of the information that you will need to apply to the School District 57 and University of Northern British Columbia's Dual Credit program. Follow the steps closely and make sure that you fill out all of the required information before submitting your application to UNBC.

CHECKLIST TO FOLLOW:

Step 1: Working With Your School & Parent/Guardian

- Download the UNBC/SD57 Dual Credit Application package from your school website
- Meet with your Counsellor to discuss the Dual Credit program opportunities that are available to you.
- Complete the following parts of the UNBC/SD57 Dual Credit application package:
 - UNBC/SD57 Dual Credit Application Form
 - Freedom of Information Release
 - Parent/Guardian Statement

Any questions can be directed to your Secondary School Counsellor or a UNBC Student Recruitment Officer

Step 2: Working With Your Counsellor

- Complete the following parts of the UNBC/SD57 Dual Credit application package with your Counsellor:
 - Counsellor Statement
 - School District Sponsorship Agreement
 - UNBC Access Resource Centre "Information for Students With Disabilities" (if applicable)
- Have your Counsellor forward the completed Application Package and a copy of your high school transcript to the UNBC Admissions Office (admissions@unbc.ca)

Note: If you plan to use UNBC credits to meet your Grade 12 graduation requirements, please be aware that you are responsible for confirming with your school that the courses are acceptable for graduation credit.

Step 3: Working With UNBC

Once your application package has been received by the UNBC Admissions Office, you will be contacted by a UNBC Student Advisor to schedule a readiness interview. You should be prepared to discuss:

- Your UNBC/SD57 Dual Credit Application package
- The course(s) you would like to take
- The prerequisites that are required to register in the course(s)
- The responsibility and understanding needed for participation in a university learning environment
- The UNBC Access Resource Centre "Information for Students With Disabilities" section (if applicable)
- Information specific to the course(s) you have applied to, including but not limited to:
 - the admissions process, the costs of going to university, schedules and course location
- Additional questions that you may have about being a UNBC student

If your UNBC/SD57 Dual Credit application package is approved, you will be sent an acceptance letter from UNBC and information about how to register in UNBC courses.

UNBC/School District 57 Dual Credit Program Student & Parent Information

Applicant Name: _____ Birthdate: _____

School Name: _____

FREEDOM OF INFORMATION RELEASE

(To be completed by the Applicant)

Students are advised that the use of information provided in this application package, and other information placed in a student record, complies with the *BC Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

As the program is a collaborative program between UNBC and SD 57, I authorize the institutions to share information concerning my application, admission, registration, academic standing and grades.

I give permission to share information about my student record, including grades, attendance, performance, and my Individual Education Plan (IEP) with my parent/guardian and my School District during the current academic year September 20__ to June 20__.

Applicant Signature

Date

Name of Parent/Guardian

Address

Phone Number

City

Postal Code

Email Address

UNBC/School District 57 Dual Credit Program Parent/Guardian Statement

(To be completed by the Applicant's Parent or Guardian)

The applicant named above has indicated an interest in studying at the University of Northern British Columbia. Studying in a university environment means that adult content may form part of the course content to support the learning outcomes. Also, keeping in mind that students are expected to be self-motivate and self-directed and not reliant on others to assist in the organization of their learning activities, we ask you to answer the following questions:

Please tell us about your son or daughter's ability and comfort level in communicating with adults.

Please tell us about your son or daughter's ability to be an independent and self-directed learner.

Does your son or daughter have any identified special need or learning challenges? (please circle) YES NO

Your signature indicates your support for this applicant to take the identified course(s) at UNBC and your responsibility to support this student in their studies.

Parent/Guardian Signature

Date

UNBC/School District 57 Dual Credit Program Counsellor Statement

(To be completed by the Applicant's Counsellor)

Counsellor Name

School Name

Telephone

Email Address

This applicant has indicated an interest in studying at the University of Northern British Columbia. Keeping in mind they would be studying in an adult learning environment where they would be communicating with adults in a cooperative learning environment, please answer the following questions.

Applicants who require accommodations and supports must notify the UNBC Access Resource Centre six months before the start of their program to provide time for required accommodations to be put into place (see page 7).

Please comment on this student's academic readiness and maturity to study in an adult environment?

Self-motivation and commitment to learning are important attributes for a successful learner at the post-secondary level. How do you view this student in this regard?

Do you recommend this student to take the identified course(s) at UNBC?

- Yes. I have worked closely with this applicant and I believe they have shown readiness for this opportunity. I support their application to UNBC.
- No. I do not have enough information at this time to make a recommendation.

Signature

Date

Title

UNBC/School District 57 Dual Credit Program Information for Students with Disabilities

Students with disabilities should identify themselves to the UNBC Access Resource Centre (ARC). Applicants should contact ARC at least 6 months in advance of their intended course start date and provide a copy of their Individual Education Plan (IEP) and current disability documentation to the Centre's Coordinator.

At the initial meeting between an applicant and the ARC Coordinator, the role of ARC will be explained and signed consents for release and exchange of information will be completed. These consents may be for School District staff, medical professionals or other agencies that may have completed assessments or consultations with the student.

The Access Resource Centre will then gather related documentation from the School District (SD) or other sources as needed. This information is required to assess the support needs of each student with disabilities attending UNBC.

ARC will then consult with individual school counsellors on a case-by-case basis regarding who best can provide the disability supports that are required. All accommodations required within UNBC classes, including exam accommodations, will be coordinated by UNBC.

Another meeting will be arranged with the applicant to discuss accommodations and support services that the applicant is eligible to receive through the School District and UNBC. School District staff will be invited to this meeting.

When completed, ARC will sign off on the Dual Credit Applicant form and return it to the UNBC Student Recruitment & Advising Centre. If accepted a standard accommodation notification will be sent to the course instructor and will be signed by the student, UNBC's ARC Coordinator and the school counsellor (if involved) in the delivery of supports and/or accommodations.

Contact Information:

UNBC Access Resource Centre

Email: arc@unbc.ca
Telephone: 250.960.5682 (toll free 1.888.960.5682)
Location: 10-1048 of the Teaching & Learning Building)

UNBC ACCESS RESOURCE CENTRE

(To be completed by UNBC Access Resource Centre)

The UNBC Access Resource Centre Coordinator will sign this form once they have reviewed the student's documentation, recommended a plan for accommodations and supports and determined how these will be provided.

Accommodations Plan is in place and agreed upon (please circle): **Yes** **No** **Not Applicable**

Comments:

Name

Signature

Date



School District No. 57
(Prince George)

UNBC/SCHOOL DISTRICT 57 DUAL CREDIT PROGRAM SPONSORSHIP FORM

Date (mm/dd/yyyy) _____

Tel. 250.960.6390

Fax 250.960.5794

A. SPONSOR'S DETAILS

School District 57
2100 Ferry Avenue
Prince George, BC V2L 4R5
250.561.6800

Email: _____

B. STUDENT'S DETAILS

Surname: _____ Given Name: _____

UNBC Student No.: _____

Birth date if student no. is not provided: _____

C. DURATION OF SPONSORSHIP

SEPTEMBER
SEMESTER

JANUARY
SEMESTER

MAY
SEMESTER

YR _____

YR _____

YR _____

D. LIMITATION & COVERAGE

*TUITION/LAB/COURSE
FEES ONLY

Up to 4 Credit Hours

Up to 4 Credit Hours

Up to 4 Credit Hours

*UNBC Ancillary & Northern Undergraduate Student Society Fees to be covered by UNBC

*Books and other supplies to be covered by the student

E. PRINCIPAL'S APPROVAL

Principal's Name (please print) _____

Principal's Signature: _____ Telephone: _____



School District No. 57
(Prince George)

University of Northern British Columbia and School District 57 Dual Credit Initiative

September 2015 Semester Course Choices

ANTH 102-3 Anthropology: A World of Discovery

Using a thematic approach, this course explores what defines the human species. Some of the themes explored may include human evolution and our primate biological kin; archaeology and digging for the past; culture in a global world; communication or the essentials of being a talking and increasingly texting primate; health as a social and biological; production and consumption, from the first stone tools to the Big Mac; and other topics that deal with humanity past and contemporary.

Schedule: Monday & Wednesday 11:30 – 12:50

Instructor: Dr. Erin Gibson

CHEM 110 Chemistry of Everyday Life

A lecture-based chemistry course for non-science majors which presents the chemistry of substances of our everyday world and discusses real-world societal issues that have important chemistry components. Environmentally relevant topics including the ozone layer and its depletion, global warming, and acid rain will be studied. The use of energy in our society in its various forms will be looked at from a chemical perspective. The importance and implications of using man made materials and drugs will be discussed. A discussion of these topics will give students a fundamental background in chemistry, and allow them to better understand issues of relevance to our modern industrial society.

Schedule: Tuesday & Thursday 4:00 – 5:20

Instructor: Dr. Todd Whitcombe

ENSC 111-3 Introduction to Environmental Science

This course introduces students to the discipline of environmental science. Students are exposed to a variety of environmental science topics through seminars, lectures, assignments and invited presentations. Some field trips may be required.

Schedule: Thursday 11:30 – 2:20

Instructor: Dr. Michael Rutherford

FNST 100-3 The Aboriginal Peoples of Canada

This course is an introduction to the languages, history, culture, and enduring presence of the aboriginal people of Canada, intended to explore the range of aboriginal social formations, both past and present, and to consider the future. Oral, written, and archaeological records will be examined. Special attention will be given to the crucial economic, social, and spiritual contacts that exist within aboriginal societies, as well as to materials on the changes that have occurred since contact with Europeans.

Schedule: Tuesday 8:30 – 11:20 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Ross Hoffman

GEOG 100-3 Environments and People

This course is intended to introduce students to the Earth's physical processes that are hazardous to people. Students will be able to identify which regions of the world are at greatest risk for a given hazard and how humans can mitigate the loss of life and property.

Schedule: Mondays, Wednesdays and Fridays 11:30 to 12:20

Instructor: Dr. Brian Menounos

GEOG 101-3 Human Geographies of Global Change

This course examines global issues of development and change from a human geographic perspective. Students focus especially on the interconnectedness of places in the world and the range of local responses to widespread change processes.

Schedule: Mondays, Wednesdays and Fridays 1:30 to 2:20

Instructor: Dr. Neil Hanlon

HIST 190-3 World History to 1550

This course explores the history of Asia, Africa, Europe and the Americas from human origins to 1550. Although the course is organized chronologically, it does not cover all or even most aspects of World History during this time period. Rather, it focuses on certain themes to consider the development of various civilizations. At the same time, students work on developing their skills as historians by reading, writing and discussing primary and secondary sources through a number of different historical lenses.

Schedule: Monday & Wednesday 12:30 – 1:20 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Dana Wessell Lightfoot

ORTM 100-3 Foundations of Outdoor Recreation and Tourism

This course introduces the foundations of outdoor recreation and tourism from the perspective of both the natural and social sciences. Content includes the history and philosophy of the concept of leisure, the role of leisure, recreation and tourism in students' lives and Western culture, outdoor recreation and tourism in integrated resource management, and current delivery systems

Schedule: Monday, Wednesday, & Friday 2:30 – 3:20

Instructor: Dr. Pamela Wright

POLS 100-3 Contemporary Political Issues

An introduction to the basic concepts of political science through an examination of contemporary political issues: local, provincial, national and international.

Schedule: Monday & Wednesday 8:30 – 9:50 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Jason Lacharite

PSYC 101-3 Psychology as a Science

This course describes psychology as a basic science in two logical modules: psychology as a natural science and psychology as a social science.

Schedule: Tuesday & Thursday 2:30 – 3:50

Instructor: To Be Announced

DRAFT



School District No. 57
(Prince George)

University of Northern British Columbia and School District 57 Dual Credit Initiative

January 2016 Semester Course Choices

Biology 110-3 Introductory Ecology

This course is designed to introduce non-science majors to ecological systems. Principles of ecology, biotic and abiotic conditions, population, community and ecosystem structure, human impacts on these systems, and basic concepts of conservation and preservation of ecosystems.

Schedule: Monday, Wednesday, & Friday 9:30 – 10:20

Instructor: To Be Announced

COMM 100-3 Introduction to Canadian Business

This course is an overview of the Canadian business environment, forms of organizations, the management function, and an introduction to the functional areas of business management. This course includes the challenges and opportunities facing small business.

Schedule: Tuesday & Thursday 10:00 – 11:20

Instructor: Dr. Charles Scott

ECON 100-3 Microeconomics

The interactions of households, firms and government policies. An analysis of how different economic agents interact to determine what is produced, how it is produced and to whom it is distributed.

Schedule: Tuesday & Thursday 2:30 – 3:50

Instructor: Dr. Fiona MacPhail

HIST 191-3 World History Since 1550

This course examines the history of the world from the mid-sixteenth century through the end of the twentieth. The global movement of people, ideas, and economic practices receives particular attention, as do processes of imperialism and colonialism. Students are also introduced to the discipline of History and to the skills of document analysis, historical writing, and primary source research.

Schedule: Monday & Wednesday 12:30 – 1:20 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Ben Bryce

PHYS 121-3 Introduction to Astronomy II: The Universe

This is a one-semester introductory course in Astronomy mainly for science students, but general enough to be of interest to non-science majors with a proper background in mathematics. This course is complementary to PHYS 120-3. Topics include: the origins of stars and planetary systems; the sun; properties and structures of stars; stellar interiors; the evolution of stars; stellar remnants; white dwarfs; neutron stars; black holes, worm holes and warped spacetime; the Milky Way; the universe of galaxies; distance scales and indicators; active galaxies and quasars; cosmology: past, present, and future of the universe, "Is 'Anyone' Out There?". PHYS 121 and PHYS 120 may be taken in either order.

Prerequisites: Principles of Math 11 or Pre-calculus 11 or Foundations of Mathematics 11

Schedule: Monday, Wednesday & Friday 11:30 – 12:20

Instructor: Dr. Erik Jensen

PHYS 150-3 Physics for Future Leaders

This course examines the physics underlying major technological aspects of modern society and issues of global concern. Through addressing themes such as global warming, the energy problem and alternative sources of energy, nuclear power and nuclear weapons, health and medical technology, pollution of the atmosphere, satellites, telecommunication, and the internet, this course introduces basic physics topics such as motion and energy, atoms and heat, gravity and force, electricity and magnetism, light and electromagnetic waves, radioactivity and nuclear reactions, quantum physics, and relativity. This course requires no scientific or mathematical background and is accessible to students in any discipline.

Schedule: Monday, Wednesday & Friday 8:30 – 9:20

Instructor: Dr. Ian Hartley

PSYC 101-3 Psychology as a Science

This course describes psychology as a basic science in two logical modules: psychology as a natural science and psychology as a social science.

Schedule: Tuesday & Thursday 2:30 – 3:50

Instructor: To Be Announced

Motion Number (assigned by
Steering Committee of Senate): S-201505.26

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the admissions table for graduate program admission dates, on page 21 of the 2014/2015 graduate calendar, be approved as proposed.

1. **Effective date:** effective May 1, 2015 for the January 2016 admission cycle

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

In order to ensure that we are providing timely offers of admission, new deadlines for admission are proposed. The new deadlines will allow the Graduate Studies Unit, the Office of Graduate Programs, and programs to evaluate and render admission decisions earlier in the process, which should aid in recruitment. In addition, this allows Graduate Studies to have admission decisions made in line with the adjudication for awards in order to tie admission offers to awards offers. This will also allow additional time to obtain supplemental information (such as Criminal Records Checks).

Furthermore, moving the deadline for January from September to May will allow international applicants time to obtain visas prior to starting their program, reducing the number of deferrals processed in the Office of the Registrar.

To reflect the change in program name approved in S-201411.05 changing Master of Community Health Science to Master of Health Sciences.

3. **Implications of the changes for other programs, etc., if applicable:** Programs will be required to assess and make admission decisions earlier in the process. The new online application system will facilitate an earlier admissions adjudication process

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

Application for Admission Deadline* Dates Refer to www.unbc.ca/apply/graduate for updates or changes

Application Deadline According to Preferred Semester of Entry

Degree (Alphabetical by subject)	September	January	May
<i>Business Administration (MBA)</i>	<i>February 01</i>	<i>no intake</i>	<i>no intake</i>
<i>Business Administration (MScBA)</i>	<i>February 15</i>	<i>no intake</i>	<i>no intake</i>
<i>Community Health Science (MSc)</i>	<i>February 15</i>	<i>no intake</i>	<i>no intake</i>

Development Economics (MA)	February 15	September 15	no intake
Disability Management (MA)	February 15	no intake	no intake
Education (MEd – Counselling Specialization)	December 15	no intake	no intake
Education (MEd – Multidisciplinary Leadership Specialization)	February 15**	no intake***	February 15**
Education (MEd – Special Education Specialization)	February 15	no intake	no intake
English (MA)	January 15	no intake	no intake
First Nations Studies (MA) - biennial intake	February 15	no intake	no intake
Gender Studies (MA)	February 15	September 15	no intake
Health Sciences (PhD)	February 15	no intake	no intake
History (MA)	February 15	September 15	no intake
Interdisciplinary Studies (MA and MSc)	February 15**	September 15	February 15**
International Studies (MA)	February 15	September 15	no intake
Mathematical, Computer, Physical, & Molecular Sciences (MSc)	February 15	September 15	no intake
Natural Resources and Environmental Studies (MA)	February 15**	September 15	February 15**
Natural Resources and Environmental Studies (MNRES)	February 15**	September 15	February 15**
Natural Resources and Environmental Studies (MSc)	February 15**	September 15	February 15**
Natural Resources and Environmental Studies (PhD)	February 15**	September 15	February 15**
Nursing (MScN)	February 15	September 15	no intake
Nursing (MScN(FNP))	February 15	no intake	no intake
Political Science (MA)	February 15	September 15	no intake
Psychology (MSc)	January 15	no intake	no intake
Psychology (PhD)	January 15	no intake	no intake
Social Work (MSW)	February 15	no intake	no intake

*Applications for admission should be submitted as early as possible to the Office of the Registrar. Incomplete applications and applications received after the deadlines will be considered late and may not be processed in time to permit admission.

5. Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”: Application for Admission Deadline* Dates Refer to

www.unbc.ca/apply/graduate for updates or changes

Application Deadline According to Preferred Semester of Entry

Degree (Alphabetical by subject)	September	January	May
Business Administration (MBA)	February 01 <u>December 15</u>	no intake	no intake
Business Administration (MScBA)	February 15 <u>December 15</u>	no intake	no intake
Community Health Science (MSc)	February 15	no intake	no intake
Development Economics (MA)	February 15 <u>December 15</u>	September 15	no intake
Disability Management (MA)	February 15 <u>December 15</u>	no intake	no intake
Education (MEd – Counselling Specialization)	December 15	no intake	no intake
Education (MEd – Multidisciplinary Leadership Specialization)	February 15 <u>December 15**</u>	no intake***	February 15** <u>December 15**</u>
Education (MEd – Special Education Specialization)	February 15 <u>December 15</u>	no intake	no intake
English (MA)	January 15 <u>December 15</u>	no intake	no intake
First Nations Studies (MA) - biennial intake	February 15 <u>December 15</u>	no intake	no intake

Gender Studies (MA)	February 15	September 15	
	December 15	May 1	no intake
Health Sciences (MSc)	December 15		no intake
Health Sciences (PhD)	February 15		
	December 15	no intake	no intake
History (MA)	February 15		
	December 15	September 15	no intake
Interdisciplinary Studies (MA and MSc)	February 15**	September 15	February 15**
	December 15	May 1	December 15
International Studies (MA)	February 15	September 15	no intake
	December 15	May 1	
Mathematical, Computer, Physical, & Molecular Sciences (MSc)	February 15	September 15	no intake
	December 15	May 1	
Natural Resources and Environmental Studies (MA)	February 15**	September 15	February 15**
	December 15**	May 1	December 15**
Natural Resources and Environmental Studies (MNRES)	February 15**	September 15	February 15**
	December 15**	May 1	December 15**
Natural Resources and Environmental Studies (MSc)	February 15**	September 15	February 15**
	December 15**	May 1	December 15**
Natural Resources and Environmental Studies (PhD)	February 15**	September 15	February 15**
	December 15**	May 1	December 15**
Nursing (MScN)	February 15	September 15	no intake
	December 15	May 1	
Nursing (MScN) Family Nurse Practitioner	February 15	no intake	no intake
	December 15		
Political Science (MA)	February 15	September 15	no intake
	December 15	May 1	
Psychology (MSc)	January 15	no intake	no intake
	December 15		
Psychology (PhD)	January 15	no intake	no intake
	December 15		
Social Work (MSW)	February 15	no intake	no intake
	December 15		

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

Program / Academic / Administrative Unit: Office of the Registrar

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC.2014.12.18.02

College Council Approval Date: December 18, 2014

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

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

7. Other Information

Attachment Pages: 0 # pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAD201505.05

Moved by: A. Aravind

Seconded by: K. Guest

Committee Decision: CARRIED

Approved by SCAAF: May 11, 2015
Date

Chair's Signature

For recommendation to ✓, or information of _____ Senate.



SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the English Language Requirements for admission to Graduate Studies, on page 36 of the 2014 Graduate Academic Calendar be approved as proposed.

1. **Effective date:** effective May 1, 2015 for the January 2016 admission cycle

2. **Rationale for the proposed revisions:** The purpose of this change is to update the graduate academic calendar English language admission requirements in order to reflect current practices in post-secondary admissions and to streamline the admissions process for applicants. The standards for admission need to be strengthened in order to reinforce a clear, fair and consistent administrative practice. Furthermore, there has been increasing concern from faculty members and the administration that the English language proficiency of some International students is not sufficient for the rigor of graduate school. To ensure student's academic success, we must be able to assess the English language skills of applicants in a way that is consistent, impartial, equitable and verifiable. In addition, this change updates the requirements for UNBC English Language studies courses to reflect current practices.

3. **Implications of the changes for other programs, etc., if applicable:** (state nature of consultation, or indicate "None")

This change could impact any graduate-level program who admits International applicants.

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

1.1 English Language Requirements

English is the primary language of instruction and communication at UNBC. Consequently, it is expected that an applicant be able to demonstrate an acceptable level of proficiency in the use of English in order to receive and participate in classroom instruction and discussion as well as to complete written assignments.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. French-speaking Canadians and Canadian First Nations language speakers are exempted from this requirement. Students who completed their undergraduate degree program entirely in the English language are exempted from this requirement.

Acceptable evidence of English language proficiency may be any one of the following:

- TOEFL (Test of English as a Foreign Language) score of 88 or higher in the internet-based test, with not less than 20 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score. UNBC's institutional TOEFL code is 0320.

- IELTS (International English Language Testing System) score of at least 6.5 overall, with not less than 6.0 in any of the four modules.
- LPI (Language Proficiency Index) score of at least 5.
- Comparable results in any other internationally recognized English Language Assessment test considered as equivalent to TOEFL or IELTS.
- A final grade of 2.00 (C) or better in the UNBC English Language Studies 50 Component 1 and 2, obtained prior to application for Graduate admission.

In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar.

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

English is the primary language of instruction and communication at UNBC. Consequently, it is expected that an applicant be able to demonstrate an acceptable level of proficiency in the use of English in order to receive and participate in classroom instruction and discussion as well as to complete written assignments.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. French-speaking Canadians and Canadian First Nations language speakers are exempted from this requirement. ~~Students who completed their undergraduate degree program entirely in the English language are exempted from this requirement.~~ Students who have completed a degree program entirely in the English Language at a recognized institution from a country approved by UNBC where English is an official language may be exempted from this requirement. A listing of English Language Proficiency test exempt countries is maintained by the Office of the Registrar. Applicants from countries not on the waiver list who have completed their four year undergraduate degree entirely in the English language may request a waiver of the English Language Proficiency Requirement. The Office of the Registrar and the Dean of Graduate Programs, in consultation with programs, will assess each waiver and supporting documentation. Waivers are not guaranteed. The decision of the Office of the Registrar and the Dean of Graduate Programs will be final. It is recommended that applicants for whom English is not their primary language submit an accepted English Language Proficiency test score.

Acceptable evidence of English language proficiency may be any one of the following:

- TOEFL (Test of English as a Foreign Language) score of 88 or higher in the internet-based test, with not less than 20 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score. UNBC's institutional TOEFL code is 0320.
- IELTS (International English Language Testing System) score of at least 6.5 overall, with not less than 6.0 in any of the four modules.
- ~~LPI (Language Proficiency Index) score of at least 5.~~
- Comparable results in any other internationally recognized English Language Assessment test considered as equivalent to TOEFL or IELTS.
- A final grade of 3.00 (B) or better in both the UNBC English Language Studies 50 and English Language Studies 170, obtained concurrently and prior to application for Graduate admission.

- ~~A final grade of 2.00 (C) or better in the UNBC English Language Studies 50 Component 1 and 2, obtained prior to application for Graduate admission.~~

In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar. Scores are valid for a period of two years.

Graduate programs may require higher English Language proficiency scores. Please consult the Program section of the calendar for additional requirements.

The University of Northern British Columbia reserves the right to consider, in addition to test scores, any factors that it considers appropriate in making a final determination of the English language proficiency of an applicant.

6. Authorization:

Program / Academic / Administrative Unit: Office of the Registrar

Other Committee Motion Number: (if applicable, specify, or state “not applicable”)

Other Committee Approval Date: (if applicable, or state “not applicable”)

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC.2014.12.18.03

College Council Approval Date: December 18, 2014

7. Other Information

Attachment Pages: 3 pages (fill in number of pages, or indicate “0” if there are no attachment pages)

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAD201505.06

Moved by: A. Aravind **Seconded by:** K. Guest

Committee Decision: CARRIED

Approved by SCAAF: May 11, 2015
Date

Chair’s Signature

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



**English Language Proficiency
Test Exemption List**

Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Telephone: 250-960-6300 **Facsimile:** 250-960-6330
Email: graduate-admissions@unbc.ca
Website: www.unbc.ca/registrar

Applicants whose first language is not English must provide proof of English language proficiency (ELP). However, applicants who have completed a degree entirely in the English language at a recognized institution from a country where English is an official language may be exempted from the ELP requirement. This list is subject to modification, including additions and deletions where approved by the Office of the Registrar.

- Anguilla
- Antigua
- Australia
- Bahamas
- Barbados
- Bermuda
- Belize (British Honduras)
- Canada
- Cayman Island
- England
- Falkland Islands
- Fiji
- Gibraltar
- Grenada
- Guam
- Guyana
- Ireland (Republic of Eire)
- Ireland (Northern)
- Jamaica
- Malta
- Mauritius
- Montserrat
- New Zealand
- Pacific Islands (American Samoa, Baker Island, Chatham Islands, Cook Islands, Line Islands, Marianas Islands, Federated States of Micronesia, Nauru, Palau, Pitcairn Islands, Solomon Islands)
- Panama Canal Zone
- Puerto Rico
- Ryukyu Islands
- Seychelles
- Singapore
- South Africa
- St. Helena
- St. Kitts & Nevis
- St. Lucia
- St. Vincent
- Scotland
- Trinidad & Tobago
- Turks & Caicos Islands
- United Kingdom
- U.S.A.
- Virgin Islands
- Wales



**English Language
Requirement Exemption
Request Form**

Office of the Registrar
 University of Northern British Columbia
 3333 University Way, Prince George, BC V2N 4Z9
Telephone: 250-960-6300 **Facsimile:** 250-960-6330
Email: graduate-admissions@unbc.ca
Website: www.unbc.ca/registrar

Identification #		Date of Birth	
Last Name		Telephone #	
First Name		Email	

ADMISSION INFORMATION

Admission Term		Program Applied To	
First Language		Total Years of Study in English	

EDUCATION HISTORY

Institution Name	Credential Awarded	Country of Study	Length of Study	Language of Instruction

HISTORY OF RESIDENCY Please append a list if you require more space

Country	Dates of Residency	Occupation	Language Used

ENGLISH LANGUAGE STUDIES Please provide a summary of your previous English language studies, focusing on high achievement in courses that require substantial usage of English. If you have taken English Language Studies coursework, please note it below. Attach a copy of your supporting transcripts to this form. Please note: official transcripts in the English language or a notarized translation to English and the original language official transcript are required for admission, and should be sent in separately. If you require more space, please append a letter to this form.

ADDITIONAL INFORMATION Please provide any additional information you feel would support your request for a waiver of the English language proficiency requirement.

--

INCLUDE A SAMPLE OF WRITTEN ACADEMIC WORK WITH THIS WAIVER REQUEST FORM

INFORMATION RELEASE STATEMENT AND SIGNATURE

Students are advised that the use of information provided on this English Language Requirement Exemption Request Form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records, and the obligatory reporting of student data to external bodies, respects the absolute confidentiality of student information.

I have read and understand the above statement:

Signature		Date	
-----------	--	------	--

FOR OFFICE USE ONLY

GSO Recommendation: Grant Waiver Deny Waiver

Comments

Signature		Date	
-----------	--	------	--

Dean of Graduate Programs Decision: Waiver Granted Waiver Denied

Comments

Signature		Date	
-----------	--	------	--

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the Admission Requirements for the School of Social Work be approved as proposed.

1. **Effective date:** September 2015

2. **Rationale for the proposed revisions:** The stipulation regarding 60 credit hours of study prior to admission must clearly state that a minimum of 48 credit hours be comprised of liberal arts and science courses.

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

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

Admission Requirements

Admission to the Bachelor of Social Work program is limited and is based on academic qualifications and available space. Students will normally complete 60 credit hours of study and achieve a minimum grade point average of 2.67 (B-) (calculated on a student's most recent 60 credit hours of study) and meet other selection criteria prior to program entry. More information about these criteria can be found in the BSW Supplementary Application for Admission form.

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

Admission Requirements

Admission to the Bachelor of Social Work program is limited and is based on academic qualifications and available space. Students will normally complete 60 credit hours of study that includes a minimum of 48 credit hours of liberal arts and science courses. ~~Students will and~~ achieve a minimum grade point average of 2.67 (B-) (calculated on a student's most recent 60 credit hours of study) and meet other selection criteria prior to program entry. More information about these criteria can be found in the BSW Supplementary Application for Admission form.

6. **Authorization:**

Program / Academic / Administrative Unit: School of Social Work

College: Arts, Social and Health Sciences



Motion Number (assigned by SCS): SCSB20150422.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Psychology Club Award be approved in principal.

Effective Date: 2015-2016 Academic Year

Rationale: To activate the UNBC Psychology Club Award commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: April 22, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion in principal but wished for clarification to be made between the Development Office and the donor regarding the definition of "active club member" in the terms and conditions.

Motion No.: SCSB20150422.03

Moved by: Ryan

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 22, 2015

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: UNBC Psychology Club Award

Awards Guide Description/Intent: To assist students majoring in Psychology at UNBC.

Donor: UNBC Psychology Club

Value: \$750

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in his or her second, third, or fourth year of study in Psychology or Honours Psychology. Applicants must be active members of the UNBC Psychology Club.

Criteria: Academic proficiency.

Note: Applicants must provide documentation from the UNBC Psychology Club confirming his or her involvement.

Effective Date: Endowed 2015

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



Motion Number (assigned by SCS): SCSB20150422.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Provincial Chapter of BC IODE Bursary for Mature Students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To revise the Provincial Chapter of BC IODE Bursary for Mature Students commencing the 2015-2016 Academic Year with alterations to the Eligibility section as follows:

Eligibility: Available to a Canadian citizen who has been accepted under the UNBC mature student policy and who is commencing a program of study towards a degree from ~~the Faculty of Health and Human Sciences~~ UNBC. Preference will be given to a student from the School of Health Sciences. ~~Preference will be given to~~ The successful applicant must be a northern resident by virtue or birth or by continuous dwelling for four years immediately prior to admission at UNBC.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: April 22, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150422.04

Moved by: Schwab

Seconded by: Ryan

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 22, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Provincial Chapter of BC IODE Entrance Bursary for Mature Students

Awards Guide Description/Intent: Founded in Canada in 1900, IODE is a volunteer organization of women who participate in areas of citizenship (welcoming new Canadians at citizenship courts), education (providing scholarships and bursaries as well as loans at all levels) and service (providing equipment and supplies to areas of need or emergency). IODE is friends working together to make “good things” happen in their communities.

Donor: The Provincial Chapter of BC IODE

Value: \$1,000

Number: One

Award Type: Bursary

Eligibility: Available to a Canadian citizen who has been accepted under the UNBC mature student policy and who is commencing a program of study towards a degree from ~~the Faculty of Health and Human Sciences UNBC.~~ Preference will be given to a student from the School of Health Sciences. ~~Preference will be given to~~ The successful applicant must be a northern resident by virtue of birth or by continuous dwelling for four years immediately prior to admission at UNBC.

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Endowed 1992

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

2015/16 Financial Overview & Budget Framework



Part 1: Planning Context and Financial Overview

Part 2: Initiatives for 2015/16

Part 3: Budget Framework and Three Year Plan

Table of Contents

Part 1: Planning Context and Framework.....	3
1.1. A time of transition after 25 years.....	3
1.2. Environmental scan.....	3
1.3. New planning models and processes.....	4
1.4. UNBC finances.....	4
1.5. Concluding observations on the state of UNBC finances	9
2. Part 2: 2015/16 Initiatives.....	10
2.1. Student success.....	10
2.2. Innovation – in programs and operations.....	10
3. Part 3: 2015/16 Budget Framework and Three Year Plan	13
3.1. Comprehensive financial operations	13
3.2. Resource allocation recommendation and fund information	14
3.3. Consolidated general operating budget	15
3.4. Operating and revenue adjustment plan.....	23
3.5. One time funding allocations.....	25
3.6. Sponsored Research.....	26
3.7. Ancillary budgets.....	28
3.8. Specific Purpose and Endowment Funds.....	40
3.9. Conclusion.....	42

Part 1: Planning Context and Framework

1.1. A time of transition after 25 years

UNBC will celebrate its 25th anniversary in the next few weeks. The beginning has been outstanding. Regarding itself as British Columbia's university in the North, for the North, UNBC has become a vital part of supporting this region's evolution as a knowledge-based, resource economy connected to the world.

UNBC is Canada's premier small, research-intensive university, with internationally recognized academic and research programs that prepare its graduates in select areas of high relevance to the peoples of our region, province, and beyond. We are proud of our history in this regard and eager to play an expanded role now and in the future.

Its mission, vision, values, and many successes and current challenges are laid out in a number of documents:

- The 2010 University Plan
- UNBC Core Review - May 2014
- 2014 Annual Report (2014 - 2017 Institutional Accountability Plan and Report)
- The Senate SCUB Report

While the UNBC mission, vision and values are very much alive, there are environmental, demographic and leadership realities that spell out the urgent need for a period of transition and the need for a "new" beginning to a great start. President Weeks has been emphasizing and working towards new structures; new relationships; new academic and integrated plans; and a budget that aligns resources to priorities, as critical next steps.

The purposes of this report are to:

- Present to the Board of Governors for approval the 2015/16 Financial Overview and Budget Framework;
- Recognize and address the current fiscal challenges;
- Develop a status quo budget to "buy time" for transitions to occur;
- Inform, explain, and introduce more transparency into finance and budget;
- Show that status quo does not mean "standing still";
- Set the context for dealing with significant deficits in this three year plan; and
- Illustrate new approaches for future budget documents.

1.2. Environmental scan

The following bullets set out some key elements of UNBC's internal and external environment:

- Northern BC is experiencing a consistent and dramatic decline in the number of youth.
- This decline is contributing to discomfort about the North's preparedness for what is expected to be a period of significant growth and economic development in the region.

- Government policy and priorities are a significant external factor for UNBC. Three areas of action by the Government of BC have had a profound effect on UNBC's planning and operations:

Grant Reduction: The Government of BC reduced UNBC's operating grant for 2013/14 by \$128,000, \$512,000 in 2014/15, and a further \$665,000 in 2015/16 (excluding an amount for new programming and funded compensation increases).

Skills Blueprint: The Government's promise to redirect funding to the education and training of "high-demand occupations" has the potential to shape UNBC's academic profile in significant ways.

New Universities: The expansion of degree-completion options in southern BC has had the effect of eroding UNBC's ability to attract students from southern BC.

- Significant FTE enrolment and related tuition fee revenue declines in the past few years.
- New leadership will bring both new directions and stability.
- Research funding has declined for many universities including UNBC.
- The university has been working with the Faculty Association to reach a first collective agreement; negotiating a new collective agreement with its CUPE staff; and will be working with non-unionized employee groups to address terms of employment in the next few months.
- The internal community has expressed a desire to have a better understanding of UNBC finances.

1.3. New planning models and processes

Over the past several years, there have been attempts at updating the university plan (including an academic plan). The absence of a new plan makes identifying priorities for financial change (addition or reduction of programs and services) difficult. The university must renew its effort to articulate and implement its plans.

Strategic planning, integrated planning, and budgeting do not only provide the basis for financial choices, they are critical to student success, program and service planning, and to the further development of the university.

Over the next months, new planning processes will be introduced.

1.4. UNBC finances

A key element of the planning context is the need to inform the university community of the state of our finances. The following sections attempt to do that.

1.4.1. Actual expenditures greater than budgeted expenditures

The significant variance between the expenditures shown in the audited financial statements and in the budget documents has created the sense that the budgets are not accurate. The following information helps to reconcile the major differences between these reports.

The audited financial statements include all of the following:

- General operating expense and revenue;
- Ancillary Services like Retail Services (includes Food Services, Copy Services and Bookstore), Conference & Events, Continuing Studies, Residence, Parking & Security, Northern Sport Centre, and English Language Studies (ELS);
- Northern Medical Program;
- Research expenses funded by various agencies; and
- Certain capital expenses and related depreciation of assets.

In contrast to the financial statements, the “budget documents” do not include the last two bulleted items. By definition then, expenditures in the financial statements will exceed those in the budget documents.

The following table provides a high-level reconciliation of the March 31, 2014 reports.

Table 1 - A bridge between the financial statements and the budget documents for the 2013/14 fiscal year:

Categories	Budget 000's	Actual 000's	Variance 000's
Revenue			
Per 2013/14 audited financial statements	81,963	109,166	27,203
Less: Unbudgeted funds - Specific Purpose, Sponsored Research & Capital		(22,800)	(22,800)
Total revenue - Ancillary, NMP, General Operating	81,963	86,366	4,403
Expenses			
Per 2013/14 audited financial statements	78,545	105,498	26,953
Less: Unbudgeted funds - Specific Purpose, Sponsored Research & Capital		(26,518)	(26,518)
Total expenses - Ancillary, NMP, General Operating	78,545	78,980	(435)
Total variance - Ancillary, NMP, General Operating	3,418	7,386	3,968

Notes – Table 1:

1. The above table shows a comparable actual expense to budget expense variance of \$435,000 on a budget of \$78.98 million or 0.5%.
2. The revenue variance was greater at 5%. However, the areas of revenue variance are cost of goods sold, gifts, non-government grants and contracts.
3. To clarify Note 1, this analysis includes three areas: Operating, Ancillary, and NMP. See below for the variance on the Operating fund alone.

1.4.2. Accumulated surplus

Table 2 - Accumulated surplus as of March 31, 2014 (see note 13 of the 2013/14 Audited Financial Statements <http://www.unbc.ca/finance/statements>)

Category	March 31, 2014 Balance 000's	Notes
Investment in capital assets	\$ 44,059	UNBC's equity in land, buildings and equipment
Endowments	43,719	Donations restricted in perpetuity with investment earnings restricted to use in accordance with the donor requirements
University general surplus	43,337	See details below
Total accumulated surplus	\$ 131,115	
University general surplus breakdown:		
Departmental carry forwards	\$ 5,054	Internally restricted funds set aside under policy from operational savings for use at the discretion of departments
Minor capital projects, equipment purchases and special projects	9,312	Internally restricted funds set aside under approval of President's Executive Council for various projects
Specific Purpose	13,162	Internally and externally restricted funds for various purposes including conferences, Green Fund, graduate awards, multi-year projects and reserves required under employee agreements
Unrestricted surplus	3,517	Unrestricted funds available for use at the discretion of the Board of Governors
Total general operating surplus	31,045	
Ancillary Services	713	Internally restricted funds set aside from Ancillary Operations to fund future capital and operating projects
Capital	7,184	Internally restricted funds set aside for replacement of capital assets
Professional development and internal research funds	4,395	Internally restricted funds set aside pursuant to employee agreements and terms of employment to be used in accordance with guidelines, at the discretion of individual employees.
Total University general surplus	\$ 43,337	

Notes – Table 2:

1. The above sums represent the accumulation over all of the years that UNBC has been in operation.
2. Each year, the new surpluses are allocated to various projects that are of a one-time versus ongoing nature.
3. In describing the nature of UNBC finances, these funds provide a valuable source for “projects” but they themselves are not available to offset operational deficits.
4. While the numbers for 2014/15 are not yet finalized, they are projected to be approximately \$4.2 million as shown in the following table.
5. The above type and quantity of accumulated surpluses are consistent with other universities.

In addressing the state of UNBC finances, the amount of accumulated surpluses gives some useful information, however, the more significant factor is – where do these surpluses come from within the Operating fund and are those sources available to address ongoing fiscal challenges in future years?

The following table sets out the major sources of surpluses for the past three years.

Table 3 – Major sources of surpluses over past three years – Operating Fund.

	2014/15* (000's)			2013/14 (000's)			2012/13 (000's)		
	\$	% of budget allocation	% of total surplus	\$	% of budget allocation	% of total surplus	\$	% of budget allocation	% of total surplus
Revenues									
Interest income	398	126.2%	9.4%	321	102.0%	7.8%	458	179.6%	7.0%
Tuition and fees	(1,818)	-9.5%	-43.0%	(530)	-2.8%	-12.8%	840	4.8%	12.9%
Other revenues	77	0.2%	1.8%	(86)	-0.2%	-2.1%	(75)	-0.2%	-1.2%
	(1,343)	-2.0%	-31.8%	(295)	-0.4%	-7.2%	1,223	-2.0%	18.8%
Labour									
Salary turnover savings	2,970	7.0%	70.3%	1,756	4.2%	42.6%	2,416	5.8%	37.1%
Employee benefit savings	952	11.5%	22.5%	603	7.3%	14.6%	915	11.0%	14.0%
	3,922	7.7%	92.8%	2,359	7.7%	57.2%	3,331	6.7%	51.1%
Operating Expenses									
Supplies	150	3.1%	3.5%	508	10.0%	12.3%	432	8.8%	6.6%
Utilities	588	26.3%	13.9%	529	23.6%	12.8%	596	26.0%	9.1%
Travel & Personnel Costs	354	21.7%	8.4%	365	21.4%	8.8%	417	23.8%	6.4%
Contingency	118	100.0%	2.8%	232	100.0%	5.6%	176	100.0%	2.7%
Other expenses	(286)	-5.4%	-6.8%	(67)	-1.6%	-1.6%	565	10.2%	8.7%
	924	6.5%	21.9%	1,567	6.5%	38.0%	2,186	14.9%	33.6%
Transfers	723	22.5%	17.1%	494	22.5%	12.0%	(225)	-7.2%	-3.5%
Total surplus	4,226	-	100.0%	4,125	-	100.0%	6,515	-	100.0%

Notes – Table 3:

1. The largest source of surplus is from the salaries and benefit savings from vacant and turnover positions. The % from that source varies from year to year between 50 and 90%. These savings are only available to address fiscal challenges if positions were removed from the budget. The goal is to review that possibility when priorities are set during the new planning processes. Capturing positions savings (other than for one time) from those positions that happen to be vacant is not a strategic step (see table 4 below).
2. The efforts of reducing utilities costs are paying off and these savings will be explored in the future to see if they are ongoing.
3. This past two years have seen a significant drop in tuition revenue, demonstrating the need to be cautious on projecting that revenue number.
4. There appears to be some room for recording greater interest revenue into the budget.

Given the significant amount of surpluses coming from vacant positions, the following chart gives a snapshot of the number of vacancies at a point in time in each year.

Table 4 – Total Vacant Positions as at April 1

	2013	2014	2015
Staff	22	22	21
Faculty	12	17	17
	<u>34</u>	<u>39</u>	<u>38</u>

Notes - Table 4:

1. There is considerable consistency to the number of vacant positions (this is a snapshot as of April).
2. Within these numbers, some positions happen to be open on that date and some are longer term vacancies.
3. The planning process will assess priorities and review vacant positions along with other positions. For the next budget cycle the goal is reduce the surplus from vacant positions.
4. The current budget uses significant salary savings to balance the budget. If the savings are reduced this will impact that strategy.

1.4.3. Structural versus one-time source of surplus or deficit

To understand surpluses and their value, it is not only helpful to look at which accounts generate the variances but also to look at the cause of the surplus, for example was it structural variance or a one-time variance?

1.4.4. The need for and value of three year projections

University expenditure and revenue patterns seldom match exactly at the year-end date of March 31. As a result, in order to make effective and meaningful financial plans it is necessary to consider the impact of expenditures and revenues over more than one year.

1.4.5. Primary variables that influence a financial plan over three years

- provincial grants
- investment revenue
- tuition revenue
- salaries and benefit
- utilities costs

1.4.6. Changes to financial planning presentation – A comprehensive view

This budget presentation has been amended to:

- show a comprehensive financial picture versus only an operating budget.
- provide greater explanation and clarity to the financial tables.

1.5. Concluding observations on the state of UNBC finances

- For 2015/16, the operating financial position has significantly deteriorated due to three factors: 1) declining tuition revenue; 2) declining government grants; and 3) increasing compensation costs (see Part 3).
- The current unadjusted budget projection includes \$833,000 in salary savings to help balance the budget. When the vacant position issues are addressed this practice will be of concern.
- Over the next three years, the base budget projections identify the need for a reduction of approximately \$4.0 million or 4 - 6%. The single biggest contributing factor is declining tuition revenue.
- The university has accumulated surpluses that can be used to address strategic and transitional one-time costs, however, these funds are not available to address ongoing operating shortfalls.
- While some non-salary savings are available to offset the cost pressures, the significant budget adjustments needed to address the above shortfalls will have to come primarily from reduced compensation costs. That means priorities need to be set on which programs and services or delivery mechanisms should change.
- Overall conclusion: there are some significant financial concerns.

Part 2: 2015/16 Initiatives

The 2015-16 budget does not forecast an increase in overall funding. Nevertheless, this does not mean that the University is failing to invest in continued improvement and success. For example, the University continues to invest in career development for faculty and staff and in cultivating research and regional engagement opportunities for our faculty and students.

This section illustrates some of the initiatives that are currently being pursued; it is not an exhaustive list. The goal of future planning processes will be to align budgets with priorities. The following activities illustrate the kinds of priorities that could influence future budgets.

2.1. Student success

A key priority for UNBC is the recruitment and retention of students. Currently we attract the majority of the high school graduates in Northern BC who choose to attend University and in order to grow; UNBC must maintain its current recruitment activities in the North while expanding its reach into other markets.

- The University is renewing a Memorandum of Understanding (MoU) with School District 57 that will engage high-performing grade 12 students in university courses by providing dual credit.
- New in 2015, the Spring into Transitions program provided opportunities for Northern BC Aboriginal students in grades 11 and 12 to become oriented to the university and gain three credits – by completing ARTS 101 – that can be applied to future degree completion.
- UNBC has revamped its orientation program for new students to better prepare them for the university experience. The University continues to invest in undergraduate research experiences and in enhancing student service coordination on the Prince George campus and in the regions.
- A new student leadership program enhances opportunities for students to be involved in the campus community, developing skills in public speaking and project management.
- The Geoffrey Weller Library is aiming to continue improving its first floor to enhance technical infrastructure and promoting the relationship between student engagement and library use.

2.2. Innovation – in programs and operations

In order to ensure the University's programming remains attractive to students and serves the evolving needs of society new academic programs are currently in development. These include:

- Master of Science in Engineering and a Master of Engineering in Integrated Wood Design. These degrees complement ongoing plans for developing an undergraduate Engineering program at UNBC.

- International Northern Development stream in the IDIS MA, a joint degree program with University of Nordland in Norway.

Activities are also underway to enhance existing programs:

- The Inter-professional Education (IPE) project in health service professions to define and design an Inter-professional Education curriculum that fosters the linkages between the Northern Medical Program, Nursing, Health Sciences, Education, and Social Work.
- The reworked Master's program in First Nations Studies will offer classes in a format and schedule that more closely fits the needs of working individuals.
- International and Global Studies have reworked its undergraduate curriculum so that it includes and encourages students to take the IASK program in their first year of study.
- In addition to the MBA program at Langara College, UNBC now delivers a BSW program with Langara College in Vancouver.

Innovation in the operations of the Prince George campus have resulted in significant fuel cost savings while serving as a platform for demonstrating enhanced energy security in rural and remote communities:

- Following the establishment of two bioenergy systems on campus, the third phase – the Sustainable Communities Demonstration Project – is connecting the residences, daycare, and I.K. Barber Enhanced Forestry Laboratory to the biomass gasification and wood pellet systems. This will reduce fuel costs for heating the residences and demonstrate energy distribution infrastructure that is unique in North America
- A campus revolving loan program is re-investing savings from energy-efficiency projects into additional sustainability projects at UNBC sites.

2.3. Regional engagement and advancement

- The revamped Office of Regional Programs is reviewing and implementing various course delivery options to enhance the availability of Academic and Continuing Studies courses.
- UNBC has been working with the Northern Development Initiative Trust to foster opportunities for internships in local government, planning, and economic development. Fifty interns have been selected to date, with 86% being UNBC alumni.
- UNBC's three research institutes – in Community Development, Natural Resources and Environmental Studies, and Health – are partnering in the creation of a Community and Cumulative Effects Research Consortium that will intersect with multiple groups and communities in northern British Columbia.
- A new Research Data Centre will be based in the Library and enhance access to information for UNBC researchers as well as regional organizations and industries.
- As part of regional outreach related to the 25th anniversary, UNBC is producing a unique "northern report" highlighting local graduates, local award-winners, local research projects, and local courses for northern communities and regions outside of Prince George.
- The culmination of the 25th anniversary will feature a community celebration that will enhance relationships with donors, founders, government officials, alumni, students,

faculty, staff, and citizens by highlighting elements in the UNBC history that have shaped the University's unique culture and how the University's future can be built on this foundation.

DRAFT - Senate

Part 3: 2015/16 Budget Framework and Three Year Plan

Part 3 outlines the budget framework for those areas of the university that require a Board approved budget. It also sets out a financial plan for other areas of UNBC's comprehensive financial operation.

As outlined in Part 1, this is a transition year for UNBC and as such the 2015/16 budget framework is not based on the kind and level of consultative and integrated planning processes that are preferred.

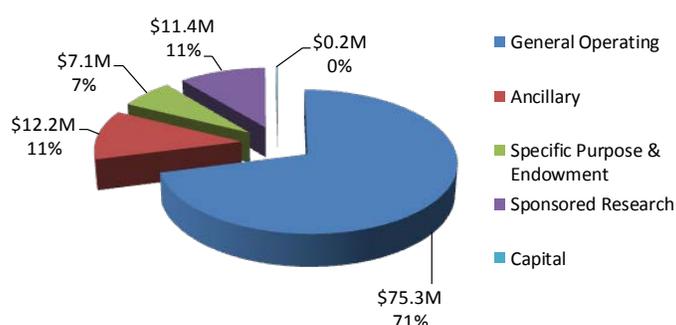
3.1. Comprehensive financial operations

UNBC is responsible for the financial stewardship of approximately \$108 million in total annual revenue. To enhance accountability, budgetary control, and stewardship of resources, UNBC maintains separate funds for its many diverse activities:

- **Consolidated General Operating Fund** – includes the general operations of the university and the Northern Medical Program.
- **Ancillary Services Fund** – includes the operation of service areas that are considered self-funding such as: Retail Services, Continuing Studies, Conference & Events, Residence, Parking & Security, and English Language Studies.
- **Specific Purpose & Endowment Funds** – includes conferences, special projects, Aboriginal Service Plan allocations, endowed chairs, student awards, and the Northern Medical Programs Trust.
- **Sponsored Research Fund** – includes external grants provided specifically for research.
- **Capital Fund** – all minor and major capital projects funded by both internal and external sources, and the cost of depreciation of capital assets.

For 2013/14, the total actual revenue for UNBC covering this comprehensive picture was \$106.2 million and was distributed across the above funds as follows:

Figure 1 - Total Revenue by Fund (2013/14: \$106.2 million)

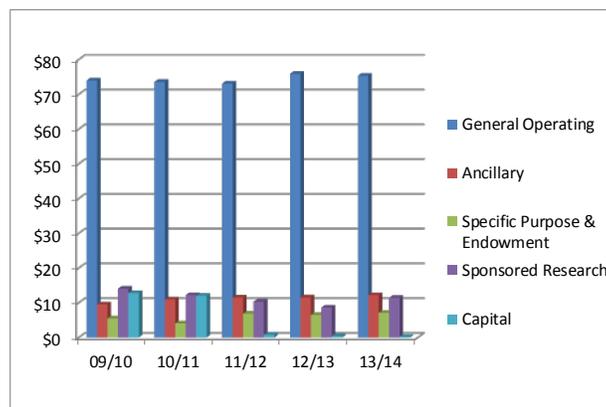


Note: For the purpose of financial statement reporting, revenue that is restricted for specific purposes other than those for the acquisition or development of depreciable tangible capital assets are recorded as deferred contributions and recognized as revenue in the year in which the stipulation or restriction on the contributions have been met. Due to application of this accounting principle, the revenue reported for the fiscal 2014 financial statements was \$109.2 million.

Total revenue across all funds increased by \$3.30 million or 3.2% from the prior year. The majority was a result of growth in research funding of \$2.80 million. The Consolidated General Operating Fund experienced a moderate net decrease primarily due to the operating grant reduction and the changes in enrolment levels. Ancillary, Specific Purpose, and Endowment Funds enjoyed increases mainly because of additional revenues from conferences and investment income, and from strong financial markets respectively. The capital fund revenue reflects a decrease in interest revenue due to declining capital fund balances as a result the completion of capital projects. The sponsored research revenue increase was mainly due to corporate funding for the Pacific Trail Pipelines project.

The following chart summarizes revenue by fund over the past five years:

Figure 2 – Total Revenue by Year (2009/10 – 2013/14)



3.2. Resource allocation recommendation and fund information

This document outlines the high-level financial plans for a three year planning cycle; however, the focus is on resource allocations for the 2015/16 year, and specifically requests Board of Governors' approval of:

- 2015/16 Consolidated general operating budget framework; and
- 2015/16 Ancillary budgets.

Note: The tuition and fee revenues included in the above are based on the fees approved at the March 2015 Board of Governors meeting.

Budgets for Sponsored Research Funds are individually approved by external organizations, such as federal and provincial granting agencies. Budgets for Specific Purpose Funds are either approved by external agencies (when funded externally) and/or by individual programs and internal committees (when funded internally). Budgets for Endowment funds are based on projected investment income. The Board of Governors, prior to project commitment, approves each major capital project. Budgets that are approved externally are included in this plan to provide a more complete financial picture of the institution.

Activities related to Sponsored Research, Capital and Specific Purpose Funds, and their impact on the general operating budget are estimated and reflected in the operating budget where appropriate.

3.3. Consolidated general operating budget

3.3.1. Planning assumptions

The 2015/16 Budget has been developed based on the following assumptions:

- UNBC must present a balanced budget.
- Budget allocations will allow units to maintain existing service levels and will provide time to enable the development and implementation of new planning processes that will establish future priorities.
- There will be no government funded undergraduate FTE growth. The only Government funded graduate growth will be in the new Master of Engineering program.
- Undergraduate and graduate tuition rates will increase by 2% as per the Ministry of Advanced Education’s Letter of Expectation and as previously approved by the Board of Governors.
- A further reduction of \$665,000 to the provincial operating grant (excluding the amounts targeted for the Master of Engineering program and compensation increases). It is assumed that the province will fund 100% of salary increases which fall within the current provincial bargaining mandate.
- A reduction of approximately \$95,000 to the 2015/16 Federal Research Support Fund (formerly indirect costs of research program) compared to the budgeted level for the previous year.
- The Routine Capital will remain at the 2013/14 levels of \$242,000.
- Salary savings at least equal to last year’s amount will be used to balance the budget.
- FTE enrolment levels will remain at the same level as in 2014/15 for the three year period, this will result in a tuition revenue reduction of \$925,000 compared to last year’s budget (see Figures 3 and 4). Any future changes to this forecast will be based on the new academic, enrolment, and faculty action plans.

Figure 3 – Annualized FTE Enrolments

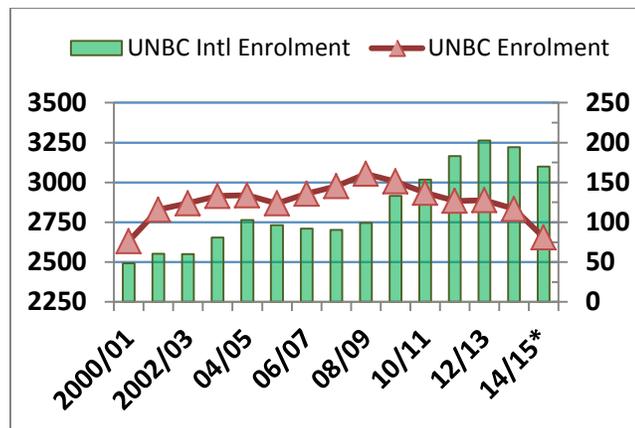
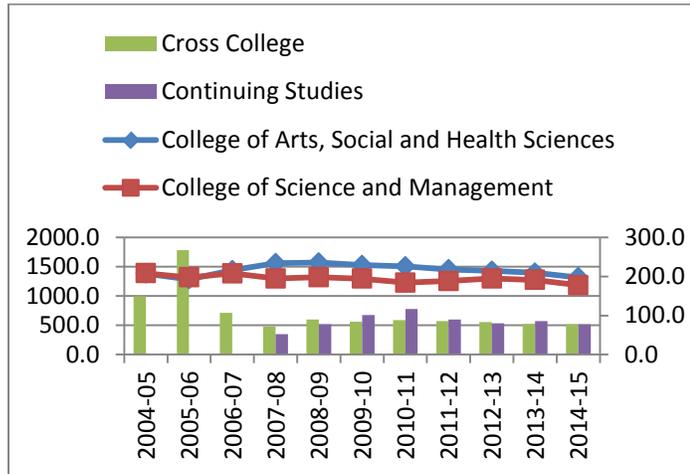


Figure 4 – Annualized FTE by fiscal year



Note 1: FTE definition

Annualized FTE short definition:

UG + Continuing studies = total semester FTE / 2

GR = total semester FTE / 3

PhD= total semester FTE / 3

Semester FTE:

Semester FTE is calculated by taking a student's semester credit total and dividing by the standard full course load credit total. Generally speaking for undergraduate students this would be semester total/15. For graduate students if they are taking 6 or more credits they are 1FTE and if they are taking less than 6 credits they are 0.333FTE. PhD students get 1 FTE per semester regardless of credit totals. There are some finer points involved with calculating FTE but for the purpose of a general description they need not be discussed.

Cross College:

Joint majors where the majors fall in both colleges (e.g., Joint Anthropology & Geography) AND undeclared students.

3.3.2. Unadjusted three year budget projections

Table 5 provides a financial summary of the projected operating revenues and expenses for 2015/16, and the following two years based on the above assumptions and before making adjustments required to balance the budget.

The projections indicate that, unless significant ongoing budget adjustments are made, the combination of decreases in tuition revenue and provincial grants and increasing costs produce the following deficits:

- 2015/16: deficit of \$2.24 million plus \$833,000 anticipated salary savings to offset the budget resulting in a total deficit of \$3.07 million.
- 2016/17: assuming no adjustments are made to reduce the 2015/16 deficit the two deficit numbers shown above would grow to \$2.92 million and \$3.75 million respectively.
- 2017/18: assuming no adjustments are made to reduce the 2016/17 deficit the two deficit numbers shown above would grow to \$3.47 million and \$4.30 million.

In percentage terms, in the third year, this amounts to \$4.30 million over \$80.86 million or 5.3%.

Table 5 – Unadjusted Budget Projections (Revenue and Expenditures for 2014/15 to 2017/18)

Consolidated General Operating Fund*	2014/15 Approved Operating Budget (000's)	2015/16 Proposed Operating Budget (000's)	2016/17 Projected Operating Budget (000's)	2017/18 Projected Operating Budget (000's)
Revenues				
Provincial Base Operating Grant	46,787	47,692	48,034	48,817
Provincial Grants - Capital, One-time & Other	499	500	500	500
Federal Grant - Research Support Fund	1,241	1,145	1,145	1,145
Grants from other universities	5,805	5,805	5,940	6,077
Interest	315	315	315	315
Tuition & Student Fees	19,003	18,078	18,423	18,814
Sales & Service	480	450	450	450
Miscellaneous	173	123	123	123
ICR - Administrative Overhead	416	576	576	576
Other Cost Recovery	360	571	571	571
Total Revenues	75,079	75,255	76,077	77,388
Expenditures				
Labour (Salaries, Wages & Benefits)	53,445	54,510	55,538	56,969
Operating Expenditures	17,947	17,879	18,350	18,780
New allocations:				
Instruction & support for new programs	-	1,250	1,250	1,250
Strategic Priorities	-	-	-	-
Transfers	3,687	3,856	3,856	3,856
Total Expenditures	75,079	77,495	78,994	80,855
Budget Shortfall before adjustments		(2,240)	(2,917)	(3,467)
TOTAL REVENUE LESS EXPENDITURES AND REDUCTIONS	-	-	-	-

*Comprised of General Operating, Northern Medical Program, Routine Capital, Carryforward and Professional Development Funds

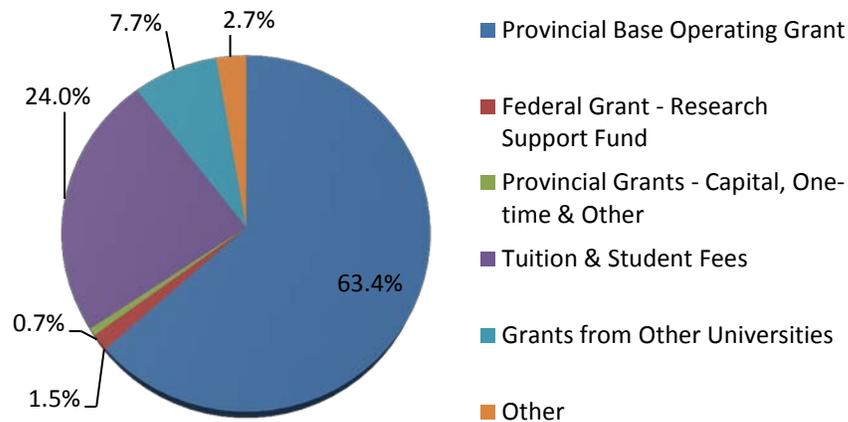
The following sections provide the details on revenue and expenditure changes in the above projection.

3.3.2.1. Revenue projections (as per Table 5)

The Consolidated General Operating Fund is supported by revenues from three main sources:

- Federal and Provincial government grants, which account for 66% of revenues in 2015/16;
- Grants from other universities which account for 8% of revenues in 2015/16; and
- Student tuition and fees which account for 24% of revenues in 2015/16.

Figure 5 - 2015/16 Consolidated General Operating Revenue



The total Consolidated General Operating Fund revenue for 2015/16 is projected at \$75.26 million. The major changes are by area as follows:

Provincial Base Operating Grant (\$47.69 million) has been adjusted from the 2014/15 approved budget to reflect final confirmation of the 2014/15 amount, the grant reduction for 2015/16, funding for salary increases included within the provincial mandate, and the base funding for the Master of Engineering program.

Table 6 – Adjustments to 2014/15

Adjustments	(000's)
2014/2015 approved amount	\$ 46,787
Confirmation of 2014/15 grant	(37)
2014/15 confirmed (adjusted) amount	46,750
2015/16 grant reduction	(665.00)
M.Eng program funding	1,200
Mandate funding	407
2015/16 budgeted amount	\$ 47,692

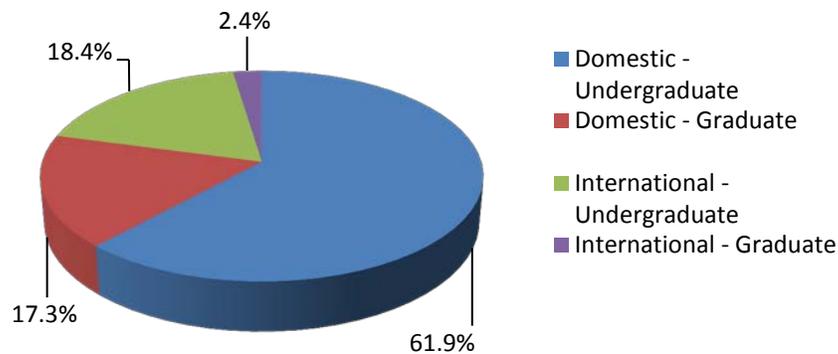
Tuition & Student Fees (\$18.08 million) represent fees paid by students (undergraduate and graduate, domestic and international) including application fees, course fees, student service fees, and other mandatory fees. The University is currently reviewing the policy on international student fees. The total tuition fees budgeted for 2015/16 is based on:

- 2% increase to the actual tuition revenue of 2014/15; and
- an amount for projected tuition fees from the new Master of Engineering Program.

Despite the above increases, the overall projected tuition is still \$925,000 less than the total budgeted for last year. This represents a significant decrease in total revenue compared to the 2014/15 budget.

For planning purposes, a 2% tuition increase is also used for 2016/17 and 2017/18. Student fees have been held constant. The following graph illustrates the proportionate share of tuition revenue budgeted for each student group.

Figure 6 – 2015/16 Tuition by student group



Provincial Grants – Capital, One-time & Other (\$500,000) are grants received for specific items such as funding for a province-wide computer network infrastructure (ORAN), a portion of the annual program delivery costs for Wilp Wilxo’oskwhl Nisga’a, the University’s grant-in-lieu of taxes, and routine capital.

Other Revenue - (\$8.99 million) comprises a variety of different sources. Interest is from university cash balances invested in short term investments such as money market and bond funds. Sales & Service includes items such as administrative fees, rent charged to external groups, and sales of a variety of goods and services. Miscellaneous includes non-research grants and donations. Internal Cost Recovery – Administrative Overhead represents a percentage of gross sales charged to Ancillary operations and the MBA program for administrative and operational services. Other Cost Recovery includes inter-departmental chargebacks for items such as postage, long distance, lab supplies, and personnel services.

Revenue Change Summary - The following table summarizes all of the above changes to revenue in this budget framework.

Table 7 – 2015/16 Revenue Plan Changes

	(000's)
Provincial grant reduction / confirmation adj.	\$ (702)
Additional FTE funding (M.Eng)	1,200
Mandate funding	407
Federal research support fund reduction	(96)
Tuition increase (2%)	318
Estimated tuition for new program	50
Enrolment adjustment	(1,293)
ICR – Administrative Overhead	161
Other Revenue	131
Total revenue increase 2015/16	\$ 176

3.3.2.2. Expenditure projections (details of Table 5)

The expenditures of the Consolidated General Operating Fund fall in to four main categories:

- Labour which accounts for 70% of all expenditures;
- Operating & Minor Capital Expenditures which account for 23%;
- Instruction & Support which accounts for 2%; and
- Transfers which account for 5% of the total.

Figure 7 – 2015/16 Consolidated General Operating Expenditures by Function

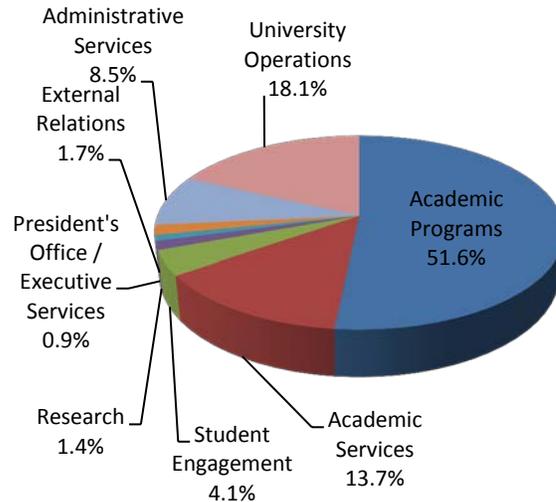
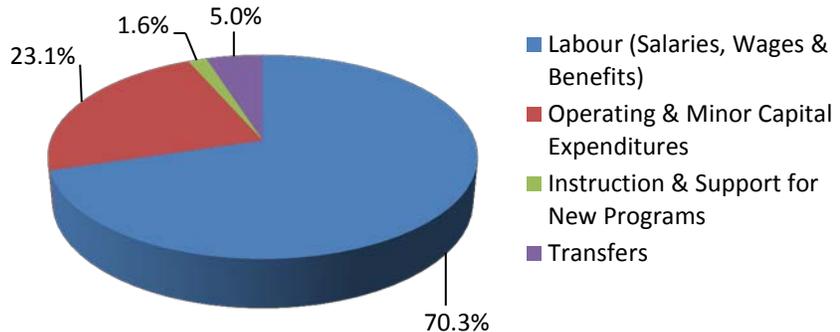


Figure 8 – 2015/16 Consolidated General Operating Expenditures by Category



The total Consolidated General Operating Fund expenditures are projected at \$77.50 million before adjustments.

Labour (\$54.51 million) has been increased by \$1.07 million to reflect benefit changes resulting from current collective agreements, collective bargaining or statutory obligations.

Operating Expenditures (\$17.88 million) are comprised of all non-salary expenses required to support programs and services including supplies, utilities, travel, and maintenance. The total has declined slightly from 2014/15 (\$68,000) due primarily to changes in the accounting treatment of certain items resulting in corresponding changes in revenues or transfers.

Instruction & Support (\$1.25 million) is new funding for the Masters of Engineering program; the detailed allocation of this funding is not yet complete.

Transfers (\$3.86 million) represent the exchange of funds to and from other areas of the comprehensive financial operation. For example, transfers to scholarships and bursaries, and transfers from Endowments for program support. Total net transfers have increased by \$169,000 primarily due to the expiry of some CRC Chairs and the change in accounting treatment in expenditures noted above.

Expenditure Change Summary – The following table summarizes all of the above changes to expenditures in this budget framework.

Table 8 – 2015/16 Expenditure Plan Changes

Expenditures	(000's)
Labour (salaries, wages, and benefits)	\$ 1,065
Operating expenditures	(68)
Instruction & support for new programs	1,250
Transfers	169
Total	\$ 2,416

3.4. Operating and revenue adjustment plan

The previous sections identify the revenue and expenditures prior to the adjustments required to balance the 2015/16 budget. This section outlines the adjustments proposed to balance the budget (totaling **\$2.24 million**):

Table 9 – Budget adjustments

	<u>(000's)</u>
• 2015/16 Deficit prior to following adjustments	(2,240)
○ <i>One time elimination of allocation to reserves with sufficient accumulated balances to maintain activities at the same level as prior years:</i>	
▪ Scholarships & Awards	707
▪ Faculty Recruitment and Retention Awards	93
▪ Faculty Travel and Publication Awards	83
▪ Miscellaneous Transfers	84
○ One time elimination of allocation to Capital Equipment Replacement Reserve (CERR); timing of CERR purchases can be postponed to accommodate funding available	800
○ Temporary increase to investment income based on prior years' experience	200
○ Temporary increase to estimated salary savings. A more complete analysis will be conducted during the new planning processes.	200
○ Temporary decrease to the utilities budget based on last year's results	173
○ Creating of a strategic priority pool to provide some degree of flexibility to address emergent issues during the transition to the new planning processes (<i>Note 1</i>)	(100)
• 2015/16 revised surplus/(deficit) after adjustments	<u>\$ 0</u>

Note 1:

The first \$25,000 allocation from these funds will be to support the annual costs of new research software.

3.4.1. 2015/2016 proposed budget and two year projections

Based on the initial budget in Table 5, combined with the adjustments in Table 9, the following Table 10 represents the Consolidated Operating Budget for 2015/16 and the projections for 2016/17 and 2017/18.

Table 10 – 2015/16 Proposed Budget and Two Year Projection

Consolidated General Operating Fund*	2014/15 Approved Operating Budget (000's)	2015/16 Proposed Operating Budget (000's)	2016/17 Projected Operating Budget (000's)	2017/18 Projected Operating Budget (000's)
Revenues				
Provincial Base Operating Grant	46,787	47,692	48,034	48,817
Provincial Grants - Capital, One-time & Other	499	500	500	500
Federal Grant - Research Support Fund	1,241	1,145	1,145	1,145
Grants from other universities	5,805	5,805	5,940	6,077
Interest	315	515	315	315
Tuition & Student Fees	19,003	18,078	18,423	18,814
Sales & Service	480	450	450	450
Miscellaneous	173	123	123	123
ICR - Administrative Overhead	416	576	576	576
Other Cost Recovery	360	571	571	571
Total Revenues	75,079	75,455	76,077	77,388
Expenditures				
Labour (Salaries, Wages & Benefits)	53,445	54,310	55,538	56,969
Operating Expenditures	17,947	17,706	18,228	18,587
New allocations:				
Instruction & support for new programs	-	1,250	1,350	1,400
Strategic Priorities	-	100	100	100
Transfers	3,687	2,089	3,856	3,856
Total Expenditures	75,079	75,455	79,072	80,912
Budget Shortfall before adjustments		-	(2,995)	(3,524)
TOTAL REVENUE LESS EXPENDITURES AND REDUCTIONS	-	-	-	-

*Comprised of General Operating, Northern Medical Program, Routine Capital, Carryforward and Professional Development Funds

Note 1: 2016/17: projected deficit of \$2,995 plus \$833,000 anticipated salary savings built into the budget results in a total deficit of \$3.828 million.

Note 2: 2017/18: projected deficit of \$3,524 plus \$833,000 anticipated salary savings built into the budget results in a total deficit of \$4.36 million.

3.5. One time funding allocations

There are many strategic and operational one-time expenditures required to keep UNBC in operation. Each year the savings from the past year are included in the “accumulated surplus account” and allocated to such uses. As outlined in Part I, accumulated surpluses are one-time funds (savings) and these funds are not available to address ongoing operational requirements.

Over the past several years the following kinds of one-time allocations have been made from these funds:

- CERR reserve funds
- Tall Wood Chair
- Classroom furniture
- Campus wireless
- Research software
- Emergency Notification System
- 25th Anniversary
- Capital Campaign costs
- Video Conferencing
- Records Management
- Canada Winter Games tuition waiver
- Smart Loop capital project
- Provost and VPAF offices to allocate to various activities

The projected new funds available for such purposes total approximately \$2.20 million.

Given this is a transition year the following will be used to allocate the funds during this next budget year:

1. Urgent university wide allocations known at budget time - off the top.
2. Transitional costs associated with the budget deficit plans for 2016/17 - allocate 40% total minus [Item 1].
3. Hold for University wide allocations during the year - 30% of total minus [Item 1].
4. Balance to be allocated to the Provost (70% of balance) and VPFA (30% of balance).

Future allocation process:

The allocation of future one time funds will be done consistent with the new integrated budget process.

3.6. Sponsored Research

As one of BC's research universities, research is an integral part of the mission of UNBC. There are five major categories of sponsored research funds:

- Competitively adjudicated funding from the Tri-Agencies;
- Research Support Fund from the Tri-Agencies;
- Canada Research Chairs program;
- Competitively awarded major research infrastructure support from the Canada Foundation for Innovation (CFI), the BC Knowledge Development Fund (BCKDF), and
- Other sources including research agreements with governments, foundations and industry as shown in the Table below.

The University of Northern British Columbia was established as a Research University in British Columbia, approximately 25 years ago. The total research revenue received by a Research University is used as a major indicator of both research success and research intensity/competitiveness by external assessors of University Performance. Research Competitiveness is measured as the ability of the researchers to attract external and peer reviewed funding.

In 2014/15, UNBC received \$12.0 million in external research funding. As outlined in the table below, the university has seen a decline in total research funding over the last 5 years.

Table 11 - Research revenue by category and year

	11/12	12/13	13/14	14/15
Source	Total Awards	Total Awards	Total Awards	Total Awards
NSERC	1,175,488	1,087,638	1,177,481	1,135,011
SSHRC	449,511	309,552	491,267	541,488
CIHR	562,978	549,035	453,127	514,848
CRC	875,000	925,000	1,100,000	975,000
Research Support Fund	1,733,284	1,563,503	1,365,666	1,239,661
Other	6,929,044	5,246,242	7,179,314	6,611,639
BCKDF	67,757	166,309	81,257	315,354
CFI	175,393	221,083	382,508	32,986
Endowment Allocations to Research	598,804	537,191	637,862	641,288
Total Research Funds	12,567,259	10,605,553	12,868,482	12,007,275

The total research grant and contract revenues increased in 2013/14 and 2014/15; whether or not we have reversed the declining trend noted between 2011/12 and 2012/13, by securing external funding, remains to be seen. The annual fluctuation in the number of CRCs occupying the allocated Chairs and the CFI and/or BCKDF funding represents a portion of the changes in the total annual revenue reported. The loss of three Tier 2 CRCs in 2013 (see below) has reduced annual research revenue by \$300,000; this reduction will impact total revenue for 2015 and onward. Revenue generated by UNBC Research includes overhead charged to research grants and research contracts, Research Support funding from the Federal Tri-agency and institutional operating funds provided by Canada Foundation for Innovation. UNBC has a combined \$30.0 million endowed research fund; about \$1.0 million is generated annually which covers various research expenses including items such

as salaries of endowed chairs, operations of the Quesnel River Research Centre and various ongoing research projects.

The declining Tri-Council funding resulted in a reduction of three Tier 2 CRCs at UNBC in 2013. It is important to note that UNBC was able to sustain the number of CRCs in 2015 following the reallocation exercise by the Canada Research Chair Secretariat.

A strong UNBC research ethos is critical to our future research successes. It will influence external factors and assist in making UNBC a more attractive option to external partners and funders, to our students, and to our community and other stakeholders.

DRAFT - Senate

3.7. Ancillary budgets

These units produce a significant service to UNBC students and to the overall mission of the university.

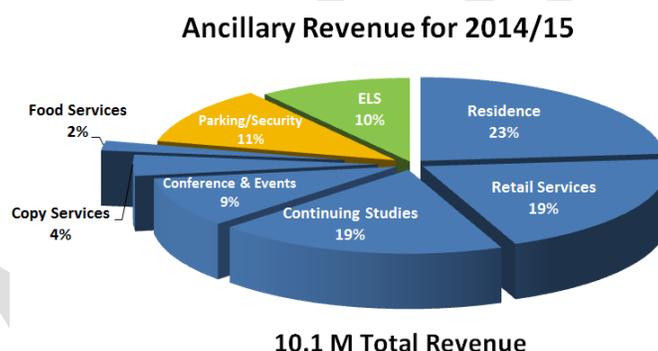
This section outlines the budget framework for three ancillary areas:

- Ancillary units including Residence; Retail Services; Continuing Studies; and Conference & Events
- Parking and Security
- English Language Studies

An ancillary operation is a unit or department within the university that is required to be financially self-sufficient. That is, each operation must generate sufficient revenue to not only cover its annual operating costs, including utilities and maintenance, but also provide for the renovation and replacement of its physical assets including any required debt servicing costs.

Total Revenues from all three areas from Ancillary Operations in 2014/15 totaled \$10.10 million. The chart below shows the different departments or units that contribute to this total.

Figure 9 – Ancillary Revenue for 2014/15



English Language Studies (ELS) and Parking/Security (PS), although an ancillary operation, reports through International Education and Parking/Security, respectively, while all other units report through the Director of Ancillary Services.

Each section outlines the proposed budgets for 2015/16 along with the corresponding fee increases that require board approval.

3.7.1. Ancillary departments

3.7.1.1. Residence

UNBC Residence Services provide on-campus accommodations for students and visitors. In all, UNBC has two buildings, organized into 129 - four bedroom and 14 - two bedroom apartments, which provide 544 total beds for students and visitors. The table below summarizes the proposed Residence Budget for the next three years.

Table 12 – 3 year proposed Residence budget

Residence	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	2,375	2,531	2,678	2,826
Salaries and Benefits ¹	521	301	303	303
Operating Expenses	652	834	844	844
Debt Servicing ²	1,601	947	844	1,205
Provision for Capital and Reserves	(427)	0	0	0
Transfers ³	28	449	474	474
Total Expenditures	2,375	2,531	2,678	2,826

The approved rates proposed for rooms to support the proposed budget for the fiscal year April 1, 2014 to March 31, 2015, represent a 2.5% increase for four and two bedroom suites. This is required to cover inflationary pressures, address deferred maintenance, and planned capital projects.

Ancillary Services will partner with UNBC Student Services to provide one-year term funding for counselling, academic, and nutrition services in residences for students living on campus. The pilot services will be in effect for one year to assess the long-term viability.

2014/15 saw the second, of three, debentures paid in full. Residence is now in a position to complete the much needed preventative maintenance and renovations over the next 2-3 years. Costs will be covered by a combination of Board of Governors' approved funding and provisions for capital (noted above) for an estimated residence renovation budget of \$14.80 million. Payback of Board of Governors' approved funding will be approximately eight years from completion of the project.

UNBC Facilities department expedited an extensive review of all UNBC buildings. The report provides guidance on all preventive maintenance that we need to address in both residence buildings.

Despite declining enrolment, UNBC Residence has been operating at over 90% occupancy for the last two years. Declining vacancy rates in Prince George have contributed to the occupancy pressures on campus. UNBC Residence will be conducting a phased approach for addressing future housing requirements on campus.

Phase 1 will address deferred maintenance in both buildings starting in the summer of 2016. Modifications to existing suite configurations in Building 1 (Neyoh) will add an additional 40 beds. Building 2 (Keyoh) will not be having current suite layouts reconfigured, however, significant upgrades will be completed during this project.

¹ Salaries to support Student Services moved to expenses starting in 2015/2016

² Debt Servicing includes: **1)** \$200,000 Annual Payment, for 10 years, to UNBC Central for payback on operating deficit from financing debentures. **2)** \$270,000 represents payment on final outstanding debenture. **3)** Remaining total to pay back \$13.0 million BOG approved residence renovations.

³ \$200,000 to Ancillary Central, \$80,000 to One Card, \$27,000 to CES for Facility Position, \$125,000 to Conference and Events Services, \$32,000 to ITS, -\$15,000 for General Wage Increase.

Phase 2 will start with extensive campus consultation during the 2015/16 school year. Gathering ideas to increase bed counts on campus and to be used in the development of a long-term housing strategic plan for UNBC is a significant priority for Residence Services in 2015/16.

Decreasing occupancy in Prince George poses a significant risk for UNBC moving forward, however, the inability to provide beds to future students will have a significant impact on UNBC's reputation.

3.7.1.2. Food Services

UNBC Food Services is comprised of student operated, self-operated, and contracted services located at a variety of locations on campus. Student run locations are comprised of the Thirsty Moose Pub and two Degree Coffee locations. Business activities conducted in these locations are not reflected in the financial summary below. Ancillary Services covered expenses associated with equipment and renovations for the new student operated location.

Table 13 – 3 year proposed Food Services budget

Food Services	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	170	435	468	507
Salaries and Benefits	0	0	0	0
Operating Expenses	110	133	133	133
Debt Servicing ⁴	0	100	100	100
Provision for Capital and Reserves	4	67	57	133
Transfers ⁵	56	135	179	140
Total Expenditures	170	435	468	507

2014/15 was the first year of operations for the new dining hall on campus. 2014/15 projections of 200 meal plans was achieved (total of 209 meal plans sold). 2015/16 projections include the sale of 350 meal plans. Revenues (above) are generated from commissions paid on revenues (below) to UNBC Food Services by Chartwells.

⁴ This total represents the contribution towards Food Service/Renovation Budget.

⁵ \$60,000 to Ancillary Services, \$40,000 to One Card, \$35,000 to Conference and Event Services.

Table 14 – 3 year average Food Services revenue sales

Location	Revenues	
	Previous 3 year average	2014/15
	(000's)	(000's)
Retail Outlets (Stackers, Tim's, and C-Store)	515	444
Agora Dining Hall – Meal Plan	68	810
Agora Dining Hall – Non Meal Plan	346	297
Catering – Internal	110	195
Catering – External	177	244
Other	40	27
Total Sales Revenues	1,256	2,017

UNBC Food Services provides the following support for student services on campus:

- \$10,000 Annual Scholarship awarded through External Relations;
- \$30,000 in Annual Bursaries for students displaying financial need for meal plans; and
- \$30,000 in Annual Support for a various Student Service Events.

Although food services on campus improved tremendously over the previous year, Ancillary Services is committed to working with Chartwells to ensure that overall food quality and variety are a high priority in the upcoming year. Ancillary Services will be launching a secret shopper program that will monitor food quality on campus.

3.7.1.3. Continuing Studies

Continuing Studies provides a variety of courses ranging from industry-specific training to credit programming through partnerships with participating Colleges within UNBC. The financial statement below captures the overall activity of UNBC Continuing Studies.

Table 15 – 3 year proposed Continuing Studies budget

Continuing Studies	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	1,927	3,002	4,219	5,117
Salaries and Benefits	574	899	1,251	1,397
Operating Expenses	1,805	1,836	2,415	3,031
Debt Servicing	0	0	0	0
Provision for Capital and Reserves ⁶	(332)	15	350	494
Transfers ⁷	(120)	251	202	195
Total Expenditures	1,927	3,002	4,219	5,117

⁶ 332K draw from reserve to cover investment into Online Development.

⁷ 200K to Ancillary Services, 75K to CES for room rentals, -24K for General Wage Increase.

An assumption is that the investment made into developing an on demand, video based, asynchronous online platform to support industry-training needs will result in a significant increase in revenue for 2015/16. Furthermore, the increase in salary and benefits represents an increase in positions needed to support this growth. Positions will not be added unless target revenues are achieved.

Key dates for the online launch are as follows:

- Environmental Monitoring Certificate June 15th, 2015
- Fitness Leadership Certificate August 7th, 2015
- Occupational Health and Safety December, 2015

Focusing on industry training has allowed Continuing Studies to grow revenues from \$800,000 in 2011/12, to over \$1.90 million in 2014/15. Future revenue growth will focus on the following strategic priorities over the next 3 years:

Priority #1: Successfully launch and leverage the new Online Learning Management System.

Continuing Studies has invested in a new framework that will increase the flexibility of course delivery options. Environmental Monitoring Certificate (image right) will be the first video-based certificate offered early this summer.

Fitness Leadership, and Occupational Health and Safety will follow.

Priority #2: Establish partnerships with the academic colleges at UNBC to develop unique programming.

BC Hydro Partnership ACS secured funding to partner with BC Hydro to provide Environmental Training for aboriginal students in the North West.

Priority #3: Identify, develop, and offer new high-demand programming that is appropriately resourced to provide a net return.

Continuing Studies has grown from a staff of three in 2012 to eleven in 2015. Staffing projections for 2017/18 is twenty-two full-time and one to five part-time staff members. It is imperative for Continuing Studies to create a space plan in 2015/16.

3.7.1.4. Conference and Event Services

Conference and Event Services provides internal and external services ranging from simple bookings to full conference management. The table below is a financial summary for the unit:

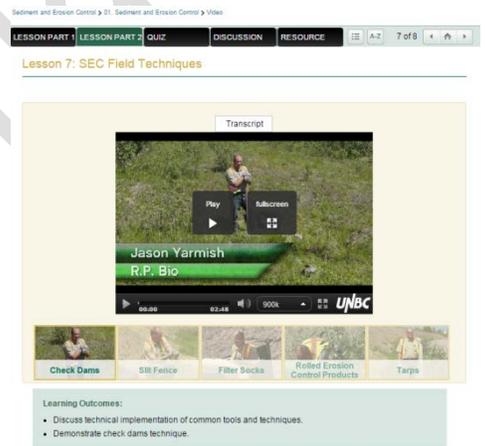


Table 16 – 3 year proposed Conference & Event Services budget

Conference and Event Services	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	975	314	314	314
Salaries and Benefits ⁸	306	344	349	358
Operating Expenses	575	241	282	282
Debt Servicing	0	0	0	0
Provision for Capital and Reserves	171	0	9	10
Transfers ⁹	(77)	(270)	(326)	(336)
Total Expenditures	975	314	314	314

Conference and Event Services, a highly cyclical unit, experienced an abnormally high volume of business due to the large events hosted on campus in 2014/15. Surpluses from this year will be moved to the reserve to cover off operations in slower years.

Conference and Event Services is primarily base funded by contributions from other Ancillary Units. This provides financial stability for the unit to provide internal and external activities for UNBC.

Internal Services - In 2014/15 Conference and Event Services booked a total of 39,421 spaces. 85% (33,735) of those spaces were for internal/non-revenue generating clients. On average Conference and Event Services facilitates twenty internal bookings each day. Furthermore, internal customers (Faculty and Staff) accounted for 10% (\$100,000) of overall revenue for the unit.

External Services - External events hosted on UNBC campus accounted for 87% (\$845,000) of all revenue. Large one-time events were mainly responsible for this incredible year. On average the unit will realize approximately \$350,000 in revenue per year.

Future Growth - Conference and Events Services will work closely with Residence to list our guest accommodations during the summer months with Hotels.com/Expedia.

Currently guest accommodations are operating at approximately 6% of capacity in the summer months. Focusing on creating and communicating the value of our guest services during the summer months will represent a significant growth opportunity for Conference and Event Services.

Conference and Event Services (CES) and the Northern Sport Centre (NSC) played a critical role in successfully implementing the Canada Winter Games. Deb Van Adrichem (Manager CES), Kevin Nowottnick (Manager NSC), Jennifer Studney (CES) and the entire complement

⁸ Starting 2015/16 CES will be paying for the Facility Role found within the unit.

⁹ \$35,000 from Food Services, \$125,000 from Residence, \$75,000 from Continuing Studies, \$25,000 from NSC, \$54,000 from Res/NSC, \$50,000 to Ancillary Services, \$7,000 for General Wage Increase.

of staff from both CES and the NSC should be recognized for the incredible work they did during this important event for UNBC.

3.7.1.5. Retail Services

Retail Services consists of Bookstore, Print Services, Vending, and One Card. Financial statements for each unit are provided below.

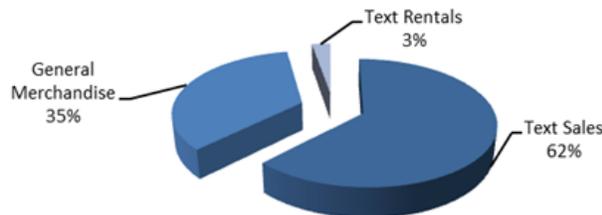
3.7.1.5.1. Bookstore

Table 17 – 3 year proposed Bookstore budget

Retail Services	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	2,030	2,049	2,014	1,979
Salaries and Benefits	454	449	456	468
Operating Expenses	1,750	1,665	1,624	1,623
Debt Servicing	0	0	0	0
Provision for Capital and Reserves ¹⁰	(138)	27	31	(19)
Transfers ¹¹	(36)	(92)	(97)	(92)
Total Expenditures	2,030	2,049	2,014	1,979

The Bookstore receives revenues through the sale of textbooks, books, and general merchandise. Shedding operations that were not sustainable was critical to establishing a stable operation in light of a continual decline in text book sales.

Figure 10 – Percentage of sales revenue



Sales deriving from textbooks have declined by 24% since 2010, an average rate of 7% per annum. 2013/14 to 2014/15 marked the largest dip in textbook sales in a single year at 10%.

Continued decreases in UNBC enrolment, a move away from traditional textbook sales, an interruption to retail traffic during the Canada Winter Games, and the UNBC Faculty Job Action had a negative impact on revenues in 2014/15.

¹⁰ \$138,000 draw on Ancillary Reserve to cover deficit for 2014/15.

¹¹ \$30,000 from One Card, \$25,000 from Print Services, \$37,000 for General Wage Increase.

Conducting market research and raising awareness about online options will be high priorities for this unit in 2015/16. Until new lines of revenue are identified, the bookstore operation will maintain a conservative outlook moving forward.

3.7.1.5.2. Copy Services

Copy Services consists of the Copy Centre and the multi-functional device fleet for Students, Faculty, and Staff. UNBC Copy Services aims to provide affordable print services for the campus.

Table 18 – 3 year proposed Copy Services budget

Copy Services	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	409	475	475	480
Salaries and Benefits	1	0	0	0
Operating Expenses	469	418	409	408
Debt Servicing	0	0	0	0
Provision for Capital and Reserves ¹²	(61)	8	16	23
Transfers	0	50	50	50
Total Expenditures	409	475	475	480

3.7.1.5.3. Vending Services

Commissions are payable from Ryan Vending for providing vending services on campus.

Table 19 – 3 year proposed Vending Services budget

Vending	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	7	7	7	7
Salaries and Benefits	0	0	0	0
Operating Expenses	0	0	0	0
Debt Servicing	0	0	0	0
Provision for Capital and Reserves	7	7	7	7
Transfers	0	0	0	0
Total Expenditures	7	7	7	7

¹² \$61,000 draw from Ancillary Reserve to cover transition costs associated with replacement of UNBC MFD fleet.

3.7.1.5.4. One Card

Table 20 – 3 year proposed One Card budget

One Card	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	25	50	62	74
Salaries and Benefits	0	0	55	55
Operating Expenses	8	60	60	60
Debt Servicing ¹³	0	25	35	35
Provision for Capital and Reserves	17	0	12	24
Transfers ¹⁴	0	(35)	(100)	(100)
Total Expenditures	25	50	62	74

In initiating this project, Ancillary Services is seeking to provide automated identification services of a single personalized contactless smart card that can be used for all monetary and non-monetary transactions and activities associated with day-to-day life on campus.

The system will be capable of supporting a variety of applications including but not limited to: declining balance applications such as laundry, photocopying, printing, meal plans/food service, vending, and third party point of sale systems (i.e., bookstore and print shop); integration/coexistence with building access control systems, card production, and web interfaces for users.

One of the primary benefits will be to provide Ancillary Services with the ability to audit sales activity to match commissions received from vendors. Currently this is not possible and is a risk for UNBC.

3.7.1.6. Central Services

Ancillary Central Services (ACS) provides the business needs for the entire Ancillary Division except for English Language Studies (ELS) and Parking & Security (PS). Overall leadership, business development, project management, and marketing for the Ancillary Services Division are provided by this unit.

All revenues to support this unit come from contributions from other ancillary units.

¹³ Represents payback towards the project investment: See [One Card Project](#).

¹⁴ \$30,000 to Bookstore, \$40,000 from Food Services, \$80,000 from Residence, and \$55,000 to Ancillary Services.

Table 21 – Proposed 3 year Central Services budget

Ancillary Central	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	0	0	0	0
Salaries and Benefits	397	367	403	403
Operating Expenses	373	413	463	513
Debt Servicing	0	0	0	0
Provision for Capital and Reserves	0	3	32	107
Transfers ¹⁵	(770)	(783)	(898)	(1,023)
Total Expenditures	0	0	0	0

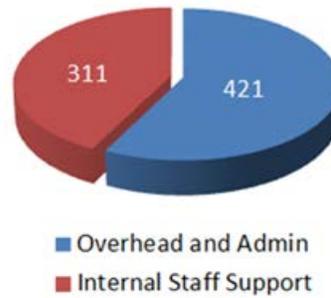
ACS successfully attracted, secured funding, and continues to work with industry to provide programming opportunities for Continuing Studies (CS).

TransCanada Funding ACS secured over \$80,000 in funding from TransCanada to provide Occupational Health and Safety training opportunities for students in Northern BC. This funding allowed CS to provide this opportunity to its students in the fall of 2014.

ACS facilitates financial contributions (see below) from the entire Ancillary Division (excluding ELS and Parking/Security) for UNBC General Operations.

¹⁵ Starting in 2015/16 contributions, from other Ancillary units, will be reported as interdivisional transfers not revenues. \$50,000 from CES, \$200,000 from CS, \$25,000 from Print, \$60,000 from Food, \$200,000 from Residence, \$200,000 from NSC, \$55,000 from One Card.

Figure 11 – 2015/16 Ancillary Contribution (000s)



Overhead and Admin are net contributions made to the UNBC General Operations from Ancillary Services.

Internal Staff Support contributions consist of a combination of Student Service and Administrative (59% and 41%) that are located outside of the Ancillary Division.

3.7.2. Northern Sport Centre

The NSC is operated by UNBC on behalf of the two primary stakeholders, City of Prince George and UNBC. Both stakeholders provide a \$300K operating grant which is critical to the sustainable operation of the NSC. The NSC carries a separate reserve and the financials are provided for information purposes only.

Table 22 – 3 year proposed Northern Sport Centre budget

Northern Sport Centre	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	1942	1,933	1,963	1,994
Salaries and Benefits	831	839	855	872
Operating Expenses	1,347	1,034	914	934
Debt Servicing	0	0	0	0
Provision for Capital and Reserves	32	77	225	219
Transfers	(268)	(17)	(32)	(32)
Total Expenditures	1,942	1,933	1,963	1,994

UNBC contributes to the operations of the facility by providing access for all students (e.g., varsity practice/game times, gymnasium time, Convocation). City of Prince George contributes to user rates for local sport organizations ensuring that they remain at the lowest rates possible, approximately 33% of similar facilities in Western Canada.

The NSC has grown revenues to create a stable operation that provides consistent contributions to the NSC Reserve. This has ensured the unit has the essential funds to cover future capital needs. Please see Appendix B for NSC Capital Information.

Currently the NSC is operating at capacity and is struggling to meet the growing demand from all user groups. The Northern Sport Centre board is conducting a capacity report scheduled for completion in June 2015.

3.7.3. Parking and Security

Parking and Security operate as a combined Ancillary unit. Revenue for the unit is comprised of parking fees together with security service fees charged to the University and to Ancillary Units.

Table 23 – 3 year proposed Parking & Security budget

Parking and Security	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	992	1125	1148	1,170
Salaries and Benefits	882	864	880	898
Operating Expenses	136	190	194	198
Debt Servicing	0	0	0	0
Provision for Capital and Reserves	(10)	90	93	93
Transfers	(16)	(19)	(19)	(19)
Total Expenditures	992	1,125	1,148	1,170

In fiscal 2015/16, revenue from parking fees is budgeted at \$400,000 while \$725,000 is the projected amount to be received from the University and other Ancillary units for security staff services.

In 2014/15, parking fee revenue was adversely impacted by the parking meters being out of order. For 2015/16, budgeted Parking revenue has been increased to reflect the new parking system and meters which is expected to be fully operational by the end of May 2015. The projected revenue from Ancillary has also been increased to reflect the full cost of the services provided. The salaries expense budget has been increased to ensure appropriate staff levels are in place to meet service requirements and to limit overtime costs through more efficient use of resources. A 2% inflationary adjustment has been made to revenue and expenses for the 2016/17 and 2017/18.

3.7.4. English Language Studies

UNBC International Education is a unit comprised of two segments of operations – the English Language Studies (ELS) that is required to be financially self-sufficient and International Student Engagement that is funded centrally as part of the general operating fund. The ELS operation must generate sufficient revenue to not only cover its direct operating costs but also contribute

two (2%) percent of its gross revenue to UNBC as administrative overhead charge each fiscal year.

Revenues from the ELS operation in 2014/15 totaled \$1.1M. This revenue comes from a variety of areas including ELS tuition fees, course fees, student fees and application fees. The majority of revenue for the ELS operation comes from tuition fees. For 2014/15, this source of revenue accounted for about 99% of total International Education revenue. The following table outlines the proposed ELS budgets for 2015/16 to 2017/18.

Table 24 – 3 year proposed ELS budget

English Language Studies	Actual	Proposed	Proposed	Proposed
	Year End	Budget	Budget	Budget
	2014/15	2015/16	2016/17	2017/18
	(000's)	(000's)	(000's)	(000's)
Total Revenue	1,110	1,110	2,080	2,080
Salaries and Benefits	801	801	1,200	1,320
Operating Expenses	178	178	700	770
Debt Servicing	0	0	0	0
Provision for Capital and Reserves	141	141	190	500
Transfers	(10)	(10)	(10)	(10)
Total Expenditures	1,110	1,110	2,080	2,080

The proposed budgets for 2016/17 (60 MAPP students) and 2017/18 (90 MAPP students) are based on an assumption of successful inception of the Masters Academic Preparation Program (MAPP) in 2016. Therefore, the projected revenues and expenses after 2015/16 are expected to increase significantly.

3.8. Specific Purpose and Endowment Funds

The specific purpose and endowment funds comprise two separate series of funds:

- **Specific Purpose** - these consist of project funds that are externally restricted (e.g., Aboriginal Service Plan) or internally restricted (e.g., student awards, library fines and reserves), as well as expendable funds that are externally restricted (e.g., various student awards) and chiefly supported by donations to the University. External donations and internal transfers to expendable funds can be used to directly support project-related expenses. The majority of specific purpose fund revenue is generally non-recurring in nature.
- **Endowments** – these consist of funds that are externally restricted and supported by donations to the university and interest earned on same (e.g., student scholarships, library endowments, and endowed chairs.) Donations to endowment funds cannot be spent directly; rather they are held for the purpose of generating interest (investment) income

which in turn is used to support project-related expenses in perpetuity. Revenues in these funds are cyclical by nature and therefore fluctuate, sometimes significantly, from year to year.

The majority of revenue in the specific purpose and endowment funds is usually from investment income and donations. In fiscal 2013/14, these two revenue categories respectively made up 51% and 25% of total revenue with the majority of donations revenue realized in the specific purpose funds, and almost all of the investment income realized in the endowment funds.

Given the unpredictable nature of revenue within this fund, it can vary considerably from year to year. For example, total revenue in the specific purpose and endowment funds was \$4.0 million in 2010/11, \$6.9 million in 2011/12, \$6.5 million in 2012/13, and \$7.1 million in 2013/14.

The endowment funds receive donations which are invested for endowment purposes. As of March 31, 2015, there were a total of 284 funds with a market value of \$72.1 million. This is the result of years of philanthropy and investment.

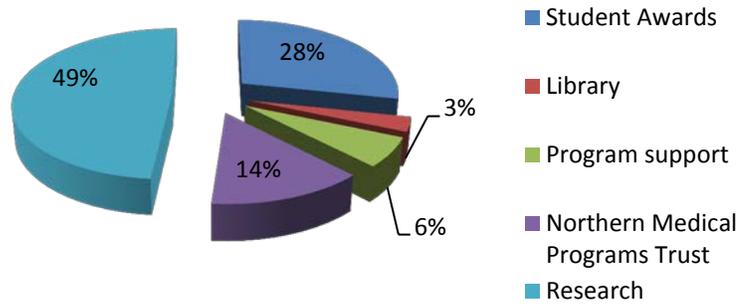
All specific purpose and endowment funds are “restricted”, meaning they can only be used for the purposes stated in the donor funding agreements and cannot be allocated to support any other activity such as offsetting deficits or addressing budgetary pressures within the general operating budget.

Spending in the specific purpose funds is limited to available fund balances in any given year and may be governed by donor agreements or internal restrictions.

The Investment Committee, a sub-committee of the Board of Governors, sets the university’s endowment objectives, policies, spending policy, and other related parameters with the aim of empowering its investment managers to generate investment income sufficient to support specific areas of the university’s activities as set out in the terms and conditions of the various donor agreements. In addition to the Investment Committee, spending from the Northern Medical Program Trust (NMPT) is determined by the NMPT Society which is composed of representatives from the participating communities.

On an annual basis, the various budget holders – as shown in the chart below – are allocated their distribution income (budget) from the endowment funds. For 2013/14 and 2014/15, the total available distribution of endowment funds was \$1.8 million and \$1.9 million respectively, allocated as follows:

Figure 12 – 2013/14 and 2014/15 Endowment Budget



To ensure sustainability, the spending rate for the endowment funds is currently set at 3.5% of the three-year rolling average of the market value of the endowment portfolio. The spending rate is reviewed annually by the Investment Committee.

3.9. Conclusion

The budgets and financial information in the preceding pages present a comprehensive financial picture of UNBC. The budgets are balanced and in the case of the operating budget the context has been set for some urgent fixes in the months to come. The Ancillary units continue to demonstrate sound financial growth and provide a significant contribution to UNBC.

Presenting the financial data related to research and specific purpose areas is intended to demonstrate that these broader activities make significant contributions to the mission of UNBC.