



AGENDA
ACADEMIC PLANNING AND PRIORITIES COMMITTEE

December 11, 2019
 2:30 – 4:30pm | Room A225

1. CALL to ORDER

2. ITEMS for ADOPTION

- 2:30 2.1. Agenda
- 2.2. Minutes..... pg. 2

3. BUSINESS

- 2:35 3.1. Discontinuance – Environmental Sciences concentration (Greg Schlitt) pg. 5
- 2:45 3.2. Discontinuance – Global Studies concentration (Greg Schlitt) pg. 8
- 2:55 3.3. Provost’s Report
- 3:10 3.4. Procedure for Progress Reports on Program Review Action Plans (Bruce Kirkley) pg. 11
- 3:20 3.5. School of Kinesiology (Alastair Hodges) pg. 13

4. INFORMATION ITEMS

- 4.1. APPC website: ufv.ca/senate/standing-committees/appc/

5. ADJOURN

Next Meeting: January 22, 2020, 2:30 – 4:30pm, A225

ACTION ITEMS			
Meeting date	Item #	Action Item	Status
September 18, 2019	3.2	Melinda: Inquire with the Secretariat office to see if the Vice-Chair could be a non-voting member.	In progress

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Draft Minutes
ACADEMIC PLANNING AND PRIORITIES COMMITTEE

November 13, 2019
3:00 – 4:30pm | Room A225

Present: James Mandigo (Chair), Adrianna Bakos, Al Wiseman, Alastair Hodges, David McGuire, Derek Ward-Hall, Emilio Landolfi, Garry Fehr, Jackie Hogan, Jon Thomas, Nicola Mooney, Patti Wilson, Sandra Smith, Shelley Canning, Shelley Stefan, Shirley Hardman, Sylvie Murray, Vlada Dvoracek, Melinda Saretzky (recorder), Maureen Wideman, Lucy Lee (guest), Mary Saudelli (guest), Chris Campbell (guest), Christine Slavik (guest), Alison Reeves (guest)

Regrets: Bruce Kirkley, Fiona MacDonald, Gerry Palmer, Lorne Mackenzie, Peter Geller, Shahbaig Boparai

1. CALL to ORDER

Welcome to all guests.

2. ITEMS for ADOPTION

2.1. Agenda

MOTION: That APPC approve the agenda as presented.
Shelley/2nd Jon. Carried.

2.2. Minutes – October 16, 2019..... pg. 2

MOTION: That APPC approve the October 16, 2019 minutes as presented.
Alastair/2nd Sylvie. Carried.

3. BUSINESS

3.1. New Program - Chemistry honours..... pg. 5

All other docs here H:\UFVinfo\APPC\

MOTION: That APPC recommend to Senate the approval of the new program, Chemistry honours, in Faculty of Science.
Jackie/2nd Jon. Carried.

Discussion: It was noted that this Program is in line with the other Science programs and includes a 12-credit thesis course.

3.2. New Program – International Business major and minor pg. 8

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MOTION: That APPC recommend to Senate the approval of the new programs, International Business major and minor, in Faculty of Professional Studies.
Emilio/2nd Jon. Carried.

Overview of the proposal was given and noted that it fills an important need as graduates will be well positioned to receive international positions. These tend to be flagship programs for universities and it meets UFV’s Internationalization goals. A second language requirement was added as recommended by the Undergraduate Education Committee (UEC), which could be achieved in the destination country.

Discussion: It was noted that students in this program will be studying elsewhere and the courses they take will be in accordance with UFV’s courses. Accredited business students may be attracted to this program. There are funding opportunities available through the School of Business and Faculty of Professional Studies, scholarships, and other opportunities through UFV International. A coordinator will be available to assist students throughout the process.

3.3. New Program – Adult Education minor pg. 12

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MOTION: That APPC recommend to Senate the approval of the new program, Adult Education minor, in Faculty of Professional Studies.
Emilio/2nd Nicola. Carried.

Overview of the program was given and it was noted that this is an unusual blended model and has a very diverse set of students across geographic locations and cultures and conforms with UFV’s Strategic Plan, Education Plan, and Strategic Enrolment Management Plan.

3.4. Discontinuation – Certificate in Extended Studies in Child and Youth Care: Child Protection Specialization pg. 15

MOTION: That APPC recommend to Senate the discontinuance of the Certificate in Extended Studies in Child and Youth Care: Child Protection Specialization program in the Faculty of Professional Studies.
Sandra/2nd Jackie. Carried.

3.5. Discontinuation – Certificate in Extended Studies in Social Work pg. 19

MOTION: That APPC recommend to Senate the discontinuance of the Certificate in Extended Studies in Social Work program in the Faculty of Professional Studies.
Derek/2nd Jackie. Carried.

3.6. Provost’s Report

Strategic Planning Update:

- Ken Steele Presentation on Friday, Nov 15



- January – Initial consultation with UFV community and a foundations document will be produced.
- Document will be submitted to APPC in March or April for feedback on plan before going to Senate/Board in June.
- The document will be put together by James and the Strategic Planning working group, which includes the members of the visioning process working group.

3.7. New Process for Program Development– revision pg. 22

MOTION:

That the Academic Planning and Priorities Committee supports Senate giving responsibility to the Academic Planning and Priorities Committee and Senate Budget Committee to verify that the Stage 1 for new program proposals addresses the required standards and criteria, prior to submission to the Ministry.

Jackie/2nd Sylvie. Carried.

Discussion: It was noted that the revisions affectively address the concerns that were raised at the previous APPC meeting and that the proposals would need to be verified by both committees before moving forward to the Ministry.

Note for PD&QA office: To check the flowcharts for consistency regarding the SBC section in the Stage 2 process.

4. ADJOURN

Next Meeting: December 11, 2019, 2:30 – 4:30pm, A225

Emilio/2nd Shelley. Adjourn.

5. INFORMATION ITEMS

5.1. APPC website: ufv.ca/senate/standing-committees/appc/

ACTION ITEMS			
Meeting date	Item #	Action Item	Status
October 16, 2019	3.5	PD&QA office: Revise the process and procedures of the proposed new program development procedure to include APPC during the Stage 1 process	Completed
September 18, 2019	3.2	Melinda: Inquire with the Secretariat office to see if the Vice-Chair could be a non-voting member.	In progress
September 18, 2019	3.5	Provost Office: Send Melissa W. a thank you card noting that the APPC members recognized her hard work and dedication to the APPC and the Terms of Reference subcommittee.	Completed



DATE

TO: JAMES MANDIGO, CHAIR, ACADEMIC PLANNING AND PRIORITIES COMMITTEE

FROM: LUCY LEE, DEAN, FACULTY OF SCIENCE
JACQUELINE NOLTE, DEAN, COLLEGE OF ARTS

PROGRAM: ENVIRONMENTAL SCIENCE CONCENTRATION-GEOGRAPHY MAJOR-BACHELOR OF ARTS; SCHOOL OF LAND USE AND ENVIRONMENTAL CHANGE, FACULTY OF SCIENCE

SUBJECT: PROGRAM REINSTATEMENT
 PROGRAM SUSPENSION
 PROGRAM SUSPENSION RENEWAL
 PROGRAM DISCONTINUANCE

PROGRAM DISCONTINUANCE

- 1) Program Information: Environmental Science Concentration, Geography Major, Bachelor of Arts
- 2) Approved by College of Arts Council: April 12 2019
- 3) Suggested motion:

MOTION:

That APPC recommends to Senate the discontinuance of the Environmental Science Concentration of the BA Geography Major in the Faculty of Arts, effective Sept 1 2020.

- 4) Program Discontinuance Proposal: attached



Proposal for Program Discontinuance Template

Section I: Program Information

Program (specify credential name, if different)	Environmental Science Concentration, BA Geography Major
Faculty or College	Administrative: Faculty of Science Academic: College of Arts
Department or School (or unit with administrative responsibility for the program)	School of Land Use and Environmental Change
Date of Submission	Dec 3, 2019

If the credential here presented for discontinuance is being replaced by a new credential, with no impact on the criteria listed in Section III, provide a brief explanation and omit Section III from your submission.

Section II: Consultation

College of Arts Approval: April 12 2019

Section III: Rationale

Due to the recent approval of the Bachelor of Environmental Studies (starting Fall 2019) and Bachelor of Environmental Studies – Natural Sciences option, the BA major in Geography (concentration in Environmental Science) is no longer needed. This concentration was intended to be temporary until the BES was approved (it just took longer than anticipated). This will make a clear distinction between the curriculum of the BA major in Geography and the BES.

Section IV: Transition Plan

There are 8 students who have declared the Concentration in Environmental Science.

We propose closing applications as soon as possible.

The current student should have no trouble finishing their concentration; the courses specified by the concentration are offered regularly as part of the Geography majors. Some students may wish to transition to the BES, or perhaps pursue a BA Major only.



DATE

TO: JAMES MANDIGO, CHAIR, ACADEMIC PLANNING AND PRIORITIES COMMITTEE

FROM: JACQUELINE NOLTE, DEAN, COLLEGE OF ARTS
LUCY LEE, DEAN, FACULTY OF SCIENCE

PROGRAM: GLOBAL STUDIES CONCENTRATION-BA GEOGRAPHY MAJOR; SCHOOL OF LAND USE AND ENVIRONMENTAL CHANGE, FACULTY OF SCIENCE

SUBJECT: PROGRAM REINSTATEMENT
 PROGRAM SUSPENSION
 PROGRAM SUSPENSION RENEWAL
 PROGRAM DISCONTINUANCE

PROGRAM DISCONTINUANCE

- 1) Program Information: BA, Geography Major, Global Studies Concentration
- 2) College of Arts Faculty Council approval: April 12 2019
- 3) **MOTION:**
That APPC recommends to Senate the discontinuance of the Global Studies Concentration in the BA Geography Major in the Faculty of Arts , effective Sept 1 2020.
- 4) Program Discontinuance Proposal attached



Proposal for Program Discontinuance Template

Section I: Program Information

Program (specify credential name, if different)	Global Studies Concentration, BA Geography Major
Faculty or College	Administrative: Faculty of Science Academic: College of Arts
Department or School (or unit with administrative responsibility for the program)	School of Land Use and Environmental Change
Date of Submission	Dec 3, 2019

If the credential here presented for discontinuance is being replaced by a new credential, with no impact on the criteria listed in Section III, provide a brief explanation and omit Section III from your submission.

Section II: Consultation

College of Arts Approval: April 12 2019

Section III: Rationale

Due to the existence of the Bachelor of Global Development Studies (major and minor) this concentration is no longer needed. Many students with interests in global issues have switched to the GDS and enrollment in this concentration has decreased as a result. There is clear overlap between these 2 programs and by removing the concentration there will be clear distinctions between GDS and Geography programs.

Section IV: Transition Plan

There is 1 student who has declared the Global Studies Concentration. B. As the GDS major has existed for a number of years, the transition of students into this program has already occurred. We do not anticipate the loss of additional students by discontinuing this concentration.

We propose closing applications as soon as possible.

The current student should have no trouble finishing his/her concentration; the courses specified by the concentration are offered regularly as part of the Geography majors. Alternately, the student could choose to transition to the BGDS major, pursue a BGDS minor, or obtain a BA Geography only.

MEMO



To: James Mandigo, Chair, Academic Planning and Priorities Committee
Cc: Peter Geller, Vice-Provost/Assoc. Vice-President, Academic
From: Bruce Kirkley, Assoc. Director, Program Development and Quality Assurance
Date: October 31, 2019
Re: Proposed Procedure for Progress Reports on Program Review Action Plans

At its September 2019 meeting, APPC asked the PDQA office to develop procedures related to Program Review that will provide a structure for the submission of progress reports on the action plans developed by academic units.

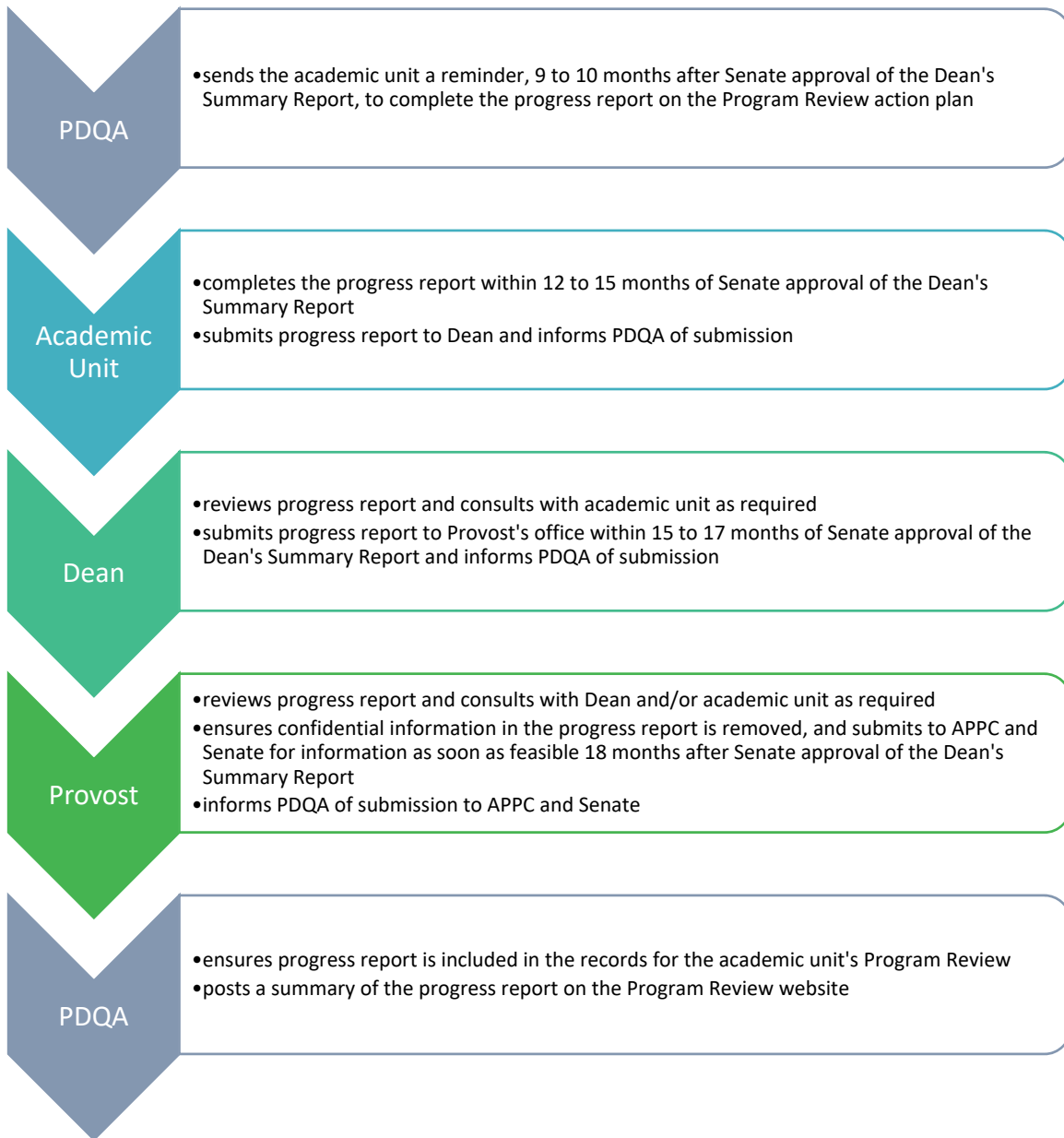
In the Academic Program Review policy (189), the Regulations state that one of the main elements required in the review process is “a progress report on the action plan submitted by the Dean to the Provost within 12-18 months of the review.” The Academic Program Review Unit Handbook also notes that the progress report will be provided to APPC and Senate, which follows from the policy’s requirement that the “results of an academic program review are communicated to the university at large, through the Senate and its committees, as relevant to these committee’s respective responsibilities, with due consideration given to confidential information.”

The official start date for implementation of a unit’s action plan is Senate’s approval of the Dean’s Summary Report. Hence, based on the timelines provided in the policy, academic units should submit a progress report to the Dean within 12 to 15 months after Senate approval in order to allow sufficient time for review by the Dean and Provost. The progress report should subsequently be included as an information item to APPC and Senate as soon as feasible after the 18 month period has completed. In keeping with the Ministry of Advanced Education, Skills and Training’s accountability expectations for institutions with exempt status,¹ a summary of the progress report will also be posted publicly on the Program Review website.

The progress report should speak to each item in the academic unit’s action plan, and should identify specific progress completed to date, and/or outline specific plans for addressing an item going forward. A rationale should also be provided for any action items the unit has not been able to address.

¹ According to the Ministry’s *Exempt Status Criteria and Guidelines* (2006), an institution with exempt status needs to “demonstrate that it has appropriate accountability mechanisms functioning for both the academic programs and research activities” (p. 6). This is further detailed in the criteria for the Ministry’s *Quality Assurance Process Audit Handbook* (2018) which states that the institution should demonstrate that it: [a] “has a follow up process for internal program reviews and acts in accordance with it” and [b] has a well-defined system to disseminate the review findings to the appropriate entities” (p. 24).

The flowchart below illustrates the proposed procedure for the submission of progress reports.





MEMO

TO: James Mandigo, Chair, Academic Planning & Priorities Committee (APPC)

FROM: Alastair Hodges, Dean, Faculty of Health Sciences

DATE: 2 December 2019

RE: School of Kinesiology

On November 21st, 2019, faculty and staff in the Kinesiology Department voted in favour (13-1) of the motion: "to transition to a School of Kinesiology". The vote stemmed from a recent program review recommendation, followed consultation by the department with kinesiology units externally and other schools within UFV, and consultation with the Dean and with the Provost.

MOTION: THAT APPC approves the formation of a School of Kinesiology (to replace the current Department of Kinesiology).

Background & Rationale:

Program Review

In the 2018 Kinesiology program review, one of the key recommendations made by the reviewers was to explore moving from a department to a school, with the rationale that this would likely provide efficiencies and additional benefits. Specifically, the reviewers recommended that:

“This administrative change could provide the future Director of the School with the ability to better administer the growing unit. This would also fit administratively in the Faculty of Health Sciences, which already has the School of Health Studies.”

The reviewers noted that most kinesiology units across the country are either a Faculty or a School. Of the 32 institutions that are members of CCUPEKA (Canadian Council of Physical Education & Kinesiology Administrators), 21 are Schools, Faculties, or Colleges. Institutions currently with a School of Kinesiology include: UBC-Vancouver, UBC-Okanagan, Victoria, Moncton, Dalhousie, Acadia, Lakehead, Nipissing, Queen’s, Ottawa, Western, York, and Montreal.

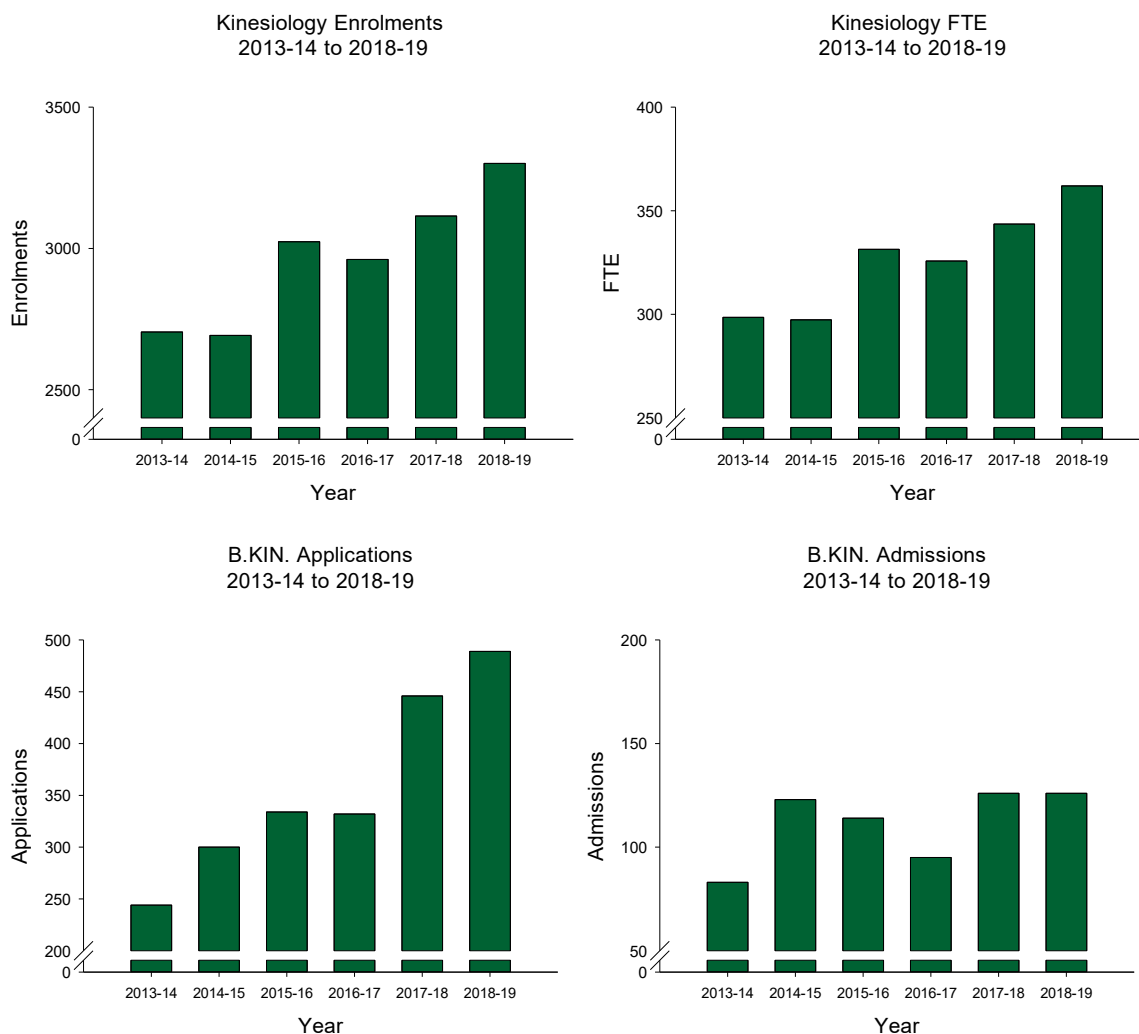
The program review Dean’s Summary Report aligned with this recommendation and provided for the following action:

“The Department Head, in collaboration with the Dean, will engage externally (with other KIN Deans/Directors in Canada) and internally (other schools at UFV) on the issues related to administrative structure, and report back to the department. After seeking approval from the department, the Head will provide a recommendation about unit structure to the Dean.”

The Department Head lead a task force that consulted with several external units of Kinesiology within CCUPEKA, in addition to several internal Schools at UFV, seeking input on the pros and cons of a transition to a School. The feedback was generally supportive of such a transition, with the main drawback being one of funding (e.g. for a dedicated Director position). The Department Head provided feedback to the department, and the Dean consulted with the department during meetings in September 2018, October 2019, and November 2019. The department also had the opportunity to consult with the Dean and the Provost at an extraordinary meeting on November 20th, 2019 prior to the department motion and vote on transition to a School.

Enrolment & Growth

Demand and enrolment in the Kinesiology Department are strong (see Executive Summary of the Dean’s Summary Report for details), with the unit in a position to support growth. Specifically, 111 students are admitted to the B.KIN. each year, with an average of 370 applications per year over the past three years. In 2018-19, course enrolments were 3,301 and total FTE were 362.02. There have been steady increases in these numbers over the past five years.



**Note: admissions data reflect those students who proceeded to the point of registration.*

These data demonstrate growth in enrolments and FTE over the past five years coinciding with steadily increasing student demand for the B.KIN. program over the past six years. However, the admissions of students to the B.KIN. has not kept pace. Continued growth in the KIN program is supported by the Provost and the Dean, but growth under the department model is not advisable due to a number of challenges (e.g. lack of adequate release time for the Department Head; inadequate FTE faculty positions; administrative support for new initiatives, etc.).

Further, the implementation of several of the other recommendations from the recent program review will be facilitated with transition to a School with a Director: longer-term planning of course offerings; indigenization and internationalization; addressing administrative issues such as grading differences and lab credit value; exploring experiential learning opportunities such as a co-op; and accreditation are all initiatives that are challenging for a Department with a Head (only partially released from teaching workload) to move forward.

Proposed School Structure:

- Director
 - Reports to the Dean, Faculty of Health Sciences
 - Five-year term
 - Responsibilities: public face of the School (events, community outreach); budget oversight; scheduling & timetabling of courses; workload development and recommendations; hiring (SAC membership); faculty mentoring; leading the school in realizing its vision; implementation of program review recommendations; alignment with strategic directions of Health Sciences and UFV; management of student concerns, academic misconduct, instructional complaints;
 - Released from 95% of teaching workload: teaches two courses during five-year term most likely in the final year(s) of the term in preparation for return to teaching.
- School Assistant (0.71 FTE)
- Program Advisor (0.80 FTE)
- Committees:
 - Curriculum Committee
 - Standing SAC
 - DRC
 - DREC
 - Marketing & Promotion

Vision for Future Growth & Support:

The Health Sciences preliminary budget for 2020-21 includes 1 new faculty FTE in kinesiology. The budget for this position has been topped up to provide for a Director, School of Kinesiology. Should the department transition to a School of Kinesiology in the 2020-21 fiscal year, the Director position would be available immediately without sacrificing a current faculty position.

The Dean supports growth in the KIN program, particularly around supporting the new degree specialization (Active Health) and in supporting community engagement (i.e. Healthy YOU-FV & UFV Firefighter Services). With continued strong enrolments, fill rates, and progression through the action items from the 2018 program review, the Dean will continue to seek ways to support the growth of the School.

The KIN lab area (CEP A1369, A1371, A1373, A1375, A1377, A1379, A1383, A1385) is an excellent and essential component of the academic activities in the unit. However, the area is under-utilized, and is also physically separated from faculty and staff offices. Working with the Dean and Campus Planning, the School will endeavor to organize itself in a way that it is housed in a welcoming, vibrant, and well-utilized space.

With continued growth and increasing complexity in the programming, the School will likely require added staff support in the future. The five-year vision for the School is to increase the position of School Assistant to full-time and to add a dedicated Assistant to the Director.