

**SENATE MEETING  
PUBLIC SESSION  
MINUTES**

November 27, 2013  
3:30 – 5:30 PM

Senate Chambers (Room 1079 Administration Building)

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**Present:**

E. Annis, M. Archie, R. Bird, C. Carriere, D. Casperson, M. Dale, A. Daniele, B. Deo, M. Green, K. Guest, T. Hanschen (Secretary of Senate), G. Iwama (Chair), E. Korkmaz, J. Kormos, A. LeBlanc, I. Legault, B. Murray, C. Myers (Recording), M. Nitz, C. Nolin (Vice Chair), R. Robinson, D. Ryan, J. Safaei Boroojeny, P. Sanborn, P. Siakaluk, K. Smith, A. Stroet, R. Tallman, K. Walker, B. Wang, T. Whitcombe, A. Wilson, S. Zahir

**Regrets:**

J. Brown, D. Burke, L. Dickson, S. Green, D. Leighton-Stephens, K. Reimer

**Absent:**

R. Brouwer, D. de Vries, L. Handfield, K. Kuo, D. Nyce, B. Schorcht, S. Wagner

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The meeting commenced at 3:35 p.m. Dr. Iwama reported that Ms. Chantal Carriere had recently been elected as a Lay Senator but that Ms. Myers had been unable to reach her by telephone in China for this meeting.

**1.0**      **S-201311.01**  
**Approval of the Agenda**  
Murray

That the agenda for the November 27, 2013 Public Session of Senate be approved as presented.

A Senator indicated that he was of the understanding that the Senate Committee on Nominations was addressing a situation related to the Selection Committee for the President and Vice-Chancellor and that he would appreciate a report on this matter under agenda item 9.4.

CARRIED.

**2.0**      **S-201311.02**  
**Approval of Senate Minutes**  
Whitcombe

That the minutes of the October 23, 2013 Public Session of Senate be approved as presented.

CARRIED.

### **3.0 Business Arising from Previous Minutes of Senate**

#### **3.1 Response to question from last Senate meeting regarding letter from the Premier Dale**

Dr. Dale noted that a document had been distributed to Senators and that he would comment on it during his report.

#### **3.2 Follow-up regarding notice of motion provided at last Senate meeting Zahir**

**Motion:**

Casperson

That the Provost ensures that a UNBC Recruitment and Retention Plan that contains clear and achievable objectives and a budget for such Plan is presented to the Senate in its January 2014 meeting. It is expected that the Plan covers undergraduate, graduate, and international students.  
CARRIED.

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

Dr. Iwama reported on a couple of matters, and his report is attached to these minutes as "Appendix I."

#### **5.0 Report of the Provost Dale**

Dr. Dale had information to report with regard to several matters (report attached to these minutes as "Appendix II").

#### **6.0 Report of the Registrar Hanschen**

The Enrolment Services Plan and Convocation were reported on by Mr. Hanschen, and his report is attached to these minutes as "Appendix III."

#### **7.0 Question Period**

In relation to the Administrative Service Delivery Transformation Project, a Senator asked whether the purchases of items such as photocopiers were affected. Dr. Iwama replied that information would be provided to Senators.

With regard to "Terms of Reference – Post-Secondary Institution Core Review of Programming," distributed to Senators, a Senator asked whether the Ministry understands the term "skills" as it applies to universities. Dr. Dale replied that there have been opportunities to explain this to the Ministry. A Senator asked whether Dr. Dale believed there was a move afoot to begin to specialize universities, and Dr. Dale replied that he did. A Senator commented that, when discussing proposed new initiatives with the government, the roles of the Senate and Board of Governors in approving such initiatives must be stressed.

#### **8.0 Removal of Motions from the Consent Agenda**

No requests were made to remove motions from the consent agenda.

#### **9.0 Committee Reports**

##### **9.1 Senate Committee on Academic Affairs Dale**

**"For Approval" Items:**

Motions S-201311.03 and S-201311.04 were dealt with as an omnibus motion.

**S-201311.03**

**Approval of Job Description for Dean of the Regional Programs**

Schorcht

That, on the recommendation of the Senate Committee on Academic Affairs, the job description for Dean of the Regional Programs be approved as proposed.

Effective date: Immediately upon approval by Senate

Some of the language in the job description was noted as a concern, and the following motion resulted:

**Motion to amend job description**

Whitcombe / Casperson

That all the text beyond the heading "Qualifications" be removed from the job description.

DEFEATED.

The main motion was subsequently CARRIED.

**S-201311.04**

**Approval of Policy on "Selection Procedures for Dean of the Regions"**

Schorcht

That, on the recommendation of the Senate Committee on Academic Affairs, the Policy on "Selection Procedures for Dean of the Regions" be approved as proposed.

Effective date: Immediately upon approval by Senate

Two revisions to the terms of reference were recommended. First, it was recommended that rather than one Senator and one faculty member, two Senators be appointed to the committee, one from each College. The addition of Aboriginal-specific representation from the regions or an organization or institution with which UNBC has a relationship was also suggested.

**Motion to change the Search Committee Membership with regard to Faculty members:**

Casperson / Siakaluk

That, under the heading which begins with "4 Faculty members," one Faculty Senator be appointed from each (rather than either) College in accordance with the first bullet and that the second bullet be deleted.

CARRIED.

**Motion to change the Search Committee Membership to include Aboriginal representation:**

Robinson / Casperson

That an Aboriginal representative from the regions or an organization or institution with which UNBC has a relationship be added to the Search Committee Membership.

CARRIED.

Motions S-201311.05 and S-201311.05 were dealt with as an omnibus motion.

A list of majors that require BIOL 101 and/or BIOL 102 was included for information, as follows:

**Majors that Require BIOL 101 (and or BIOL 102)**

BSc Integrated

Biochemistry and Molecular Biology

Biology

Chemistry

Option in Computer Science

Environmental Science

Environmental Studies – Science, Technology and Society Area of Specialization

BSc Geography

Health and Human Sciences – Major in Biomedical Studies

NRM Forest Ecology and Management

NRM Outdoor Recreation and Conservation

NRM Wildlife and Fisheries

**Courses That Use BIOL 101 as a Prerequisite**

BIOL 201

BIOL 202

BIOL 203

BIOL 204

BIOL 210  
BIOL 301  
BIOL 307  
BIOL308  
BIOL 318  
BIOL 421  
CHEM 204  
ENSC 201  
ENSC 404 (3 credits of 100 level BIOL)  
FSTY 201  
FSTY 207  
FSTY 209  
NREM 204 (and BIOL 12)

#### **S-201311.05**

#### **Changes to BIOL 101-4 as a Result of the Sub-Division of BIOL 101-4 into Two Courses, BIOL 103-3 and BIOL 123-1**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, as a result of the sub-division of the course BIOL 101-4 into two courses, BIOL 103-3 and BIOL 123-1, the changes to BIOL 101-4 Introductory Biology I (change to course number, calendar description, and preclusions) on page 208 of the 2013/2014 undergraduate calendar, and the subsequent addition of the new course BIOL 123-1 Introductory Biology I Laboratory, be approved as proposed.

Effective date: September 2014

CARRIED.

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

**~~BIOL 101-4~~BIOL 103-3 Introductory Biology I** This lecture-based course is an introduction to the biological sciences including the nature of life, cell structure, function, development, metabolism, genetics and evolutionary theory.

*Prerequisites:* Biology 11 or Biology 12

*Precluded:* BIOL 100-4, BIOL 101-4

**BIOL 123-1 Introductory Biology I Laboratory** This laboratory-based course introduces students to techniques in the biological sciences, closely following the lecture organization in BIOL 103-3. Students normally take this course concurrently with BIOL 103-3 as the lab component complements the lecture, but should check the relevant program requirements to see if the lab is required.

(Note: not all programs require both the lecture and lab components.)

*Prerequisites or Co-requisites:* BIOL 103-3

*Precluded:* BIOL 100-4, BIOL 101-4

#### **S-201311.06**

#### **Changes to BIOL 102-4 as a Result of the Sub-Division of BIOL 102-4 into Two Courses, BIOL 104-3 and BIOL 124-1**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, as a result of the sub-division of the course BIOL 102-4 into two courses, BIOL 104-3 and BIOL 124-1, the changes to BIOL 102-4 Introductory Biology II (change to course number, calendar description, prerequisites, preclusions, and recommendations) on page 208 of the 2013/2014 undergraduate calendar, and the subsequent addition of the new course BIOL 124-1 Introductory Biology II Laboratory, be approved as proposed.

Effective date: September 2014

CARRIED.

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

**~~BIOL 102-4~~BIOL 104-3 Introductory Biology II** This lecture-based course is a survey of living organisms, plant and animal form and function, ecology and

population biology.  
*Prerequisites:* Biology 11 or Biology 12 or BIOL 401-4103-3  
*Precluded:* BIOL 100-4, BIOL 102-4  
*Recommended:* BIOL 401-4103-3

**BIOL 124-1 Introductory Biology II Laboratory** This laboratory-based course introduces students to plant and animal diversity, form and function and ecological relationships among organisms, techniques in the biological sciences, closely following the lecture organization in BIOL 104-3. Students normally take this course concurrently with BIOL 104-3 as the lab component complements the lecture, but should check the relevant program requirements to see if the lab is required.  
(Note: not all programs require both the lecture and lab components.)

*Prerequisites or Co-requisites:* BIOL 104-3  
*Precluded:* BIOL 100-4, BIOL 102-4

## 9.2 Senate Committee on Academic Appeals

Whitcombe

### "For Information" Items:

#### **SCAA201311.04**

##### **2012-2013 Annual Report (September 1, 2012 to August 31, 2013)**

Whitcombe

That the 2012-2013 Annual Report (September 1, 2012 to August 31, 2013) from the Senate Committee on Academic Appeals be approved as proposed and forwarded to Senate for information.

Effective date: November 8, 2013

CARRIED (consent agenda).

## 9.3 Senate Committee on Scholarships and Bursaries

Owen

### "For Information" Items:

#### **SCSB20130925.03**

##### **New Terms and Conditions – Ramada Hotel Downtown Prince George Athletic Award**

Whitcombe

That the new Terms and Conditions for the Ramada Hotel Downtown Prince George Athletic Award be approved.

Effective date: 2013-2014 Academic Year

CARRIED (consent agenda).

#### **SCSB20130925.04**

##### **Revised Terms and Conditions – Graduate Entrance Scholarship**

Whitcombe

That the revisions of the terms and conditions for the Graduate Entrance Scholarship be approved as presented.

Effective date: 2013-2014 Academic Year

CARRIED (consent agenda).

## 9.4 Senate Committee on Nominations

Zahir

### "For Approval" Items:

#### **S-201311.07**

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

Murray

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

Effective date: Immediately upon approval by Senate

**SENATE COMMITTEE POSITION TO BE FILLED**  
(except as otherwise noted, all terms begin immediately)

**CANDIDATE**

**Senate Committee on Academic Affairs**

Faculty Member — Professional Program (until March 31, 2016)  
Lay Senator (until March 31, 2015)

Ian Hartley  
Chantal Carriere

**Senate Committee on the University Budget**

Faculty Member (until March 31, 2015)

Todd Whitcombe

There were no further nominations from the floor, so the motion was CARRIED.

**“For Information” Items:**

Lay Senator elected to Senate to replace Senator Silva (resigned):  
Lay Senator (until March 31, 2015)

Chantal Carriere

**10.0 S-201311.08**

**Approval of Motions on the Consent Agenda**

Whitcombe

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

**11.0 Other Business** (*no material*)

**12.0 Information**

**12.1 Presentation — *Aboriginal and Rural Recruitment***

**Gillanders**

Ms. Gillanders delivered a presentation regarding her role recruiting Aboriginal and rural students. She noted that recruiting Aboriginal and rural students was quite a different process from recruiting other students, and indicated that UNBC invests in these communities by building relationships. At the completion of Ms. Gillanders' presentation, Dr. Iwama asked Senators to join him in thanking her and invited questions. A Senator asked how faculty members might be able to support Ms. Gillanders in her work and she suggested that, when going to rural communities, UNBC community members could take her business card or other materials from the recruitment office with them. She added that there are plans to create an advisory group and training program for those who wish to assist with recruitment endeavours. Another Senator asked what Senate could do to assist, and Ms. Gillanders replied that, for example, the Northern Advancement Program was not meeting the needs of students as well as it had in the past and that some changes were being recommended, which she hoped Senate would support. A Senator added that he would like to see Senate continue to invite people like Ms. Gillanders to present at Senate meetings so that this issue remains on the minds of Senators.

**12.2 Link to the University's financial statements, available each year around June 30:**  
<http://www.unbc.ca/finance/statements>

**Iwama**

Dr. Iwama thanked Senator Casperson for bringing to the attention of the Steering Committee of Senate Section 32 of the *University Act* which states that the Board of Governors must make an annual report of its transactions to the Minister and promptly provide a copy of the annual report to the Senate. Dr. Iwama added that the institutional accountability report also forms part of the annual report to the Ministry. Senator Casperson replied that one of the questions that led him to this section of the *Act* was whether the Ministry required the University to report on anything other than financial matters.

**13.0**     **S-201311.09**  
**Move to In Camera Session**  
Smith  
That the meeting move In Camera.  
CARRIED.

**14.0**     **S-201311.14**  
**Adjournment**  
Casperson  
That the Senate meeting be adjourned.  
CARRIED.

The meeting ended at 5:25 p.m.

## APPENDIX I

**President's Report**  
**Senate meeting of November 27, 2013**  
**Prepared by Charlene Myers**

Dr. Iwama reported that he is beleaguered by the requirements of UNBC being a government reporting entity. He indicated that because UNBC is smaller than its sister institutions, these requirements have a tremendous impact, especially at a time when we are being called on to do more with less. Dr. Iwama added that the Ministry's planned core review of programs is similar to what has taken place in Alberta, that he is concerned about the increased level of government intervention, and that services to students need to be maintained despite decreased resources.

With regard to the announcement of the Engineering program which was disseminated prior to Senate approval, Dr. Iwama apologized for this error.

Dr. Iwama concluded his report by commenting that he anticipates a positive experience as UNBC engages for the 25th anniversary celebration to take place in 2015.

## APPENDIX II

### Provost's Report Senate meeting of November 27, 2013

1. A follow-up on vacancies:  
The updated list of recruitments proceeding is as follows:  
Business (3)  
One each in FNST, History, Health Science, Education, Nursing.  
  
Vacancies not currently being filled (sources approximate) are as follows:  
Business (1 + 1), Library, ORTM, Regional Chairs (2), Social Work, Psychology.
2. On the semester structure project ( "3, 10, 10, 3") student help has been hired to carry out research on other semester models.
3. Core Review Terms of reference document was provided to Senators with the comment that there is a geographic clustering of unfilled student seats in Northern (and rural) institutions.
4. There will be a 2nd round of 1-on-1-on-1 meetings, even if they must spill over into January.

## Registrar's Report to Senate November 27, 2013

Many of you have heard Bill and I make reference to the concept of 0 – 4+, which is a reference to a student's career at UNBC from their initial contact through a recruiter, the website, etc. to Convocation and beyond. It's important that we keep an eye to the whole career of a student when we're doing our institutional, academic, and student life planning.

My brief report today focuses on either side of the student life cycle – Recruitment and Convocation:

1. **Recruitment:** As student recruitment seems to be the flavor of the day, I wanted to update you on a couple of items, one being that the prime recruitment period is quickly drawing to an end. The Student Recruiters have been in hundreds of high schools across the province for the last 2 ½ months, and early December will see their fall/early winter visits coming to an end. The team will be doing revisits in the new year, and activities will be shifting toward encouraging students to register for the upcoming year. With that in mind, I'd also like the Senators to be aware that the focus this year was based upon the concept of "Building On Our Strengths" – the concept that came out during the UNBC Conversations over the summer. This year's plan saw us concentrate on having a higher presence in UNBC's regional high schools. The Recruiters will also be spending more time in southern BC and Vancouver Island, with the exception of Vancouver as we have seen very limited returns on our recruitment efforts, specifically "On The Spot Admissions", over the last few years. The Recruiters have focused on the Okanagan, the Fraser Valley, Surrey, Delta, etc., rather than the metropolitan centres of Vancouver. The Enrolment Services unit has been working closely with many colleges to build upon agreements that have been signed over the last couple of years. Specific areas of focus are CNC, NWCC, NLC, North Island College, and Coquitlam College. As more agreements are developed with Langara and Douglas College, they will be more heavily focused upon as well. The Enrolment Services unit will emphasize connections with students and will be paying close attention to the enrolment funnel, working with students to convert them to registered students once registration opens up next April.
2. **Convocation:** On the Convocation side of things, I wanted to give you an update on some of the numbers to date. As of November 25<sup>th</sup>, we have received 722 applications to graduate — 4 PhD Applications, 104 Masters Applications, and 614 Undergraduate applications. This is very close to being on par with last year's applications.