

**SENATE MEETING
PUBLIC SESSION
MINUTES**

June 13, 2007
3:30 – 5:30 PM

Room 7-172 Bentley Centre - Prince George Campus

Present:

K. Beeler, H. Brunt, D. Casperson, D. Cozzetto (Chair), H. Domshy, R. Ellis, H. Giroday, M. Gorzelak, D. Hemingway, J. Hyndman, E. Jensen (teleconference), D. Kimmie, T. Knudsen, D. Macknak, M. Mandy, W. McGill, A. Nussbaumer, D. Nyce, E. Owen-Williams, E. Pratt, J. Randall, S. Rennebohm, J. Safaei Boroojeny, A. Smith, D. Tasa, S. Wagner

Regrets:

E. Annis, A. Espíritu, J. Holler, E. Kinghorn, H. Li, J. Li, K. Medhurst, C. Opio, E. Rapaport, M. Reed, H. Samadi, B. Simard, R. Tait (Vice-Chair), M. Thomson

The meeting commenced at 3:30 p.m.

1.0 S-200706.01

Approval of the Agenda

McGill / Beeler

That the Agenda for the June 13, 2007 Public Session of Senate be approved, with the following addition:

- Item 2.3 under “Business Arising” — Report from the Senate Committee on Nominations

CARRIED.

2.0 Business Arising from Previous Minutes of Senate

2.1 Retention Reports from the Dean, Student Success and Enrolment Management

Madak

2.1.1 Retention Data

2.1.2 Retention Plan

Dean Madak provided two reports regarding student recruitment and retention. He stressed the fact that the information in the report was the “first run” at the data, and in the future the information would be further broken down as compared with what is in the current report. He emphasized several points, including the following: that first year student losses are the most significant, and place UNBC at the bottom of Canadian universities; that the students being lost are significantly comprised of students with higher-end GPAs, and that an exit survey will hopefully be useful in determining why those students are leaving; and, that academic advising is crucial, and the model UNBC has recently adopted (the centralized team approach) is one of two major models adhered to in North America.

It was asked whether recruitment and retention of mature students had been addressed, and Dean Madak responded that it had not yet been, but there were plans to do so in the fall. The question was raised as to when exit surveys would begin, and whether students who left the University between January and April of 2007 would be surveyed. Dean Madak replied that they were currently looking at instituting exit surveys in the fall semester, and would not be surveying any students who left UNBC prior to the date exit surveys are implemented. It was noted that contacting students who have left the University is often a difficult task, and that one needs to be realistic about data that might be obtained, because exit surveys done at UNBC in previous years produced data that were inconclusive. For this reason, at some point after exit surveys are implemented, evaluation would be undertaken to determine whether it was feasible to continue with the surveys.

2.2 **S-200706.02**

Revision of Senate Handbook — Replacement of Dean of Graduate Studies with Vice-Provost, Research and Graduate Programs

Brunt / Casperson

That the Senate Handbook be amended as follows:

1. that Article 4 of the Senate Handbook be changed to replace "Vice-President Research" with "Vice-Provost Research and Graduate Programs" in the descriptions of the following Committees:
 - the Senate Committee on Honorary Degrees and other forms of Special Recognition (SCHDSR)
 - the Senate Committee on Research and Graduate Studies (SCRGS)
 - the Research Ethics Board (SCRGS)
 - the Research Ethics Board (SCRGS)
 - the SCRGS Subcommittee on Animal Care and Use (ACC)
2. that Article 4 of the Senate Handbook be changed to replace "Dean of Graduate Studies" with "Vice-Provost Research and Graduate Studies" in the descriptions of the following Committees:
 - the Senate Committee on Admissions and Degrees (SCAD)
 - the SCAPP and SCRGS Subcommittee on Curriculum and Calendar (SCCC)
 - the Senate Committee on Research and Graduate Studies (SCRGS)
 - the Senate Committee on Scholarships and Bursaries (SCSB)
 - the Senate Committee on Academic Policy and Planning (SCAPP)
3. that current members of the SCRGS Research Ethics Board and the SCRGS Subcommittee on Animal Care and Use continue until they resign or other members are appointed;
4. and that these changes become effective July 1, 2007.

CARRIED.

Dr. Brunt mentioned that, although the complete Senate Handbook was currently under revision, it would likely not be coming to Senate for approval until September, and it was important that the proposed changes be implemented as soon as possible. Dr. Brunt pointed out that there was a duplicate reference to the Research Ethics Board in "Part 1" of the motion, and asked that one of those references be stricken. He also suggested that, rather than the Dean of Graduate Studies being replaced by the "Vice-Provost Research and Graduate Studies," that the position be replaced by the "Associate Dean of Graduate Programs."

Friendly amendment:

Brunt / Casperson

That, in motion S-200706.02, the second reference to the "Research Ethics Board (SCRGS)" be deleted from Part 1, and that Part 2 be changed to read "that Article 4 of the Senate Handbook be changed to replace "Dean of Graduate Studies" with "Associate Dean of Graduate Programs."

CARRIED.

The question was raised whether the Vice-Provost Research and Graduate Programs and the Associate Dean of Graduate Programs would co-Chair the Senate Committee on Research and Graduate Studies, as the Vice-President Research and Dean of Graduate Studies had done. Dr. Brunt responded that this

question would be addressed in the context of the full review of the Handbook. In this regard, it was also agreed that the question of whether the Associate Dean of Graduate Programs should become a member of Senate also needed to be attended to.

2.3 Report from the Senate Committee on Nominations

Senator Smith reported that, as she would be going on sabbatical effective July 1, 2007, she wished to notify Senate that the following positions remain unfilled on the Senate AVI Steering Group:

- One faculty Senator

Senator Smith added that, as several new Senators would be joining Senate in the fall to replace Senators going on sabbatical, perhaps one of the new Senators would be interested in filling this vacancy.

- Two student Senators (one undergraduate and one graduate)

With regard to these positions, Senator Smith indicated that NUGSS would be doing their elections in September.

- One (Aboriginal) Lay Member

Finally, Senator Smith reiterated that Senate had determined that the Senate Committee on First Nations and Aboriginal Peoples would be responsible for nominating or appointing someone to this position, and that she had heard nothing from that committee in this regard.

3.0 President's Report

Cozzetto

President Cozzetto reported on the status of the searches to fill the senior administrative positions of Chief Financial Officer and Executive Director, University Advancement. He added that the search for the Vice-Provost Research and Graduate Programs was just beginning, and that a search for the Provost would begin in the fall.

As this was Dr. Brunt's final Senate meeting, Dr. Cozzetto thanked him personally on behalf of Senate for his leadership and hard work. Senators applauded Dr. Brunt.

4.0 Report of the Provost

Brunt

Dr. Brunt stated that it had been a pleasure to serve UNBC in the past 3 years, and to work with Senate. He indicated that the recent changes were difficult but critical, and added that he hoped to look back with pride and see UNBC flourish. He thanked Senators for their support, and for their critique, as he indicated that was what Senate was all about. Finally, Dr. Brunt mentioned something he said concerned him, namely a "shadow Senate system," which he characterized as divisive, non-collegial, something that informalizes the work of Senate, and that can do damage to the work of Senate. He recommended that Senators utilize Senate committees and share their ideas in the Senate, and that he would leave it with Senators to decide how to work both inside and outside Senate.

5.0 Question Period

A question was asked regarding the amount of graduate student funding UNBC obtained, and Dr. Brunt responded that it was in the order of 25 FTEs, 19 of them at \$20,000 and 6 at \$11,800. He added that most of the funds allocated would go directly into the pockets of graduate students, and that next year's submission should be aligned with government priorities to maximize the possibility of obtaining a greater amount of funding.

It was questioned why the scholarships announced at Convocation in honour of Mr. Bentley, former Chancellor, had not been seen by Senate. Dr. Cozzetto responded that the terms of reference had not yet been crafted, that they would come to Senate for approval, and that the University wanted to recognize Mr.

Bentley's service to UNBC and Senate through external funding provided for the scholarships, which is why the announcement had been made at Convocation.

6.0 Committee Reports:

6.1 Senate Committee on Academic Policy and Planning

Brunt

S-200706.03

Calendar Change — General Academic Regulations

Brunt / Macknak

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the General Academic Regulations, beginning on p. 58 of the 2007-2008 Undergraduate Calendar, excepting Regulations 43 to 52 inclusive, be amended as proposed.

Effective date: September 2007

CARRIED.

Some concern was expressed regarding the use of UNBC student e-mail addresses, but it was agreed that this was the best possible approach. It was asked whether this motion would provide the possibility for sending global e-mails to the student population, and Dean Madak indicated that this is what the University planned to work toward.

Concern was expressed about removing paragraph 40, as the University was required to accommodate students in this regard whether or not paragraph 40 was removed, as failing to do so would be an infringement of the Human Rights Code. In light of this further information, it was recommended that this paragraph be retained, and that the Office of the Registrar be asked to develop a form for the purpose of requesting that an examination be rescheduled to accommodate religious holidays.

Friendly amendment:

Brunt / Macknak

That paragraph 40 (Religious Holidays / Examination Schedule) be retained in the document, and that the Office of the Registrar be asked to develop a form for requesting that an examination be rescheduled to accommodate religious holidays.

CARRIED.

Action: K. Kielly to develop a form for students to apply for an exemption from writing an examination for religious reasons on a religious holiday.

Details of the approved calendar change, including the amendment, are as follows (deleted text indicated by ~~strike through~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IV. General Academic Regulations

1. Purpose of Academic Regulations

UNBC is committed to high academic standards as well as to assisting students to achieve their educational goals.

The Academic Regulations provide the framework within which academic programs are completed, and offer academic guidance along the program path.

The University reserves the right to add to, alter, or amend these regulations at any time.

2. E-mail Communication

E-mail is one of the official means of communication between UNBC and its students. All students are assigned a UNBC e-mail address upon course registration. ~~An~~ The e-mail address assigned to a student by the University will be the only e-mail address used by UNBC for communication with students for academic and administrative purposes. Students are responsible for checking their UNBC e-mail address account regularly so as to remain current with administrative and academic notifications. It is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail address, it is the student's responsibility to ensure that the alternate account is active.

[The University does not have any means other than registered mail for ensuring that students have received or read official communications. The proposed Academic Regulation offers absolute clarity as to what constitutes a student's e-mail address for University purposes, and places the responsibility on students to access their university e-mail account regularly. Subsequent Sections are as presented in the Calendar, will be renumbered following Senate's approval of the substance of this motion.]

2. General Requirements for a Degree With a Major

First-entry undergraduate degree programs require a minimum 120 credit hours with (except for the BA General and BSc Integrated degrees, and professional programs) a major subject. A Major is a set of academic credits that, taken together, offers a strong concentration in a particular subject area or discipline as defined by the University Senate. Special regulations apply to individual degree programs and to honours degrees, the requirements for which should be consulted as well.

3. Continuing/Returning Students

A continuing student is one who has registered in one of the last three semesters. Unless such a student has been required to withdraw, or is suspended ~~or expelled~~, the continuing student can return to the University without reapplying. A returning student is one who has not registered in any of the last three semesters. The student must reapply to the University and, if readmitted, will be governed by the general and program regulations in effect at the time of readmission.

[There is no provision in the University Act for "expulsion" of a student. If a student is not to return, the student is "suspended indefinitely."]

4. Course Load

A full course load for a student is considered to be 5 courses (15 credit hours) in any one

semester. Not more than 20 credit hours may be attempted in a semester except by permission of the Dean of the relevant College.

5. Full-Time Studies

In any given semester, a full-time student is one who is registered in 9 credit hours or more in that semester.

6. Part-Time Studies

Any student who registers in fewer than 9 credit hours per semester is considered a part-time UNBC student in that semester. Students applying to UNBC to study part-time are subject to the regular admission requirements.

7. Classification of Students

For purposes of classification and reporting, all undergraduate students in first-entry programs will be designated as First Year, Second Year, Third Year, or Fourth Year students.

To be considered a Second Year student, one must have obtained a minimum of 30 semester hours of credit towards a degree, or at least 21 semester hours of credit and be registered for sufficient additional semester hours of credit in the current or next semester to total 30.

To be considered a Third Year student, one must have obtained a minimum of 60 semester hours of credit towards a degree, or at least 51 semester hours of credit and be registered for sufficient additional semester hours of credit in the current or next semester to total 60.

To be considered a Fourth Year student, one must have obtained a minimum of 90 semester hours of credit towards a degree, or at least 81 semester hours of credit and be registered for sufficient semester hours of credit in the current or next semester to total 90.

8. Auditing Courses

To audit a course is to attend lectures without being responsible for doing assignments or writing examinations.

No credit is given for a course taken in this manner, but courses audited will be recorded on a student's transcript.

To audit a course, a student needs the permission of the instructor, and in some cases must pay an auditing fee.

Except by the express permission of the instructor, an auditing student does not participate in class discussion.

9. Class Attendance

Students are expected to attend classes on a regular basis. Instructors may establish attendance requirements for each class. These expectations must be defined in the course syllabus.

10. Challenge for Credit by Examination

Under the conditions set out below, students may challenge for credit in a course by writing an examination during an examination period or at a time designated by the course instructor. To be eligible to challenge for credit, a student must be currently registered at UNBC, or have been admitted to study at UNBC other than on a Letter of Permission. Each Dean, on the advice of the Program Chair, will decide which courses are eligible for challenge exams. Students who have earned credit for the course at UNBC or for the equivalent course at another institution, or who have audited the course at UNBC or another institution, or who are currently registered in the course at UNBC, are not eligible to challenge for credit in the course.

Students may not challenge a prerequisite course after successfully completing the advanced course. Students may not challenge a course which they have previously failed. Grades for course challenges are recorded on the transcript and the grade is included in the calculation of the grade point average.

Application for Course Challenge forms are available at the Office of the Registrar. Students must submit the completed and approved form and payment for the course challenge to the Office of the Registrar not later than the last day of classes in the applicable semester. The fee for course challenge is one-half the regular tuition fee for the course and is non-refundable.

Arrangements for a challenge examination may be cancelled up until the last day of classes in the applicable semester. A student who pays for a challenge exam and does not cancel the arrangement by the deadline or does not write the exam will receive a grade of F.

11. Advanced Standing

In cases in which course challenge is not possible or appropriate transfer credit is unable to be granted, the ~~Dean or Program Chair~~ Program Chair or instructor, as appropriate, upon review of the student's background, may grant a student permission to undertake advanced course work without the normal prerequisites. Such advanced standing will not reduce the number of credits that the student must accumulate to obtain a UNBC degree.

[Commonly the Calendar will allow either the Program Chair or the instructor to waive a prerequisite, but never the Dean.]

12. Lower Division and Upper Division Courses

All 100 and 200 level course work is designated as “lower division”. Course work done at the 300, 400, and 500 levels is designated as “upper division”.

13. Residency Requirement for Graduation

Students must complete a minimum of 30 credit hours of upper division UNBC course work to receive a UNBC degree.

14. Official and Unofficial Transcripts

Official transcripts are confidential and are only released on written request from the student. Transcripts issued to an institution, company, or agency are mailed directly to their address, or held for pick-up at the Office of the Registrar in confidential envelopes marked ‘Official Transcript’. In extenuating circumstances, transcripts may be issued to a student. Third-party requests must be accompanied by a signed authorization from the student.

Each transcript will include the student’s complete record at the University. Since credit earned is determined on the results of final examinations, a transcript will not include results of midterm examinations.

Transcripts will not be released without payment of the required transcript fee, and/or if there is an outstanding financial obligation.

Requests for transcripts can be made online at www.unbc.ca/registrar/transcripts/ through UNBC Online Services, or by completing a Transcript Request Form available in the Office of the Registrar. There is a 10-day turnaround for transcript requests.

Unofficial transcripts are available to students directly through ~~student online services at www.unbc.ca, [Web for Students](#)~~ UNBC Online Services, www.unbc.ca.

[Business practices as to how transcripts are processed have changed, and there is a transcript fee. Students can now request (and pay) online through their UNBC Online Services secure account, in addition to the ‘traditional’ methods.]

15. Evaluation of Transcripts

The evaluation of transcripts is the responsibility of the Office of the Registrar. Questions relating to transfer credit should be dealt with at the beginning of a student's program. Except for courses taken during that semester on a Letter of Permission, under no circumstances will consideration be given to transfer credits requested during the final semester (15 credit hours) of a student's program.

16. Time Limit for Transfer Credit

Transfer credit normally will not be awarded for courses completed in excess of ten academic years prior to the date of first UNBC registration.

17. Letters of Permission

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

- a. have completed at least nine semester credit hours of study at UNBC
- b. not be on academic probation or in arrears on account with the University

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

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

18. Criminal Records Search

Under the requirements of the Criminal Records Review Act (1996) UNBC requires, as part of the application process, criminal records searches for applicants to program areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. Criminal Records Search forms are available in the Office of the Registrar. Results which identify relevant criminal convictions may disqualify an applicant from admission into a program. Submission of a Criminal Records Search at the point of admission does not preclude either the program or provincial certification bodies from requesting a subsequent Criminal Records Search prior to field placement or professional registration. Criminal Records Searches are requirements for the following programs:

- Bachelor of Education (BEd)
- Bachelor of Science in Nursing (BScN)

- Bachelor of Social Work (BSW)

19. Student Access to Official University Record

Students have the right to inspect their Official University Record, including the student file, under the supervision of a staff member and as maintained by the Office of the Registrar. Students have the right to have access to their financial assistance file, as maintained by the Financial Aid and Awards Office under the supervision of a staff member. Assessment reports and letters of reference submitted by third parties in support of students applying to professional programs will not be available for inspection. Students may inspect their Official University Record during normal office hours, and upon advance request in writing. When students inspect their original records, examination will be permitted only under conditions that will prevent alteration or mutilation. In the event of a dispute as to the accuracy of the information maintained in their Official University Record, a student may appeal to the Registrar.

20. Declaring a Major

All undergraduate students, other than students enrolled in professional programs or General/Integrated degrees (for whom Majors do not apply), are required to declare a Major before the end of the semester in which they will complete 30 credit hours (See Academic Regulation 2). Students intending to pursue a General or Integrated degree program must declare this intent before the end of the semester in which they will complete 30 credit hours. A student who transfers into the University must declare a Major at the time of application. Declaration of Major forms are available from the Office of the Registrar.

Students must contact a program advisor in their area of study to declare or to change a Major.

[The added text in paragraph 1 removes any possible ambiguity as to who must declare their intended major. The Registrar is considering alternative wordings.]

21. Double Majors

Graduation with a double major from either the College of Arts, Social and Health Sciences or the College of Science and Management requires completion of the requirements for each major. Any courses that are included in the requirements for both majors may be counted for both. Note: If double majors fall between two degrees, students must select one degree or the other, i.e., BA or BSc. They do not qualify for both. Students are not permitted to include more than two majors in the same degree program.

[Although it is quite a rare occurrence, there need be no obstacle to a student pursuing this option.]

22. Minors

A minor requires a minimum of 18 credit hours, at least 12 of which must be upper division. In most cases, the upper limit requirement for a minor is 27 credit hours, at least 12 of which must be upper division. Normally, a maximum of two courses (six to eight credit hours) used to fulfill requirements for a major (or another minor) may also be used to fulfill requirements for a minor. In all minors in the College of Science and Management (See Academic Structure pages) that require a minimum of 24 credits, the 100 level credits used to fulfill requirements for a major (or another minor) may also be used to fulfill requirements for a minor, and in some such minors further credits used to fulfill requirements for a major (or another minor) may also be used to fulfill requirements for a minor. "Please refer to the program pages for specific details." Students are not permitted to include more than two minors in the same degree program.

23. Co-operative Education

Except by permission of the Co-operative Education Program:

- a. no student may be registered in more than one course in addition to a "Co-op Work Semester" during a work term.
- b. Co-operative Education students must finish their academic programs on an academic term, not a work term.
- c. no student may drop or withdraw from a "Co-op Work Semester" once registered in it.

24. Time to Complete an Undergraduate Degree

~~Students admitted to UNBC normally are expected to~~ Except by permission of the Dean, students must complete their undergraduate degree program within 15 years of their first semester of registration.

[This is a case in which the weasel-word "normally" is not helpful.]

25. Second Undergraduate Degrees

Students who have earned a Bachelor's level degree at UNBC or at any other accredited University may obtain a second Bachelor's degree (or the same Bachelor's degree in the case of the BA or BSc) from UNBC under the following conditions:

- a. not more than sixty (60) of the credit hours counted towards the second degree may be taken from the first degree.

- b. the major subject in the second degree must be clearly distinct from the major subject in the first degree. Where there is any doubt on this point, the decision of the relevant Dean will be final. Students contemplating second degrees are encouraged to consult the relevant Dean in advance.

26. Application of Certain Professional Courses to Earn an Undergraduate Degree

With the approval of both the Program Chair and College Dean, certain credits in the Northern Medical Program at UNBC/UBC and in accredited programs in the health professions at other Universities may be accepted towards the Bachelor of Science Degree. Applications for degrees under this regulation will be considered on a case-by-case basis, and in no case subsequent to the conferral of the professional degree in question. Not more than thirty (30) semester hours of professional credits may be counted.

27. Registration after the Published Add/Drop Date

No student is permitted to register for any course after the last date to add courses as published in the Calendar except on the express written permission of the Dean, on the advice of the instructor and of the Program Chair under whose authority the course is offered, as appropriate.

[If a student is permitted to register in a course late, subsequently fails the course, and appeals on the basis that he or she should never have been permitted to take the course in the first place, should decision-making responsibility have fallen to the instructor and Chair, or to the Dean? At most universities late registration is very rare, and so it should be at UNBC as well. If the Dean is the one making the decision, the Dean's authority will underlie the insistence that, in future, deadlines be met.]

28. Change of Grade after Submission of Final Grades

Except for grade changes resulting from formal Academic Appeal, any changes in final grade after the initial grade submission must be transmitted to the Office of the Registrar through the appropriate Dean.

29. Repeating Courses

Except by permission of the Dean, students normally are allowed to repeat a course only once. Both grades are recorded on the transcript, and the higher (passing) grade of either attempt may be used for credit towards the degree and only that grade will be calculated into the GPA.

In the case of more than one failed attempt, the result of the later attempt will be calculated into the Grade Point Average. In cases where the repeated course is a required course for a specific degree, two failed attempts may result in the student being required to withdraw from that degree program.

Note: Repeating a course to achieve a higher passing grade may have implications for student loan purposes. See Financial Aid Officer.

30. Exemptions

At the direction of a Student's Academic Program Chair, specific course exemptions from course requirements may be granted. Nevertheless, the total number of credit hours for the degree still must be earned.

31. Graduation Constraints

- a. Normally, the Program regulations that apply to a student's graduation are those that applied in the Academic Year in which the student was most recently admitted for continuous registration.
- b. Students must apply to graduate. Application for graduation must be received by the Office of the Registrar no later than October 31st of the calendar year prior to the year in which graduation is contemplated, accompanied by the appropriate (non-refundable) graduation fee.
- c. ~~Effective June 2004,~~ Students are not permitted to graduate while on Academic Probation (i.e., CGPA less than 2.00) or while any Academic Appeals are pending.
- d. ~~Effective June 2004,~~ Students are not permitted to graduate with deferred grades (DEF) remaining on their transcript.
- e. Students who have any outstanding obligation to the University ~~are not permitted to graduate~~ will not be issued an official transcript. Outstanding obligations include, but are not limited to, the following:
 - o tuition fees owing
 - o library or other fines
 - o outstanding library loans
 - o outstanding equipment or other loans

32. Grounds for Withholding Official Transcripts and Degree Parchments

In instances of non-payment of any portion of tuition, prescribed fees or University library fines and/or bills, or of delinquency in the return or replacement of University property on loan, or non-repayment of cash advances or loans, or violation of residence license agreement, the University shall not permit a student to register for further courses, and shall not issue an official transcript or a degree parchment. The above prohibitions shall be in force until such time as indebtedness to the University has been cleared to the satisfaction of the University.

[Arguably, a student who qualifies to graduate but owes the University should be denied a transcript - which is the official University record - but should be permitted to cross the stage and receive a degree parchment. This is the common practice at Canadian Universities.]

33. Grading

Each course taken for academic credit is assigned a final grade at the end of the semester. The final grade for each course will be indicated by a letter grade and a grade point on the student's transcript.

Grade Point Average: Grade Point Average (GPA) is a method of expressing a student's academic performance as a numerical value. Each letter grade is assigned a numerical equivalent, which is then multiplied by the credit hour value assigned to the course to produce the grade point.

Semester Grade Point Average: Semester Grade Point Average (SGPA) is computed by dividing the total number of grade points earned by the total number of credit hours taken in a semester. See Academic Regulation 30 (Repeating Courses) for the treatment of repeated courses in GPA calculations.

Cumulative Grade Point Average: The UNBC Cumulative Grade Point Average (CGPA) expresses performance as a numerical average for all UNBC courses for all semesters completed. The CGPA is calculated by dividing the total number of grade points earned to date by the total number of credit hours undertaken to date. (Letter grades of P or W are not assigned a numerical value and are not used in calculating the grade point average.) See Academic Regulation 30 (Repeating Courses) for the treatment of repeated courses in GPA calculations. The CGPA provides the numerical value used to determine good academic standing or academic probation.

Grading System - Undergraduate Students

UNBC Grade Point Letter Grade Percentage Definition/Standing

4.33	A+	90 -100%	Excellent
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4.00	A	85-89.9%	Good
3.67	A-	80-84.9%	
3.33	B+	77-79.9%	
3.00	B	73-76.9%	
2.67	B-	70-72.9%	
2.33	C+	67-69.9%	Satisfactory
2.00	C	63-66.9%	
1.67	C-	60-62.9%	Marginal
1.33	D+	57-59.9%	
1.00	D	53-56.9%	
0.67	D-	50-52.9%	
0.00	F	0 -49.9%	Failure

The following are not included in academic average:

P	Passing grade	credit awarded
AEG	Aegrotat standing	credit awarded
DEF	Deferred grade	no credit awarded
W	Withdrawn	no credit awarded
WE	Withdrawn under extenuating circumstances	no credit awarded
AUD	Audit of course	no credit awarded
INP	Course or thesis work	in progress
NGR	No grade reported	

Calculation of Grade Point Average

The following is an example of how a student's GPA is calculated at the end of a semester:

1. ENGL 201-3 B	3.00	3 credit hours x 3.00	= 9.00
2. ENGL 212-3 B-	2.67	3 credit hours x 2.67	= 8.01
3. BIOL 101-4 C+	2.33	4 credit hours x 2.33	= 9.32
4. HIST 302-3 A+	4.33	3 credit hours x 4.33	= 12.99

5. PSYC 301-3 W	—	—
Total	13 credit hours	39.32
Semester GPA 39.32/13 = 3.02		

4. International Exchange

In order to be eligible to participate in an international exchange program, UNBC students must have either a UNBC cumulative GPA higher than 2.67, or a GPA in the previous two semesters on at least 18 credit hours higher than 3.00.

35. International Exchange Grading

In the case of a formal exchange, the grades from an exchange university are reported using a Pass/Fail grading system and are not counted towards a student's UNBC SGPA or CGPA.

36. Honours and Distinction

a) Candidates for undergraduate degrees whose CPGA at graduation is 3.00 or better will graduate:

- > 4.00 With Distinction
- > 3.67 to <
4.00 First Class Honours
- > 3.50 to <
3.67 Upper Second Class Honours
- > 3.00 to <
3.50 Second Class Honours

[Most students (myself included) don't like to see the words "second class" on transcript or parchment. A better division might be graduation with "High Distinction" (3.67 to 4.33) and "Distinction" (3.00 to 3.67).]

b. Candidates for the joint (with UBC) Bachelor of Applied Science in Environmental Engineering will be granted a degree *With Distinction* if they achieve an overall GPA of at least 3.67 on all 200-level and higher courses while registered in the BASc program.

[The added text is to bring the UNBC standard for this particular degree into accord with the UBC standard, so that the transcripts and parchments from the two institutions will be mutually consistent.]

37. Examinations

- a. No final examinations may count for more than 50% (fifty per cent) of the total course marks.
- b. With the exception of laboratory, clinical or practicum-based final examinations, tests worth, in aggregate, more than 10% of the final grade must not be administered during the final week of classes. Major papers or projects must not be newly assigned during the last two weeks of classes.
- c. Program Chairs may make exceptions to parts a) or b) of this policy in extraordinary cases. Such exception must be made before the first day of scheduled classes and have the approval of the Dean.
- d. Students are required to write no more than two final exams in any one 24 hour period. When a course has a final examination, it must be administered during the scheduled examination period.
- e. Final exams are no longer than three hours in duration. Exceptions must be approved by the program chair.

38. Conduct in Examinations

Students must present appropriate identification upon entering the examination room. Appropriate identification is defined as a UNBC student card and/or some other form of photo identification acceptable to the proctor. The following regulations apply to the conduct of examinations:

- a. Books, papers, or other materials or devices must not be in the possession of the student during an exam except by the express permission of the examiner. Specifically, without such permission no laptop computers, mobile phone sets, handheld electronic devices or the like may be in possession of the student in the examination room (see Regulation 44 (b)).
- b. No candidate is permitted to enter the examination room more than 30 minutes after the beginning of the examination, or permitted to leave within 30 minutes after the examination has started.
- c. Candidates must not communicate in any way with other candidates in the examination room.
- d. Candidates must not leave their seats, except when granted permission by the proctor.
- e. Candidates must turn in all materials, including rough work, upon leaving the examination room.
- f. Food and beverages other than water are not permitted in the examination room.

39. Student Access to Final Examinations

The instructor will, on request by a student, informally review the final examination with the student after the semester grade has been released.

Final examinations will be retained by the instructor for a period of sixty days after the examination period, after which time they may be shredded or destroyed by other acceptable means.

40. Religious Holidays/Examination Schedule

In some instances, students may find themselves, for religious reasons, unable to write a final examination on a scheduled day. If the final examination cannot be rescheduled to avoid the conflict, the student concerned shall be evaluated by other means, which may include another examination scheduled at a different time. Students must complete the appropriate form (available from the Office of the Registrar) and notify their instructors of a conflict at least two weeks prior to the examination period.

[It is proposed that this Regulation be deleted. In the past five years no student has applied for such an exemption. UNBC is a secular institution, and students attending generally are aware of the fact. It would be worth considering adding a "notice" to this effect on p. 1. If it is not deleted, the Registrar's Office should prepare a form for students to complete if they wish to apply for such an exemption, and should be prepared to accommodate students whose examinations are scheduled on any of Friday, Saturday or Sunday.]

41. Final Examinations Missed

Satisfactory explanation, with supporting documentation as appropriate, for any final examination missed must be made by the student or designate to the Office of the Registrar within 48 hours from the time the examination was written.

Within 48 hours of receiving a submission, the ~~Administrative~~ Registrar or designate may direct the Program under which the course is offered to arrange the writing of a special examination in the case of an examination which was missed.

Normally, for explanations of sickness, a doctor's certification is required.

42. Deferred Examinations and Grades

- a. Students may apply for a deferred examination or deferred status to complete required term work if medical or compassionate reasons prevent attendance at an examination or completion of assignments. Written application for a deferment, along with

Interest Only students must:

- Enrol on a part-time basis at UNBC (less than 9 credit hours)
- Re-apply every semester
- Obtain a minimum semester grade point average of 2.00 in order to remain eligible for re-entry under this category.

Note:

1. Interest Only students who wish to continue their studies beyond 30 credit hours in pursuit of a UNBC credential must re-apply, meet the general admission requirements as stated in the Calendar and, as applicable, declare a Major (see Academic Regulation 20).~~later decide to pursue a degree or certificate program at UNBC, must re-apply and meet general admission requirements as stated in the calendar.~~
2. Applicants whose first language is not English should refer to the section English Language Requirements.
3. Applicants previous or currently on academic probation or required to withdraw are not eligible for admission or re-entry under this category.

S-200706.05

Dual High School / UNBC Credit

Brunt / Macknak

That, on the recommendation of the Senate Committee on Academic Policy and Planning, a new section be added to the Undergraduate calendar under the general heading "Other Admission Categories," following the heading "Studying at UNBC as a Visiting Student (on a Letter of Permission)" on p. 29 as proposed.

Effective date: September 2007

CARRIED.

Concerns were raised regarding the employment relationship to UNBC of individuals teaching these courses, and it was agreed that these details would need to be worked out with the Faculty Association. It was thus suggested that a sentence be added to the rationale, to state as follows:

"The final process will be determined in consultation with the UNBC Faculty Association."

Friendly amendment:

Brunt / Macknak

That the statement "The final implementation process will be determined in consultation with the UNBC Faculty Association" be added to the "Rationale" section of the motion form.

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Dual High School/University Credit

High school students in grades 12 who are in good standing, and have the recommendation from their principal or guidance counsellor may enrol 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 high school students will be first year UNBC courses. In order to qualify for dual credit, the British Columbia Ministry of Education requires that course be approved by the student's home high school 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 and must be in good academic standing at the time of application. In addition, students must obtain the signature of their principal (or guidance 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 the successful completion of a Dual High School/University Credit course does not guarantee future admission to UNBC.

S-200706.06

Discontinuation of Form Entitled "Distance Delivery of New Courses and Proposed Course Changes"

Brunt / Wagner

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the requirement to complete the form entitled "Distance Delivery of New Courses and Proposed Course Changes" be discontinued.

Effective date: June 2007

CARRIED.

An Executive Summary of the proposed revisions to the Post-Diploma BScN and the Certificate in Rural and Northern Nursing was included for information.

S-200706.07

Change to Program Requirements — Post-Diploma Baccalaureate Nursing Program

Brunt / Macknak

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the Post-Diploma Baccalaureate Nursing Program be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Post-Diploma Baccalaureate Nursing Program

The minimum requirement for completion of the Post-Diploma Baccalaureate Nursing Program BScN is ~~63~~ 45 credit hours with ~~42~~ 24 of these required credits in nursing. Admission occurs in September and January. The fulfillment of admission

requirements does not guarantee admission to the post-diploma program and is based on available space.

Admission Requirements

Applicants must:

- meet UNBC admission requirements
- submit official transcript(s) from diploma program
- provide evidence of active and continuing registration as a nurse in British Columbia ~~or, in the case of newly graduated students, provide evidence of an interim working permit from the College of Registered Nurses of British Columbia (CRNBC). Should new graduates admitted to the program subsequently fail in the CRNE examination, they will be required to withdraw from the program.~~ Annual documentation of current, practising CRNBC licensure is required while enrolled in the program.

A total of ~~30~~ 15 credits may be transferred from other recognized institutions into the nursing program. In order to meet the clinical concentration requirement of the nursing program, students may transfer credit from successfully completed studies at the nursing post-diploma level, provided that the certificate or diploma was completed within the five years prior to admission. Normally, the student is currently practising in that specialty area.

In order to meet the graduation requirements for the BScN, the post-RN student must successfully complete the following courses:

Program Requirements

Lower Division Requirement

~~100 Level~~

~~ANTH 101-3 Peoples and Cultures~~

200 Level

~~COMM 230-3 Organizational Behaviour~~

MATH 242-3 Statistics for Social and Health Sciences or equivalent

Upper Division Requirement

300 Level

~~NURS 301-3 Advanced Pathophysiology~~

~~NURS 302-3 Health Assessment~~

NURS 304-3 Introduction to Nursing Knowledge

NURS 306-3 Introduction to Epidemiology

400 Level

~~NURS 402-3 Health Promotion~~

NURS 403-3 Introduction to Nursing Research

NURS 408-3 Nursing Leadership

NURS 415-3 Introduction to Community Health and Nursing

~~NURS 416-4 Clinical Practicum: Community Nursing~~

NURS 451-3 Health Assessment Across the Lifespan

POLS 403-3 Social and Health Policy and Administration

One of:

~~NURS 409-3 Pharmacotherapeutics for Nurses~~

or

~~NURS 411-3 Medical Diagnostics for Nurses~~

A minimum of 9 credit hours selected from the following:

ANTH 101-3 Peoples and Cultures

ANTH 201-3 Medical Anthropology

COMM 230-3 Organizational Behaviour

NURS 301-3 Advanced Pathophysiology

NURS 303-3 Nutrition

or HHSC 311-3 Nutrition

NURS 402-3 Health Promotion

or HHSC 473-3 Health Promotion

NURS 409-3 Pharmacotherapeutics for Nurses

NURS 411-3 Medical Diagnostics for Nurses

NURS 412-3 Women and Health

NURS 416-4 Clinical Practicum: Community Nursing

NURS 452-6 Chronic Disease Management, Palliative Care and Wound Care

NURS 453-3 Nursing Practice with Older Persons

NURS 454-6 Perinatal Care

NURS 455-6 Critical Care, Emergency and Trauma

NURS 456-3 Mental Health and Addictions

NURS 457-3 Living and Working in a Rural Community

At least one of the following areas of clinical concentration:

NURS 420-3 Community Health Nursing
and NURS 440-~~8~~ 3 Practicum: Community Health Nursing
or

NURS 422-3 First Nations Health and Nursing
and NURS 441-~~8~~ 3 Practicum: First Nations Health and Nursing
or

NURS 424-3 Rural Nursing
and NURS 442-~~8~~ 3 Practicum: Rural Nursing
or

NURS 426-3 Acute Care Nursing
and NURS 443-~~8~~ 3 Practicum: Acute Care Nursing
or
NURS 428-3 Nursing Management
and NURS 429-~~8~~ 3 Practicum: Nursing Management
or
NURS 430-3 Community Continuing Care Nursing
and NURS 431-~~8~~ 3 Practicum: Community Continuing Care Nursing
or
NURS 432-3 Mental Health Nursing
and NURS 444-~~8~~ 3 Practicum: Mental Health Nursing
or
NURS 434-3 Maternal and Child Nursing
and NURS 445-~~8~~ 3 Practicum: Maternal and Child Nursing

Elective Requirement

~~Nine~~ Six credit hours chosen to ensure completion of a minimum of ~~63~~ 45 credit hours and fulfillment of the following requirements:

Three credit hours of First Nations Studies at any level.

Three credit hours at the 200 level or above and related to area of clinical concentration (with permission of program).

S-200706.08

Change to Program Requirements — Rural and Northern Nursing Certificate and Subsequent BScN Completion

Brunt / Owen-Williams

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the Rural and Northern Nursing Certificate and subsequent BScN completion be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Rural and Northern Acute Care Nursing Certificate

~~The Certificate in Rural and Northern Nursing~~ The Rural Acute Care Nursing Certificate provides the opportunity for ~~experienced~~ Registered Nurses to pursue ~~Post-Diploma undergraduate studies through~~ a concentrated program of courses in Rural and Northern Acute Care Nursing. The Certificate will provide students with some of the essential knowledge and clinical skills needed to provide nursing care in rural ~~and northern~~ community hospitals ~~clinics and health centres~~.

~~At present, the major employers of nurses are Community and Regional Health Boards (in hospitals, public health and home care). Other employers include Ministry of Children and Families, community agencies, First Nations communities and Medical Services Branch of Health Canada. This Certificate will be of particular relevance to nurses employed in rural and northern communities.~~

~~The Certificate program has been developed as an academic program that is practice-driven, and supported by health authorities across British Columbia. It is based upon the principles of primary health care, and an orientation to the needs of nurses in acute care facilities in rural and remote communities. The program includes some existing courses that have been offered within the Post-Diploma Baccalaureate Nursing Program (BScN), with the addition of some enhanced courses in health assessment, health promotion, and management of emergent situations.~~

The Certificate requires successful completion of 30 credit hours.

~~A maximum of 15 credit hours may be transferred from other recognized institutions into the Certificate program.~~

A maximum of ~~30~~ 15 credit hours from other recognized institutions may be transferred into the Certificate and the BScN completion option only.

~~The Certificate can be completed in one year of study or extended over several years is designed to be completed on a part-time basis through distance education. Students can complete their BScN through the attainment of ~~33~~ 15 additional credit hours of prescribed courses.~~

This Certificate does not replace the UNBC Post-Diploma BScN program as it offers a focus in one specialized area only. Other focus areas ~~previously~~ provided through the UNBC Post-Diploma BScN, notably community health, community continuing care, First Nations health and nursing, and nursing management are not included in the Certificate program.

Applicants must meet the admission criteria for the UNBC Post-Diploma Baccalaureate Nursing Program, ~~and in addition have a minimum of one year (1700 hours) experience as a registered nurse.~~ Nursing Program policies for Registered Nurse students pursuing a degree ~~will~~ apply to Certificate students.

Certificate Requirements

~~NURS 301-3 Advanced Pathophysiology~~

~~NURS 302-3 Health Assessment~~

~~NURS 401-4 Introduction to Community Nursing~~

~~NURS 402-3 Health Promotion~~

~~NURS 409-3 Pharmacotherapeutics for Nurses~~

~~NURS 417-4 Management of Emergent Situations~~

~~NURS 460-4 Advanced Health Assessment~~
~~NURS 450-6 Rural and Northern Nursing~~
NURS 451-3 Health Assessment Across the Lifespan
NURS 452-6 Chronic Disease Management, Palliative Care and Wound Care
NURS 453-3 Nursing Practice with Older Persons
NURS 454-6 Perinatal Care
NURS 455-6 Critical Care, Emergency and Trauma
NURS 456-3 Mental Health and Addictions
NURS 457-3 Living and Working in a Rural Community

BScN Completion

Students wishing to complete the UNBC Post-Diploma BScN will be required to successfully complete ~~33~~ 15 credit hours in addition to the ~~Certificate in Rural and Northern Nursing~~ Rural Acute Care Nursing Certificate to a total of 45 credit hours.

~~100 Level~~

~~ANTH 101-3 Peoples and Cultures~~

200 Level

~~COMM 230-3 Organizational Behaviour~~

MATH 242-3 Statistics for Social and Health Sciences or equivalent

300 Level

NURS 304-3 Introduction to Nursing Knowledge

~~NURS 306-3 Introduction to Epidemiology~~

400 Level

NURS 403-3 Introduction to Nursing Research

NURS 408-3 Nursing Leadership

POLS 403-3 Social and Health Policy and Administration

~~Electives~~

~~Three credit hours of First Nations Studies.~~

~~Additional electives to total 63 credit hours (normally, six credit hours).~~

Motions S-200706.09 to S-200706.16 were dealt with as an Omnibus motion.

S-200706.09

Course Deletion — NURS 302-3

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 302-3 Health Assessment be deleted, and that all references to NURS 302-3 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.10

Course Deletion — NURS 307-3

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 307-3 Health Education be deleted, and that all references to NURS 307-3 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.11

Course Deletion — NURS 410-3

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 410-3 Transcultural Nursing be deleted, and that all references to NURS 410-3 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.12

Course Deletion — NURS 413-3

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 413-3 Oncology Nursing be deleted, and that all references to NURS 413-3 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.13

Course Deletion — NURS 414-3

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 414-3 Nursing Continuing Education and Staff Development be deleted, and that all references to NURS 414-3 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.14

Course Deletion — NURS 417-4

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 417-4 Management of Emergent Situations be deleted, and that all references to NURS 417-4 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.15

Course Deletion — NURS 450-6

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 450-6 Rural and Northern Nursing be deleted, and that all references to NURS 450-6 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.16

Course Deletion — NURS 460-4

Brunt / Mandy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the course NURS 460-4 Advanced Health Assessment be deleted, and that all references to NURS 460-4 be deleted from the calendar.

Effective date: May 2007

CARRIED.

S-200706.17

New Course Approval — NURS 451-3

Brunt / Macknak

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course NURS 451-3 Health Assessment Across the Lifespan be approved as proposed.

Effective date: September 2007

CARRIED.

Motions S-200706.18 to S-200706.23 were dealt with as an Omnibus motion.

S-200706.18

New Course Approval — NURS 452-6

Brunt / Domshy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course NURS 452-6 Chronic Disease Management, Palliative Care and Wound Care be approved as proposed.

Effective date: September 2007

CARRIED.

S-200706.19

New Course Approval — NURS 453-3

Brunt / Domshy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course NURS 453-3 Nursing Practice with Older Persons be approved as proposed.

Effective date: September 2007

CARRIED.

S-200706.20

New Course Approval — NURS 454-6

Brunt / Domshy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course NURS 454-6 Perinatal Care be approved as proposed.

Effective date: September 2007

CARRIED.

S-200706.21

New Course Approval — NURS 455-6

Brunt / Domshy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course NURS 455-6 Critical Care, Emergency and Trauma be approved as proposed.

Effective date: September 2007

CARRIED.

S-200706.22

New Course Approval — NURS 456-3

Brunt / Domshy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course NURS 456-3 Mental Health and Addictions be approved as proposed.

Effective date: September 2007

CARRIED.

S-200706.23

New Course Approval — NURS 457-3

Brunt / Domshy

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the new course NURS 457-3 Living and Working in a Rural Community be approved as proposed.

Effective date: September 2007

CARRIED.

S-200706.24

Calendar Course Description Change — NURS 429-8

Brunt / Gorzelak

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 429-8 Nursing Management Practicum be approved as proposed.

Effective date: September 2007

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 429-38 Nursing Management Practicum This course pPermits the extension of skills and knowledge in the practice of nursing leadership and management. Normally, the practicums ~~may be~~ are in hospitals or in community health care organizations and/or agencies. This course is restricted to registered nurses.

Prerequisites: ~~registration in or successful completion of NURS 428-3~~

Pre- or co-requisites: NURS 428-3

Major Restriction: Restricted to the Rural Acute Care Nursing Certificate or Post-Diploma BScN students only, or by permission of instructor

Motions S-200706.25 to S-200706.31 were dealt with as an Omnibus motion.

S-200706.25

Calendar Course Description Change — NURS 431-8

Brunt / Ellis

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 431-8 Community Continuing Care Nursing Practicum be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 431-38 Community Continuing Care Nursing Practicum This course e~~Enables the students~~ to apply concepts and acquire skills of community continuing care professional practice. It integrates content obtained in NURS 430-3. The s~~Students will~~ provide direct care in the home setting, apply critical thinking and competent problem-solving, and contribute to decision-making and referral. Students will have the opportunity to work alongside expert practitioners in community continuing care. This course is restricted to registered nurses.

Prerequisites: ~~registration in or successful completion of NURS 430-3~~

Pre- or co-requisite: NURS 430-3

Major Restriction: Restricted to the Rural Acute Care Nursing Certificate or Post-Diploma BScN students only, or by permission of instructor

S-200706.26

Calendar Course Description Change — NURS 440-8

Brunt / Ellis

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 440-8 Practicum: Community Health Nursing be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 440-3, 8 Practicum: Community Health Nursing This course f~~Facilitates the~~ integration and application of concepts and models related to community health nursing. It provides t~~The opportunity for students to acquire skills needed to~~ contribute to services and programs in the community ~~is provided~~. Emphasis is on the nurse as a partner with the community. The NCBNP requires an 8 credit practicum, and Post-Diploma BScN students complete a 3 credit practicum.

Pre- or co-requisites: NURS 420-3 or equivalent. All courses in the NCBNP must be completed prior to or concurrently with NURS 440-8

S-200706.27

Calendar Course Description Change — NURS 441-8

Brunt / Ellis

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 441-8 Practicum: First Nations Health and Nursing be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 441-3, 8 Practicum: First Nations Health and Nursing This course pProvides clinical experiences for nursing students interested in working with First Nations clients, families, and communities. Clinical experiences are in agencies within First Nations communities, or in agencies that primarily serve First Nations clients. The NCBNP requires an 8 credit practicum, and Post-Diploma BScN students complete a 3 credit practicum.

Pre- or co-requisites: NURS 422-3. All courses in the NCBNP must be taken prior to or concurrently with NURS 441-8

S-200706.28

Calendar Course Description Change — NURS 442-8

Brunt / Ellis

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 442-8 Practicum: Rural Nursing be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 442-3, 8 Practicum: Rural Nursing This course fFacilitates the integration and application of knowledge and skills in rural nursing. Clinical experiences are located in rural hospitals, treatment and diagnostic centres, or community mental health agencies serving rural communities. The NCBNP requires an 8 credit practicum, and Post-Diploma BScN students complete a 3 credit practicum.

Pre- or co-requisites: NURS 424-3. All courses in the NCBNP must be taken prior to or concurrently with NURS 442-8

S-200706.29

Calendar Course Description Change — NURS 443-8

Brunt / Ellis

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 443-8 Practicum: Acute Care Nursing be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 443-3, 8 Practicum: Acute Care Nursing This course eEnables the students to consolidate and extend knowledge and ability in acute care nursing practice. Clinical practice occurs with client populations requiring acute treatment and interventions. The NCBNP requires an 8 credit practicum, and Post-Diploma BScN students complete a 3 credit practicum.

Pre- or co-requisites: NURS 426-3 or equivalent; all courses in the NCBNP must be taken prior to or concurrently with NURS 443-8

S-200706.30

Calendar Course Description Change — NURS 444-8

Brunt / Ellis

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 444-8 Practicum: Mental Health Nursing be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~striketrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 444-3, 8 Practicum: Mental Health Nursing This course provides the opportunity for students to integrate and apply relevant theoretical and clinical knowledge in a variety of mental health clinical settings. It provides the opportunity to work with clients with a range of mental health problems, such as substance use and/or misuse, acute mental health problems that necessitate hospitalization, and long term mental health problems that are addressed through community mental health services. The NCBNP requires an 8 credit practicum, and Post-Diploma BScN students complete a 3 credit practicum.

Pre- or co-requisites: NURS 432-3 or equivalent. All courses in the NCBNP must be taken prior to or concurrently with NURS 444-8.

S-200706.31

Calendar Course Description Change — NURS 445-8

Brunt / Ellis

That, on the recommendation of the Senate Committee on Academic Policy and Planning, the changes to the course description for NURS 445-8 Practicum: Maternal and Child Nursing be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~striketrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

NURS 445-3, 8 Practicum: Maternal and Child Nursing This course facilitates the integration and application of perinatal and/or pediatric nursing knowledge and skills in the practice setting. Emphasis in the perinatal stream is on a woman- and family-centred approach to pregnancy, childbearing, and newborn care. This is carried forward into the pediatric stream with a family-centred approach for nursing care of children and adolescents. Practice experience may be with healthy clients as well as those with complex health issues. Clinical experiences may be in acute or community settings. The NCBNP requires an 8 credit practicum, and Post-Diploma BScN students complete a 3 credit practicum.

Pre- or co-requisites: NURS 434-3 or equivalent. All courses in the NCBNP must be taken prior to or concurrently with NURS 445-8.

S-200706.32**Calendar Description Change — Audit Fees**

Randall / Mandy

That, on the recommendation of the Senate Committee on Research and Graduate Studies, the changes to the calendar text for the Fees section on page 31 of the 2006 / 2007 Graduate Academic Calendar be approved as proposed.

Effective date: June 1, 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Non-Degree Graduate Students:

Non-degree graduate students are charged \$723.01 for each course attempted.

Audit Fees for Degree and Non-Degree Graduate Students

Full-time and part-time graduate (degree) students auditing undergraduate courses will be charged the same per-credit-hour fee as part-time undergraduate students.

Graduate (degree) students who audit courses at the graduate or undergraduate level are responsible for all applicable course fees (e.g. field trip fees). Ancillary fees are included in the student's full- or part-time graduate program tuition fee units.

Non-degree students and/or those persons holding a four-year Baccalaureate degree as defined in Section 1.3.1 will be charged \$354.42 (half of the cost of taking one course as a non-degree student) for auditing any three-credit hour course. They are responsible for all applicable ancillary and individual course fees.

Additional Semester Fees . . .**S-200706.33****Calendar Description Change — Fees Section 1.6**

Randall / McGill

That, on the recommendation of the Senate Committee on Research and Graduate Studies, the changes to the calendar text in Section 1.6 of the 2006 / 2007 Graduate Academic Calendar be approved as proposed.

Effective date: June 1, 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

1.6 Auditing Graduate Courses

An individual who is either a graduate student or holds a four-year Baccalaureate degree as defined in 1.3.1 may be permitted to audit up to three credit hours of

graduate courses in a semester. A continuing student should add the audit course to the registration form. A new applicant auditing a course should submit a Graduate registration form to the Office of the Registrar clearly indicating the course name and number with an application for admission to Graduate Studies together with proof of degree conferral. Registration as an auditor is subject to the following conditions: Neither full-time nor part-time graduate (degree) students will be charged for auditing graduate-level courses as long as auditing the course is required by the graduate supervisor/supervisory committee. If any course audit is not already included as part of a student's approved graduate program, then a Graduate Program Revision Form must be completed. The supervisor must provide a rationale for the course audit, explaining how the course is related to the student's research. The appropriate signatures must also be included on the Graduate Registration Form and/or the Add/Drop Form.

1.6.1 Admittance to the class is dependent on the class size and other factors that the Instructor and the Program establish.

1.6.2 The degree of participation in the course is at the discretion of the Instructor.

1.6.3 Attendance and participation shall grant no entitlement to an academic record of such attendance and shall not be considered as meeting admission, prerequisite or course requirements for any graduate program.

S-200706.34

Calendar Change — General Academic Regulations

Randall / Casperson

That, on the recommendation of the Senate Committee on Research and Graduate Studies, the General Academic Regulations, beginning on p. 52 of the 2007-2008 Graduate Calendar, excepting Regulations 22 to 32 inclusive, be amended as proposed.

Effective Date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IV. General Academic Regulations

Note: Graduate students are directed, as well, to the [Graduate Studies Admissions and Regulations](#) section of this Calendar.

1. Purpose of Academic Regulations

UNBC is committed to high academic standards as well as to assisting students to achieve their educational goals.

The Academic Regulations provide the framework within which academic programs are completed, and offer academic guidance along the program path.

The University reserves the right to add to, to alter, or to amend these regulations at any time.

2. E-mail Communication

E-mail is one of the official means of communication between UNBC and its students. All students are assigned a UNBC e-mail address upon course registration. An The e-mail address assigned to a student by the University will be the only e-mail address used by UNBC for communication with students for academic and administrative purposes. Students are responsible for checking their UNBC e-mail address-account regularly so as to remain current with administrative and academic notifications. It is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail address, it is the student's responsibility to ensure that the alternate account is active.

[The University does not have any means other than registered mail for ensuring that students have received or read official communications. The proposed Academic Regulation offers absolute clarity as to what constitutes a student's e-mail address for University purposes, and places the responsibility on students to access their university e-mail account regularly. Subsequent Sections are as presented in the Calendar, will be renumbered following Senate's approval of the substance of this motion.]

2. Full-Time Studies

A full-time graduate student during any one of the academic semesters is one who is either enrolled in courses totaling a minimum of six credit hours during a single semester or working on a dissertation, thesis or project during a semester (see [Graduate Studies Admissions and Regulations](#) section).

3. Part-Time Studies

A part-time graduate student during any one of the academic semesters is one who is enrolled in courses totaling less than six credit hours during a single semester, and who is not working on a dissertation, thesis or project (see [Graduate Studies Admission and Regulations](#) section).

4. Class Attendance

Students are expected to attend classes on a regular basis. Instructors may establish attendance requirements for each class. These expectations must be defined in the course syllabus.

5. Official & Unofficial Transcripts

Official transcripts are confidential and are only released on written request from the student. Transcripts issued to an institution, company, or agency are mailed directly to their address, or held for pick-up at the Office of the Registrar in confidential envelopes marked 'Official Transcript'. In extenuating circumstances, transcripts may be issued to a student. Third-party requests must be accompanied by a signed authorization from the student.

Each transcript will include the student's complete record at the University. Since credit earned is determined on the results of final examinations, a transcript will not include results of mid-term examinations.

Transcripts will not be released without payment of the required transcript fee, and /or if there is an outstanding financial obligation.

Requests for transcripts can be made online at www.unbc.ca/registrar/transcripts through UNBC Online Services, or by completing a Transcript Request Form available in the Office of the Registrar. There is a 10-day turnaround for transcript requests.

Unofficial transcripts are available to students directly through ~~student online services at www.unbc.ca~~, www.unbc.ca, Web for Students UNBC Online Services, at www.unbc.ca.

[Business practices as to how transcripts are processed have changed, and there is a transcript fee. Students can now request (and pay) online through their UNBC Online Services secure account, in addition to the 'traditional' methods.]

6. Evaluation of Transcripts

The evaluation of transcripts is the responsibility of the Office of the Registrar.

7. Criminal Records Search

Under the requirements of the Criminal Records Review Act (1996) UNBC requires, as part of the application process, criminal records searches for applicants to program areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. Criminal Records Search forms are available in the Office of the Registrar. Results which identify relevant criminal convictions may disqualify an applicant from admission into a program. Submission of a Criminal Records Search at the point of admission does not preclude either the program or provincial certification bodies from requesting a subsequent Criminal Records Search prior to field placement or professional registration.

Criminal Records Searches are requirements for the following Graduate programs:

- Community Health Science (MSc)
- Disability Management (MA)
- Counselling (MEd)
- Nursing (MScN, MSCN:FNP)
- Social Work Programs (MSW)

8. Student Access to Official University Record

Students have the right to inspect their Official University Record, including the student file, under the supervision of a staff member and as maintained by the Office of the Registrar. Students have the right to have access to their financial assistance file, as maintained by the Financial Aid and Awards Office under the supervision of a staff member. Assessment reports and letters of reference submitted by third parties in support of students applying to Graduate programs will not be available for inspection. Students may inspect their Official University Record during normal office hours, and upon advance request in writing. When students inspect their original records, examination will be permitted only under conditions that will prevent alteration or mutilation. In the event of a dispute as to the accuracy of the information maintained in their Official University Record, a student may appeal to the Registrar.

9. Registration after the Published Revision Deadline Date

No graduate student is permitted to alter their registration for any course after the last date to revise registration as published in the Calendar except on the express written permission of the instructor and the Dean of Graduate Studies.

10. Change of Grade after Submission of Final Grades

Except for grade changes resulting from formal Academic Appeal, any changes in final grade after the initial grade submission must be transmitted to the Office of the Registrar through the Dean of Graduate Studies.

11. Repeating Courses

Graduate students may not repeat graduate courses except under exceptional circumstances and only with the approval of the Dean of Graduate Studies on the recommendation of the supervisory committee. In the event that a course is repeated, it is the second grade earned which will be used in the grade point average calculation.

12. Graduation

- a. Students must apply to graduate. The Application for Graduation Form must be received by the Office of the Registrar no later than March 1 of the calendar year in which graduation is contemplated, accompanied by the appropriate (non-refundable) graduation fee.
- b. Students who have any outstanding obligation to the University are not permitted to graduate. Outstanding obligations include, but are not limited to, the following:
 - o tuition fees owing,
 - o library or other fines,
 - o outstanding library loans,
 - o outstanding equipment or other loans.

13. Grounds for Withholding Official Transcripts ~~and Degree Parchments~~

In instances of non-payment of any portion of tuition, prescribed fees or University library fines and/or bills, or of delinquency in the return or replacement of University property on loan, or non-repayment of cash advances or loans, or violation of a residence license agreement, the University shall not permit a student to register for further courses, and shall not issue an official transcript ~~or a degree parchment~~. The above prohibitions shall be in force until such time as indebtedness to the University has been cleared to the satisfaction of the University.

[Arguably, a student who qualifies to graduate but owes the University should be denied a transcript - which is the official University record - but should be permitted to cross the stage and receive a degree parchment. This is the common practice at Canadian Universities.]

~~Each course taken for academic credit is assigned a final grade at the end of the semester. The final grade for each course will be indicated by a letter grade on the student's transcript.~~

14. Grading

Each course taken for academic credit is assigned a final grade at the end of the semester. The final grade for each course will be indicated by a letter grade on the student's transcript.

[This paragraph was misplaced and belongs under A.R. 14 instead of 13, as in the equivalent Regulations of the Undergraduate Calendar.]

Grade Point Average: Grade Point Average (GPA) is a method of expressing a student's academic performance as a numerical value. Each letter grade is assigned a numerical equivalent, which is then multiplied by the credit hour value assigned to the course to produce the grade point.

Semester Grade Point Average: Semester Grade Point Average (SGPA) is computed by dividing the total number of grade points earned by the total number of credit hours taken in a semester.

Cumulative Grade Point Average: The UNBC Cumulative Grade Point Average (CGPA) expresses performance as a numerical average for all UNBC courses for all semesters completed. The CGPA is calculated by dividing the total number of grade points earned to date by the total number of credit hours undertaken to date. (Letter grades of P or W are not assigned a numerical value and are not used in calculating the grade point average.) See Academic Regulation 11 (Repeating Courses) for the treatment of repeated courses in GPA calculations. The CGPA provides the numerical value used to determine good academic standing or academic probation.

Graduation Requirement: In order to graduate, a student must have the minimum cumulative grade point average required by the student's program, and also have satisfied non-course-based requirements of the program.

Grading System - Graduate Students

UNBC Grade Point	Letter Grade	Percentage	Definition/ Standing
4.33	A+	90 -100%	Excellent
4.00	A	85-89.9%	
3.67	A-	80-84.9%	
3.33	B+	77-79.9%	Good
3.00	B	73-76.9%	
2.67	B-	70-72.9%	

Graduate Studies: See [Graduate Studies Admissions and Regulations](#). Passing grade is B- for all courses taken towards a graduate degree. Courses in which achievement is less than B- are assigned a letter grade of "F". Individual programs may set higher standards.

The following are not included in academic average:

P	Passing grade	credit awarded
AEG	Aegrotat standing	credit awarded
DEF	Deferred grade	no credit awarded
W	Withdrawn	no credit awarded
WE	Withdrawn under extenuating	no credit awarded

	circumstances	
AUD	Audit of course	no credit awarded
INP	Course or Thesis work in progress	
NGR	No grade reported	

Calculation of Grade Point Average

The following is an example of how a student's GPA is calculated at the end of a semester:

1. PSYC 600-4 B	3.0	4 credit hours x 3.0	= 12.00
2. PSYC 610-3 A+	4.33	3 credit hours x 4.33	= 12.99
Total		7 credit hours	24.99
Semester GPA			24.99/7 = 3.57

15. International Exchange Grading

In the case of a formal exchange, the grades from an exchange university are reported using a Pass/Fail grading system and are not counted towards a student's UNBC CGPA.

16. Examinations

- a. When a graduate course has a final examinations, the examination shall normally be worth at least 25% of the total course marks.
- b. With the exception of laboratory, clinical or practicum-based final examinations, tests worth, aggregate, more than 10% of the final grade must not be administered during the final week of classes. During the last two weeks of classes, major papers or projects must not be newly assigned.
- c. Students are required to write no more than two final exams in any one 24-hour period. When a course has a final examination, it must be given during the scheduled examination period.
- d. Final exams are no longer than three hours in duration. Exceptions must be approved by the Program Chair.
- e. Deans may make exceptions to this policy in extraordinary cases. Such exceptions must be made at the beginning of the semester, and have the approval of the Program Chair.

17. Conduct in Examinations

Students must be prepared to present appropriate identification upon entering the examination room. Appropriate identification is defined as a UNBC student card and/or some other form of photo identification acceptable to the proctor. The following regulations apply to the conduct of examinations:

- a. Books, papers, or other materials or devices must not be in the possession of the student during an exam except by the express permission of the examiner. Specifically, without such permission, no laptop computers, mobile phone sets, handheld electronic devices or the like may be in the possession of the student in the examination room (see Regulation 22 (b)).
- b. No candidate is permitted to enter the examination room more than 30 minutes after the beginning of the examination, or permitted to leave within 30 minutes after the examination has started.
- c. Candidates must not communicate in any way with other candidates in the examination room.
- d. Candidates must not leave their seats, except when granted permission by the proctor.
- e. Candidates must turn in all materials, including rough work, upon leaving the examination room.
- f. Food and beverages other than water are not permitted in the examination room.

18. Student Access to Final Examinations

The instructor will, on request by a student, informally review the final examination with the student after the semester grade has been released.

Final examinations will be retained by the instructor for a period of sixty days after the examination period, after which time they may be shredded or destroyed by other acceptable means.

19. Religious Holidays/Examination Schedule

~~In some instances, students may find themselves, for religious reasons, unable to write a final examination on a scheduled day. If the final examination cannot be rescheduled to avoid the conflict, the student concerned shall be evaluated by other means, which may include another examination scheduled at a different time. Students must complete the appropriate form (available from the Office of the Registrar) and notify their instructors of a conflict at least two weeks prior to the examination period.~~

[It is proposed that this Regulation be deleted. UNBC is a secular institution, and students attending generally are aware of the fact.]

S-200706.35

Discontinuation of Form Entitled “Distance Delivery of New Courses and Proposed Course Changes”

Randall / Nussbaumer

That, on the recommendation of the Senate Committee on Research and Graduate Studies, the requirement to complete the form entitled “Distance Delivery of New Courses and Proposed Course Changes be discontinued.

Effective date: June 2007

CARRIED.

S-200706.36

Calendar Description Change — Disability Management Program Practicum Duration

Randall / McGill

That, on the recommendation of the Senate Committee on Research and Graduate Studies, the change to the duration of the Disability Management Practicum (on page 103 of the 2007-2008 calendar) be approved as proposed.

Effective date: September 2007

CARRIED.

Details of the approved calendar change are as follows (deleted text indicated by ~~striketrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

DISM 795-6 Disability Management Practicum Students participate in field-based learning activities for the purpose of pursuing and developing research/policy/administration/practice skills within a related employment area. The duration of this component is ~~a three-month continuous term~~ equivalent to three months full-time employment.

6.3 Senate Committee on Scholarships and Bursaries

Tait

S-200706.37

Nominations for UNBC Scholars to Yukon High Schools

Jensen / Rennebohm

That the opening up of nominations for UNBC Scholars to Yukon high schools as per the Eligibility criteria outlined in the Academic Calendar be approved.

Effective date: May 2007

MOTION WITHDRAWN.

It was suggested that this motion did not require approval by Senate, as it was simply meant to clarify a process that was already in place, and that Senate’s views on this motion be passed along to the Senate Committee on Scholarships and Bursaries.

S-200706.38

Calendar Description Change — Health Sciences Graduate Programs

Jensen / Hemingway

That the inclusion under Health Sciences (page 2 of “Awards and Financial Aid” online and paper calendars, 1. Awards, 2. Definitions) in the Graduate Programs: MCPS (Chemistry) be approved.

Effective date: May 2007

CARRIED.

7.0 Other Business

7.1 Report of the Registrar

Kerr (Acting)

The Acting Registrar had nothing to report.

7.2 Election of Vice-Chair of Senate

Owing to the departure of Dean Tait from Senate, election of a new Vice-Chair was required. Senator Casperson was nominated by Senator Mandy, and accepted the nomination. Senator Randall was nominated by Senator Brunt, and accepted the nomination. After an election was conducted by secret ballot, Dean Randall was elected to the position of Vice-Chair of Senate, for a term ending in September, 2008.

8.0 Information

There were no items for information.

**9.0 S-200706.39
Move to In Camera Session**

Wagner / Mandy

That the meeting move In Camera.
CARRIED.

**10.0 S-200706.42
Adjournment**

Macknak / Gorzelak

That the Senate meeting be adjourned.
CARRIED.

The meeting ended at 5:30 p.m.