

**SENATE MEETING  
PUBLIC SESSION  
MINUTES**

12 October 2005

3:30 – 5:30 PM

Room 7-172 Bentley Centre - Prince George Campus

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**Present:**

K. Beeler, S. Beeler, T. Binnema, M. Blouw, C. Brown, H. Brunt (Vice-Chair), J. DeGrace (Secretary), A. Espíritu, C. Hurtubise, C. Jago (Chair), E. Jensen, M. Mandy, B. McGill, P. Montgomery, W. Morrison, A. Nussbaumer, C. Opio, D. Procter, J. Randall, E. Rapaport, R. Tait, S. Wilson

**Regrets:**

R. Berthiaume, S. Cochran, D. Ditto, R. Ellis, A. Fredeen, D. Hemingway, K. Hutchings, E. Kinghorn, R. Matheson, K. Naziripour, D. Nyce, K. Penner, F. Rahemtulla, S. Scholefield, B. Simard, D. Small

**Non-voting members present:**

D. Macknak

**Guests:**

G. Kerr

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The meeting commenced at 3:35 p.m.

**1.0 S-200510.01**

**Approval of the Agenda**

Morrison/Mandy

That the Agenda for the October 12, 2005 Public Session of Senate be approved as presented.

CARRIED.

**2.0 Approval of the Minutes:**

**S-200510.02**

**Approval of the Minutes of the September 14, 2005 Public Session**

Morrison/Mandy

That the Minutes of the Public Session of Senate of September 14, 2005 be approved as presented.

CARRIED.

**3.0 Business Arising from Previous Meetings of Senate**

Dr. Jago reminded Senators that, at the previous meeting, they had been invited to comment through the Secretary on documentation, provided by The University Presidents' Council, which discussed alternative

approaches to the election of a Chancellor. As yet no comments had been received, and he asked that any Senators wishing to comment do so as soon as possible.

#### **4.0 President's Report**

No report.

#### **5.0 Report of the Vice-President (Academic) and Provost**

No report.

#### **6.0 Question Period**

No questions were posed.

#### **7.0 Committee Reports:**

##### **7.1 Senate Committee on Academic Policy and Planning**

###### **S-200510.03**

###### **Approval of Proposed Agreement of Cooperation Between Mid Sweden University (Sweden) and the University of Northern British Columbia**

Brunt/Mandy

That the Agreement of Cooperation between Mid Sweden University (Sweden) and the University of Northern British Columbia be approved as proposed.

Effective date: September 2005

CARRIED.

###### **S-200510.04**

###### **Renewal of Student Exchange Agreement Between Osaka International University (Japan) and the University of Northern British Columbia**

Brunt/Rapaport

That the renewal of the Student Exchange Agreement between Osaka International University (Japan) and the University of Northern British Columbia be approved as proposed.

Effective date: September 2005

CARRIED.

###### **S-200510.05**

###### **Approval of Proposed Agreement of Cooperation Between Perm State University (Russia) and the University of Northern British Columbia**

Brunt/Opio

That the Agreement of Cooperation between Perm State University (Russia) and the University of Northern British Columbia be approved as proposed.

Effective date: September 2005

CARRIED.

###### **S-200510.06**

###### **Motion to Rescind Motion S-200502.04 (Transcript Notation for UNBC Students Completing Requirements Offered in Collaboration with the University of the Arctic (UArctic))**

That, on the recommendation of SCAPP, Motion S-200502.04, which reads as follows, be rescinded:

That, for UNBC students completing the seven required Bachelor of Circumpolar Studies courses, plus an approved 15 credit hours of "Advanced Emphasis," offered in collaboration with the University of the Arctic (UArctic), the following UNBC transcript notation be entered after any notations referring

to UNBC credentials earned: "Core and Advanced Emphasis requirements met for University of the Arctic Bachelor of Circumpolar Studies."

Brunt/Tait

Effective date: October 12, 2005

Mr. DeGrace explained that the Transcript entry as currently in place was not, strictly speaking, correct in that the University of the Arctic was not in fact a degree granting institution. The transcript notation proposed in the subsequent motion would be more accurate. Dr. Mandy asked whether the transcript notation appeared on any current transcripts. Mr. DeGrace said that it did for one or two students, and that the effect of the passage of both motions would be to change the notation retroactively.

CARRIED.

**S-200510.07**

**Transcript Notation for UNBC Students Completing Requirements Offered in Collaboration with the University of the Arctic (UArctic)**

Brunt/Tait

That, for UNBC students completing the seven required Circumpolar Studies Program courses, plus an approved 15 credit hours of "Advanced Emphasis," offered in collaboration with the University of the Arctic (UArctic), the following UNBC transcript notation be entered after any notations referring to UNBC credentials earned: "Core and Advanced Emphasis requirements met for University of the Arctic Circumpolar Studies Program."

Effective date: 2005

CARRIED.

**S-200510.08**

**Approval of the "External Program Review, Administrative Reference Guide" Document**

Brunt/Jensen

That the "External Program Review, Administrative Reference Guide" document be approved as proposed.

Effective date: September 2005

CARRIED.

**S-200510.09**

**2004 – 2005 Annual Report of the Senate Committee on Academic Policy and Planning**

Brunt/Mandy

That the 2004 – 2005 Annual Report of the Senate Committee on Academic Policy and Planning be received.

Effective date: October 12, 2005

CARRIED.

**7.2 Senate Committee on Research and Graduate Studies (SCRGS)**

**To Senate for Information**

**SCRGS090705.02**

**2004 Annual Report of the UNBC Animal Care and Use Committee**

The UNBC Animal Care and Use Committee Annual Report for January 1, 2004 to December 31, 2004 was received by the Committee and forwarded to Senate for information.

Effective date: June 2005

**7.3 SCAPP and SCRGS Subcommittee on Curriculum and Calendar — No report**

**7.4 Senate Committee on Scholarships and Bursaries — No report**

**S-200510.10****Proposed Revision of Calendar Entry — Academic Regulations Regarding the Academic Appeals Process in the Undergraduate and Graduate Calendars**

Montgomery/McGill

That the Academic Regulations in both the Undergraduate and Graduate Calendars be amended in respect of the academic appeals process, as follows (deleted text ~~struck through~~, added/amended text underlined):

Effective date: Immediately upon approval by Senate  
CARRIED.

**UNDERGRADUATE CALENDAR** (Academic Regulations 45, 46, 48 and 53)**IV. General Academic Regulations****45. Procedure on Suspicion of an Academic Offence**

- a. An instructor who suspects plagiarism, cheating, or any other academic offence and has evidence to support the accusation, will contact the student to advise of the offence and present the evidence. The student may request that a third party (for example another faculty member, a teaching assistant, or a staff member) be present at this or any subsequent meetings.
- b. If the issue can be resolved at this level, the faculty member will fill in Part A of the UNBC Report Form for Academic Misconduct and forward it to the Office of the Registrar to be placed in the student's file.
- c. If the matter is not resolved between the student and faculty member, or if it is a serious case (which may involve probation, or suspension or expulsion), it will be discussed by the student, faculty member, and the Chair of the program involved. Discussions with the Chair or Dean may be held at the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party. After these discussions, the Dean will complete Part B of the Report Form for Academic Misconduct. If a penalty is imposed, a copy of the Report Form will be placed in the student's file.
- d. All forms, whatever the outcome, will be filed in the Office of the Registrar. The student may appeal any ~~of these~~ decisions of the Dean or President to the level of the Committee on Academic Appeals (see Academic Regulations 49, 50).

**46. Academic Sanctions**

Registration at the University of Northern British Columbia and the right to access the library, specialized equipment or all other academic facilities implies a commitment on the part of a student to use such facilities in accordance with established rules. A student not fulfilling these obligations will have academic sanctions imposed upon him/her.

If a student has been found guilty of an academic offense, the student will be subjected to a penalty or penalties appropriate to the offense. Normally, academic offenses will be dealt with in the first instance by the instructor. A range of penalties is described below:

- a. **Reprimand:** This is a written warning to a student from the Program Chair or the Dean of the College that the student's behaviour is considered unacceptable to the University.
- b. **Reduction of Grade:** A reduction of grade may be applied to an examination, test, or assignment to which an offense is relevant and will be decided upon by the Program Chair or Dean of the College, in consultation with the Instructor. Policies with respect to regrading and review of assignments or exams are under the direction and purview of the Program Chair.
- c. **Probation:** In addition to any other penalty which may be applied, the Dean of a student's College may place a student on probation, or may prohibit the student from taking a course or courses.
- d. **~~Expulsion~~ Suspension:** The Dean of a student's College may recommend suspension, either for a specified period or indefinitely, to the President. The President may ~~expel~~ suspend a student from the University, either for a specified period or indefinitely. Prior to the President's decision becoming final, the student will be informed in writing of the recommendation. The student will be given 15 working days following such notification to lodge an appeal before the President's final decision becomes effective. Any such appeal must be made in writing to the

Secretary of Senate (University Registrar) and will be reviewed by the Senate Committee on Academic Appeals (SCAA).

#### 48. Conditions of Academic Standing

- b) **Requirement to Withdraw:** The following circumstances may result in a requirement to withdraw from UNBC. These are:
- i. Discovery that required documentation for admission was withheld, by the student, from the University;
  - ii. Failure to pay for tuition or university services;
  - iii. Failure to achieve an SGPA of 2.0 or higher after the completion of 18 credits while on Academic Probation. Normally, in this case a requirement to withdraw from the University is for three semesters (one full calendar year);
  - iv. A decision by the President of the University that the suspension ~~or expulsion~~ of a student, for reasons of unsatisfactory conduct, unsatisfactory academic performance, or other reasons clearly indicates that withdrawal from UNBC is in the best interest of the University.

In order to apply for re-admission to the University, students must submit an Application for Admission/Re-admission to the Office of the Registrar. Students must provide a letter to the Registrar, stating their rationale for wishing to return to studies at UNBC and documenting any work completed or experience gained which would better qualify them to complete, successfully, work at UNBC.

Students who are permitted to return to studies at UNBC, return on academic probation, and are subject to the University's policy on academic standing and continuance found in the current calendar.

#### 53. Appeal Procedure on Requirement to Withdraw

“Requirement to Withdraw” is an academic decision under the purview of the student's College Dean. Therefore, a student's first recourse by way of appeal is the Dean. If the Dean agrees to rescind the requirement, the Dean informs the Office of the Registrar and no further action by the student is necessary.

Otherwise, any academic appeal on a requirement to withdraw ~~or an expulsion~~ must be made in writing to the Administrative Registrar and will be reviewed by the Senate Committee on Academic Appeals (SCAA).

### **GRADUATE CALENDAR** (Academic Regulations 23, 24)

#### 23. Procedure on Suspicion of an Academic Offence

- a. An instructor who suspects plagiarism, cheating, or any other academic offence and has evidence to support the accusation, will contact the student to advise of the offence and present the evidence. The student may request that a third party (for example another faculty member, a teaching assistant, or a staff member) be present at this or any subsequent meetings.
- b. If the issue can be resolved at this level, the faculty member will fill in Part A of the UNBC Report Form for Academic Misconduct and forward it to the Office of the Registrar to be placed in the student's file.
- c. If the matter is not resolved between the student and faculty member, or if it is a serious case (which may involve probation, or suspension ~~or expulsion~~), it will be discussed by the student, faculty member, and the Chair of the Program involved. Discussions with the Chair or Dean may be held at the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party. After these discussions, the Dean will complete Part B of the Report Form for Academic Misconduct. If a penalty is imposed, a copy of the Report Form will be placed in the student's file.
- d. All forms, whatever the outcome, will be filed in the Office of the Registrar. The student may appeal any of these decisions to the level of the Senate Committee on Academic Appeals (SCAA) (see Academic Regulations 27, 28).

#### 24. Academic Sanctions

Registration at the University of Northern British Columbia and the right to access the library, specialized equipment or all other academic facilities implies a commitment on the part of a student to use such facilities in accordance with established rules. A student not fulfilling these obligations will have academic sanctions imposed upon him/her.

If a student has been found guilty of an academic offense, the student will be subjected to a penalty or penalties appropriate to the offense. Normally, academic offenses will be dealt with in the first instance by the instructor. A range of penalties is described below:

- a. Reprimand: This is a written warning to a student from the Program Chair or the Dean of ~~the College~~ Graduate Studies that the student's behaviour is considered unacceptable to the University.
- b. Reduction of Grade: A reduction of grade may be applied to an examination, test, or assignment to which an offense is relevant and will be decided upon by the Program Chair or Dean of ~~the College~~ Graduate Studies, in consultation with the Instructor. Policies with respect to regrading and review of assignments or exams are under the direction and purview of the Program Chair.
- c. **Probation:** In addition to any other penalty which may be applied, the Dean of ~~a student's College~~ Graduate Studies may place a student on probation, or may prohibit the student from taking a course or courses.
- d. **Expulsion Suspension:** The Dean of Graduate Studies may recommend suspension, either for a specified period or indefinitely, to the President. The President may ~~expel~~ suspend a student from the University, either for a specified period or indefinitely. Prior to the President's decision becoming final, the student will be informed in writing of the recommendation. The student will be given 15 working days following such notification to lodge an appeal before the President's final decision becomes effective. Any such appeal must be made in writing to the Secretary of Senate (University Registrar) and will be reviewed by the Senate Committee on Academic Appeals (SCAA).

Dr. Montgomery explained that the motion was introduced so as to bring the Academic Regulations into conformity with the requirements of the University Act, under the provisions of which the words "expel" and "expulsion" were not used, and power was vested only in the President to suspend a student. Dean Tait pointed out that, for clarity, it had been agreed at the Committee level that S. 46 c. and d. in the Undergraduate Calendar, and 24 c. and d. in the Graduate Calendar, were to be amended to refer unambiguously to the actions of probation and suspension. Mr. DeGrace agreed that this was the case and that the omission could be corrected easily without compromising the intent of the motion. Senators agreed, generally, that this change could be made, and the amended text is indicated in the motion as presented above.

CARRIED.

#### **S-200510.11**

#### **2005 Annual Report of the Senate Committee on Academic Appeals**

Montgomery/S. Beeler

That the 2005 Annual Report of the Senate Committee on Academic Appeals (October 2004 – September 2005) be received.

Effective date: October 12, 2005

CARRIED.

### **7.6 Senate Committee on Nominations**

**Jago**

#### **S-2005100.12**

#### **Membership Changes to Senate and Senate Committees (no material)**

That the following recommendations from the Senate Committee on Nominations (SCN), for candidates to serve on Senate and Senate Committees, be approved as proposed:

#### **Committee and Position to be filled**

#### **Candidate**

#### **Senate**

Faculty Member at Large (one position available, until January 31, 2006)

Eleanor Annis

#### **Senate Committee on Honorary Degrees and Other Forms Of Special Recognition**

Faculty Senator (CSAM) (one position available, until January 31, 2006)  
Student (one position available, until June 30, 2006)

Bob Ellis  
Stephanie Wilson (2<sup>nd</sup> term)

**Senate Committee on the University Budget**

Faculty Senator (CSAM) (one position available, until January 31, 2008)  
Faculty Senator (CASHS) (one position available, until January 31, 2008)

Bob Ellis  
Aileen Espiritu (2<sup>nd</sup> term)

There being no further nominations, the Candidates were declared elected.

**7.6.1 Nominations and Election of Tenured Faculty Senator Representatives (2 positions) and Tenured Faculty Senator Representative Alternate (1 position) for the University Promotion and Tenure Committee (UPTC)**

Dr. Brunt called for nominations from the floor for the two Senator Representatives. Nominations were as follows:

|               |                            |          |
|---------------|----------------------------|----------|
| Ted Binnema   | (nominated by W. Morrison) | accepted |
| Erik Jensen   | (nominated by C. Opio)     | accepted |
| Charles Brown | (nominated by E. Rapaport) | declined |

There being no further nominations, T. Binnema and E Jensen were declared elected.

Dr. Brunt then called for nominations from the floor for one Senator Alternate Representative. The following nomination was received:

|                    |                         |          |
|--------------------|-------------------------|----------|
| Patrick Montgomery | (nominated by M. Blouw) | accepted |
|--------------------|-------------------------|----------|

There being no further nominations, P. Montgomery was declared elected.

**7.7 Steering Committee of Senate**

**S-200510.13**

**2005 Annual Report of the College of Arts, Social and Health Sciences (CASHS)**

K. Beeler/Tait

That the 2005 Annual Report (July 1, 2004 to June 30, 2005) of the College of Arts, Social and Health Sciences (CASHS) be received.

Effective date: October 12, 2005

Dean Randall called Senators' attention to a few errors in the report relating to the affiliations of CASHS research grant award winners on p.6 of the Annual Report. He indicated that he would be providing corrected text. He noted that faculty welcomed the challenge of the academic visioning exercise.

CARRIED.

**S-200510.14**

**2005 Annual Report of the College of Science and Management (CSAM)**

That the 2005 Annual Report (2004 - 2005) of the College of Science and Management (CSAM) be received.

McGill/Jensen

Effective date: October 12, 2005

CARRIED.

**8.0 Other Business**

No other business was identified.

**8.1 Report of the Administrative Registrar**

No report.

**9.0 Information**

No items were identified.

**10.0 S-200510.15  
Adjournment**

Mandy/Tait

That the Senate meeting be adjourned.

CARRIED.