

Workplace Training in Attitudes, Skills, and Knowledge (TASK)

Faculty of Education, Community, and
Human Development

Dean's Summary

Submitted by:

Dr. Allyson Jule, Dean, Faculty of Education, Community, and
Human Development

Accepted by:

Senate in November 2024

Academic Planning and Priorities Committee in October 2024

MEMORANDUM

Academic Planning and Priorities Committee

TO: Joanne MacLean, Chair, Senate

FROM: James Mandigo, Chair, Academic Planning and Priorities Committee

CC: Allyson Jule, Dean, Faculty of Education, Community, and Human Development

DATE: November 12, 2024

RE: Workplace Training in Attitudes, Skills, and Knowledge Certificate Program Review

The Workplace Training in Attitudes, Skills, and Knowledge (TASK) certificate program within the Faculty of Education, Community, and Human Development underwent a program review in 2024. The Academic Planning and Priorities Committee reviewed all of the documentation related to the program review at its October 30, 2024 meeting and recommend this program review to the Senate for approval.

The APPC expressed appreciation for the work done by the Workplace TASK program review team. It particularly noted the desire to raise awareness of this program in transition as it has been one that has inspired great commitment, focus, and joy in its students for many years. The program also has opportunities to partner to with a more diverse number of units moving forward.

Suggested motion:

That Senate accept the documents related to the Workplace Training in Attitudes, Skills, and Knowledge (TASK) certificate Program Review as presented.

Attachments:

- PDQA Memo
- Action Plan and Dean's summary

Program Review: Action Plan

TASK: Training in Attitudes, Skills, and Knowledge for the Workplace

UFV's Workplace TASK is an eight-month program that offers students with disabilities the opportunity to learn self-management and employment skills. It is a full-time program that runs four days a week from 8:30 to 2:30 each day from September to late April, in a safe and supportive classroom setting.

Of note is the retirement of the long-term Type B faculty as of August 2024. Currently, there is an LTA instructor managing the TASK program as well as the staff member committed to TASK. This is going very well, and plans are to hire the instructor permanently when her contract comes to an end in the summer of 2025.

There was a possibility of hiring the long-term Type B faculty as a consultant after her retirement, but this hasn't been necessary.

Curriculum and Assurance of Learning			
Goal: Comment on the quality of the program being delivered.			
Tasks to complete the goal: <i>Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.</i>			
Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Continue to develop relationships and access services on and off campus that support Indigenization.	Instruct students about the services on and off campus that support Indigenization. Ensure that students are aware of the Indigenous Student Center	May 2025	TASK instructor

Student Achievement			
Goal: Comment on the extent to which the program is meeting student needs and supporting outcome attainment.			
Tasks to complete the goal: <i>Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.</i>			
Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Review staffing, class size, and resources, considering the level of support needed in the classroom.	Write a report discussing the current amount of staffing, class size, and resources. The report could summarize any workable recommendations.	June 2025	TASK instructor
Explore implementing a social enterprise as part of providing students with more opportunities by creating real-life	Try to obtain a Service Innovation Fund Grant so that it is possible to have site visits at other post secondary institutions	December 2025	TASK Instructor

experiential learning as well as raising the program profile.	with social enterprises in the Lower Mainland.		
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Governance and Resources

Goal: Comment on the program’s governance, operations, and the adequacy of available resources (e.g., facilities, equipment, library resources, laboratories, computing facilities, shops, specialized

Tasks to complete the goal:
Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.

Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Explore opportunities for collaborative partnerships and resource-sharing with other departments to optimize resource utilization and program support.	In the same report that would be used for the staffing, class size, and resources, recommendations could give regarding ways to enhance resource sharing/utilization with UUP and possibly other departments.	June 2025	TASK instructor and TASK Assistant
Consider adding credit values to the TASK courses to more closely align with other university programs and make program cost more transparent.	-Communicate with chair from UEC to determine if this is appropriate for TASK courses. -If it is appropriate, make the changes in the Official Course Outlines and bring before UEC.	December 2024 May 2025	TASK instructor
Consider implementing badges for each TASK course as recommended by faculty.	Create a template from one of the programs available from the UFV computers. So that badges can be made as needed.	September 2025	TASK instructor and TASK assistant

Planning and Sustainability

Goal:

Comment on the overall sustainability of the program, both socially and economically.

Tasks to complete the goal (add rows as needed): <i>Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.</i>			
Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Consider expanding the program to additional UFV campuses, to increase access and allow for more than one cohort running at one time.	Have a meeting to determine costs, availability of funds, and space for a TASK program at Abbotsford and Clearbrook.	June 2025	TASK Instructor, FECHD Dean and/or Associate FECHD Dean and UUP department head.
Explore the possibility of increasing tuition for the program to cover necessary staffing for a full and sustainable program.	Meet with FECHD Dean, FECHD Associate Dean, and UUP Department Head to discuss and determine new fees for Fall 2025	December 2024	TASK Instructor, FECHD Dean, FECHD Associate Dean, and UUP Department head
Consider hiring the current faculty member as a short-term consultant after she retires to provide training and support during the transition for new faculty	Department Head to consider progress of the new TASK instructor and determine if there is a need for a consultant.	October 2024	UUP department head
Consider using student assistants to support student learning in the classroom. Students in other UFV programs might be interested in the opportunity to obtain such skills.	UUP department head to meet with TASK instructor and assistant to determine need of student assistants toward end of Fall semester	December 2024	UUP department head, TASK instructor, and TASK assistant.

Other			
Goal: Identify other TASK program possible enhancements to implement			
Tasks to complete the goal: <i>Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.</i>			
Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Build a program culture that supports faculty and students to be fully integrated members of the UFV community	In the same report as used for staffing, class, resources and collaboration/resource sharing, also address recommended ways to better integrate TASK with the UFV community.	June 2025	TASK instructor and TASK assistant
Establish a Program Advisory Committee for	TASK instructor to connect with individuals both within UFV and the	June 2025	TASK instructor

the program to enhance program profile and community connections.	community to establish a Program Advisory Committee.		
Consider supporting the TASK program to become a full department with a chair, work experience support staff, and a faculty complement as a long-term goal.	During the same meeting regarding the possibility of expanding the TASK program, discuss the feasibility of having TASK become a full department.	June 2025	TASK Instructor, FECHD Dean and/or Associate FECHD Dean and UUP department head.

Dean's Summary Statement

The TASK program is a central program at UFV. It has been enrolled students for over 17 years. This year marks the first program review, which has been incredibly helpful in understanding the program better. For several years, the program was overseen at the Dean's level rather than the department level. Since 2022 (the creation of FECHD), TASK has been part of the Department of Upgrading and University Preparation (UUP) and is overseen by the Head of Department.

The TASK program is an expensive one. The external reviewers were able to articulate the cost of other programs, highlighting the discrepancy in our program between the cost and the revenue. I would suggest we consider adding fees to help manage the expense. The biggest expense is the Type B faculty position. This year we are working with an LTA. She is going a terrific job. We will need to determine how we can keep her. The idea of moving TASK to CE is based on the affordability of hiring a contract-instructor over a Type B employee. That said, a Type B faculty member would add important stability to the program.

I am now of the opinion that we do not move TASK to CE but, instead, leave it in UUP, raise the fees for the program, and hire a Type B faculty to add stability and commitment. The current LTA would make an excellent permanent employee. Further discussions with the Head of UUP and the Director of CE in the Spring of 2025 will determine what comes next for TASK as either part of CE or remaining part of UUP.

-Allyson Jule, PhD, Dean of Faculty of Education, Community, and Human Development

Action Plan reviewed and approved by:

Information verified by:

Department Head: Greg St Hilaire Date: July 6, 2024

Dean of the Faculty of Education, Community, and Human Development, Dr. Allyson Jule
Date: September 4, 2024

