



AGENDA
ACADEMIC PLANNING AND PRIORITIES COMMITTEE

March 20, 2019
3:15 pm, Room F124 (U-House)

1. CALL to ORDER

2. ITEMS for ADOPTION

- 3:15 pm 2.1. Agenda – March 20, 2019
- 2.2. Minutes – Jan. 23, 2019 pg. 3

3. BUSINESS

- 3:20 pm 3.1. Program Discontinuance – Portfolio Essentials certificate (Samantha) pg. 6
- 3:30 pm 3.2. New Program – Activity Assistant certificate (Liana Thompson/Susan Francis) pg. 13
- 3:55 pm 3.3. Provost’s Report
- 4:05 pm 3.4. Terms of Reference Review..... pg. 16
- 3.5. Diversity and Academic Priorities

4. ADJOURNMENT and NEXT MEETING

Next Meeting: April 17, 2019, 2:30 – 4:30pm, TBA

5. INFORMATION ITEMS

- 5.1. Program Suspensions
 - 5.1.1.Substance Abuse Counselling certificate pg. 18
 - 5.1.2.Indigenous Arts certificate: Honouring Our Gifts pg. 23
 - 5.1.3.Aircraft Maintenance Engineer—Structures certificate pg. 26
 - 5.1.4.Computer Assisted Drafting certificate..... pg. 29
- 5.2. Programs in Expedited Review process
Approved by Expedited Program Review committee on Feb 26, 2019
 - 5.2.1. Digital Manufacturing diploma
 - 5.2.2.Associate Certificate in Coding Skills
- 5.3. Senate Approvals – January 18 and Feb 15, 2019
 - 5.3.1. New Program-Graphic and Digital Design major
 - 5.3.2. New Program-Philosophy Honours
 - 5.3.3. Discontinuation- Aviation Diploma



- 5.3.4. Discontinuation- Graduate Certificate, Teaching Leadership Mentorship
- 5.3.5. Discontinuance of Family Child Care certificate
- 5.3.6. Mathematics and Statistics Program Review
- 5.3.7. Bachelor of General Studies name change to the Bachelor of Integrated Studies
- 5.3.8. New School – School of Creative Arts
- 5.3.9. New Program - Integrated Learning Design Associate certificate
- 5.3.10. CYFS Program Review
- 5.4. Board Approvals – February 28, 2019
 - 5.4.1. New Program - Integrated Learning Design Associate certificate
 - 5.4.2. Discontinuation- Graduate Certificate, Teaching Leadership Mentorship
 - 5.4.3. Discontinuation- Aviation Diploma
 - 5.4.4. Discontinuance of Family Child Care certificate
- 5.5. APPC In-Camera Minutes
 - 5.5.1. Nov. 14, 2018 pg. 31
 - 5.5.2. Dec. 12, 2018 pg. 33
- 5.6. APPC website: <http://www.ufv.ca/senate/standing-committees/appc/>



Draft Minutes
ACADEMIC PLANNING AND PRIORITIES COMMITTEE

January 23, 2019
 3:00 pm | Room B121

Present: E. Davis (Chair), M. Walter (Vice-Chair), G. Palmer, R. Kelley, M. Manley, M. Wideman, S. Hardman, P. Wilson, A. Wiseman, G. Fehr, A. Bakos, F. MacDonald, B. Kirkley, L. Mackenzie, S. Murray, P. Geller, S. Smith, D. McGuire, B. Poettcker, V. Dvoracek

Regrets: C. Beshara, B. Seo, E. Landolfi, P. Pandey, A. Hodges, T. Malik, N. Mooney

Recorder: M. Saretzky

1. CALL to ORDER

2. ITEMS for ADOPTION

2.1. Agenda

MOTION:

That APPC approve the Jan. 23, 2019 agenda as presented.
 All in favour. Carried.

2.2. Minutes

MOTION:

That APPC approve the Nov. 14, 2018 and Dec. 12, 2018 minutes as presented.
 Note: Nov. 14 – re: Program Assessment Grid – A rubric for concept papers was created and will ensure that it is circulated when concept papers go through.
 All in favour. Carried.

3. BUSINESS

3.1. Provost's Report

- Jan. 24, 5pm- Strang Burton – with Elizabeth Phillips (Gathering Place)
- Feb. 27 – Peter Looker – time and place TBA - Singapore teaching and learning. Space and classroom design. There will be open meeting times arranged for various discussions.
- Feb. 22 – 10:30 am - How to Indigenize Math Curriculum conference being organized by Stan Manu – with School District Teachers being invited - Dr. Joanne Archibald, key note speaker
- New Director of Research Engagement – Jerri-Lynn Cameron
- Ed Plan update – Deans will be asking how each of our units are meeting education plan goals. Identify gaps and indicate where we need to go.



3.2. Diversity and Academic Priorities

Documents distributed.

- 3.2.1. The Equity Myth
- 3.2.2. BCCAT Underrepresented groups of students
- 3.2.3. Diversity Gap 2018-UofAAWA
- 3.2.4. EAB, Instilling Equity and Inclusion in Dept. Practices
- 3.2.5. Forero: Increase faculty diversity
- 3.2.6. UBC Senior Advisor on Racialized Faculty

DISCUSSION:

- This topic is receiving a lot of attention at universities everywhere
- Question is complex and multi-dimensional and it is suggested that we be very thorough in planning strategies
- The study notes that cultural changes that are needed to make changes are not being met
- There are underrepresented groups in faculty and administrative positions
- Student diversity changes regularly with the new cohorts, whereas the diversity of regular faculty does not change as rapidly. Sessional instructors seem to represent a more diverse group.
- Consensus among the committee seems to be that this should be an academic priority
- Could Invite speakers - Malinda Smith, Co-author of The Equity Myth or Sarah Jane Findlay for Unconscious Bias Workshop
- Visible minorities currently on campus are being affected as they experience thoughts of potential racialization because of the lack of diversity on campus
- Question on whether diversity on hiring committees has an effect on hiring outcomes
- Need to hire in cohorts and across the disciplines to ensure success
- Other barriers may be at play such as physical disabilities

Suggested ways to ensure that we move forward:

- Create a sub-committee
- Start conversations in small groups all around the university
- Gather UFV stats and data
- Conduct surveys
- Appoint a diversity point person at UFV
- Involve RAN in conversations and planning
- Hire cohorts of diverse faculty
- Invite speakers to UFV
- Provide Unconscious bias training
- Use ThoughtExchange to gather ideas
- Promote guided discussions
- Look at hiring committee compositions
- Review Faculty Standards
- Look at budgets and potential financial barriers to hiring
- APPC committee members to start conversations.

4. **ADJOURNMENT and NEXT MEETING**

Next Meeting: February 20, 2019, 2:30 – 4:30pm, Room A269

Adjourn: 4:25pm



5. INFORMATION ITEMS

- 5.1. Program Discontinuance – Family Child Care certificate
Email discussion and vote conducted from Dec. 14-Jan. 4, 2019

MOTION:

That APPC recommend to Senate the discontinuance of the Family Child Care certificate program in the Faculty of Access and Continuing Education effective immediately.

E. Spalding/2nd E. Landolfi. 13 voting ballots received. Motion carried. No abstentions.

- 5.2. Programs in Expedited Review process
 - 5.2.1. Digital Manufacturing diploma
 - 5.2.2. Associate Certificate in Coding Skills
- 5.3. APPC Terms Ending and Vacant Positions, July 31, 2019
- 5.4. APPC In-Camera Minutes - 2018 09 19
- 5.5. APPC website: <http://www.ufv.ca/senate/standing-committees/appc/>



MEMO

To: Eric Davis, Provost & Vice President, Academic
From: Samantha Pattridge, Associate Dean of Students (Acting), College of Arts
Date: February 19, 2019
Subject: PROGRAM SUSPENSION
 PROGRAM SUSPENSION RENEWAL
 PROGRAM DISCONTINUANCE]
for the Portfolio Essentials Certificate

- 1) Program Information (credential, department/school, etc.): Portfolio Essentials Certificate
- 2) The summary of consultation with stakeholders, including Faculty Council approval date: The Communications department initiated the discontinuance and consulted with Adult Education and the Dean's office. The College of Arts Council was consulted at its February 1, 2019 meeting and no objections or comments were brought forward.
- 3) Suggested motion:

MOTION:
That APPC recommends to Senate the discontinuance of the Portfolio Essentials Certificate in the Faculty of Humanities, effective September 2019.
- 4) Attach Program Discontinuance Proposal plus any other supporting documents. Attached.
- 5) Rationale
 - a. Demand
 - i. Student enrolment – no students are currently enrolled in this certificate. It is a completion certificate, so it would be difficult to judge current enrolments except that the required course, CMNS 200 Introduction to Portfolio Development, has not been run in more than 5 years and students have not requested it.
 - ii. Graduation/completion rate – one student graduated with this certificate in the time it was available.
 - iii. Employment opportunities – an associate certificate is not considered a stand-alone credential. This certificate provides a skill set that is largely replaced by other portfolio opportunities at UFV, including the BA portfolio requirements.
 - iv. Institutional demand – when the program was developed, there was considerable institutional interest in personal portfolio development. However, that need has subsequently been met by the various ADED courses and the BA portfolio requirements. Further, the focus on personal portfolio development has morphed into more emphasis on outcomes-based reflective portfolios combined with career portfolios.
 - v. Community or regional demand – there is no specific demand for portfolio training beyond what is already provided through the options listed above.

b. Capacity

- i. Faculty and staff – The Portfolio Essentials certificate was designed by Diane Luu, who has subsequently retired. The CMNS department has no faculty member interested in or qualified to teach the portfolio course that serves as the foundation for this program, and has no plans to hire in this area as it is not recognized as a priority for the department.
 - ii. Capital equipment – n/a
 - iii. Facility infrastructure – n/a
 - iv. Course offerings – CMNS 200, the foundation course of the program, has not been offered for more than 5 years. The course will be discontinued at the same time as the program.
- c. Output** – As mentioned above, only one student has ever graduated with this certificate. Considering the extremely limited uptake, this section is largely irrelevant to the discussion of discontinuance.

d. Financial viability – n/a

- e. Reputational considerations** – This program discontinuance will not affect any current commitments or partnerships.

- 6) Transition Plan – It is highly unlikely any students are planning to complete this program, given that the foundation course has not been offered in such a long time. A transition plan should be unnecessary. We do not anticipate enrolment in the ADED portfolio courses will be affected.

To: College of Arts Council
From: Samantha Pattridge
Date: January 22, 2019
RE: PORTFOLIO ESSENTIALS CERTIFICATE DISCONTINUANCE

The Communications department has voted to discontinue its Portfolio Essentials Certificate, and the Dean's office supports this change. Comments and discussion on this proposal for discontinuance are welcome at our February 1 council meeting.

Background

The portfolio certificate was conceived at a time when personal portfolios were beginning to be popular at UFV. The small, 9-credit certificate was meant to be a collection of portfolio-related courses that might be useful for students going into Teacher Education or Adult Education especially.

The certificate consists of three courses:

- CMNS 200 Introduction to Portfolio Development

plus two of

- CMNS 235 Public Speaking
- ADED 472 Reflective Practice
- ADED 350 Storytelling and the Reflective Practitioner

Reasons for Discontinuance

CMNS 200 was designed and taught by Diane Luu, who retired several years ago. The department no longer has anyone with particular expertise or interest in teaching personal portfolio courses, and has no plans to run CMNS 200 again.

Since the certificate was approved, there has been only one graduate.

Various other portfolio courses exist at UFV and fill student needs for reflective or workplace-oriented portfolio experiences.

Consultation and Communication

The CMNS department received feedback in its program review that discontinuing the certificate would be wise, given the lack of interest. ADED has been consulted as well. It is not expected that enrolment in the two ADED courses will be affected by this change.

Since this certificate has always been a completion certificate, and no students apply to it, a robust communication plan should not be necessary. CMNS 200 has not been run in more than five years and we have received no student requests about it; therefore, it is highly unlikely any students are planning to complete the certificate.



Instructions for *Proposal for Program Discontinuance*

Please submit the Proposal for Program Discontinuance along with relevant supportive evidence to the Academic Planning and Priorities Committee Assistant.

Section I Program Information: provide basic information about the program.

Section II Consultation: provide a summary of consultation that has taken place with the relevant department or school, and Faculty or College Council, with supportive evidence (such as Faculty Council minutes).

Section III Rationale: A decision to discontinue a program should not be made solely on quantitative measures, but on a holistic assessment of the program in terms of all the variables, within a process that is broadly consultative and collegial. APPC will assess the proposal according to the following five criteria. (Note that these criteria are not weighted or listed in order of priority.)

The proposal should address as many of the specific aspects listed under each criterion that are relevant. General or contextual information relevant to the assessment of this proposal may be provided as well.

If the credential here presented for discontinuance is being replaced by a new credential, with no impact on the criteria listed in this section, please omit this section (Section III) from your submission.

A. Demand: What is the current demand for the program? Include information about:

- student enrolment, domestic and international;
- graduation/completion rate;
- employment opportunities for graduates;
- whether the program serves an institutional demand (for instance, if program courses are required in another program or if it duplicates a similar program);
- community or regional demand.

B. Capacity: What resources are currently available to deliver the program? Include information, as relevant, about:

- faculty and staff;
- capital equipment;
- facility infrastructure;
- course offerings.

C. Output: What is the program delivering? Consider:

- number of graduates;
- contribution to the university's mandate, strategic directions, strategic plans, Institutional Learning Outcomes;
- meeting the program's own goals, objectives, or outcomes;
- students' engagement and success;
- the opportunities it provides for laddering;
- research capacity and any ongoing research projects.

D. Financial Viability: Provide a full accounting of both direct and indirect program revenue and costs. How efficient is the use of available resources?

E. Reputational Considerations: Will discontinuance of this program affect current commitments? For instance, will it affect partnerships? Have external donors contributed to the program? Has UFV made a firm commitment to an external party to offer the program?

Section IV Transition Plan: A transition plan must be included in the *Proposal* outlining how the existing students will transition through the existing program or transition to a new credential. When relevant, also include a plan for reallocation of any remaining program resources.



Proposal for Program Discontinuance Template

Section I: Program Information

Program (specify credential name, if different)

Faculty or College

Department or School (or unit with administrative responsibility for the program)

Date of Submission

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

Provide brief summary of the consultation (maximum 250 words). Additional information can be attached.

Section III: Rationale

Refer to the instructions and include your findings as an attachment

Section IV: Transition Plan

Attach the transition plan for all students currently in the program. The transition plan should also indicate the date applications will no longer be accepted.



SBC MEMORANDUM

SBC Chair: Betty Poettcker
Phone: 4676

SBC Assistant: Sarah McLean
Phone: 4029

TO: Dr. E. Davis, APPC Chair
FROM: Betty Poettcker, Senate Budget Committee Chair
DATE: February 21, 2019
RE: Activity Assistant Certificate

At its February 21, 2019 meeting, the Senate Budget Committee reviewed the Activity Assistant Certificate program proposal, presented by L. Thompson, Director, Continuing Education, and S. Francis, Program Working Group Chair. The following comments were noted:

- The non-credit Continuing Education program is a revenue-generating initiative and is budgeted to recover all program expenses and earn revenue through collection of tuition fees.
- Should there be insufficient enrollment, the offering will cancel with no expenses incurred.

The following motion was moved and seconded:

THAT the Senate Budget Committee has reviewed the Activity Assistant Certificate program proposal and confirms the cost of implementation is adequately reflected in the analysis.

E. Davis/T. Piper

CARRIED

MEMO



To: APPC

Cc: Sue Brigden, Dean, Faculty of Access and Continuing Education; Liana Thompson, Director, Continuing Education; Bruce Kirkley, Assoc. Director, Program Development and Quality Assurance

From: Susan Francis, Chair, Activity Assistant Program Working Group

Date: March 20, 2019

Re: Proposed Activity Assistant Certificate

For the proposed Activity Assistant Certificate, please find attached the program proposal, appendices, Budget Analysis Part A and Budget Analysis Part B.

On February 1 2019, UEC voted to recommend the Activity Assistant Certificate for APPC approval (see attached memo).

On February 21, 2019, SBC reviewed the proposal and budget analysis and voted to recommend the Activity Assistant Certificate for approval to APPC (see attached memo).

Program Summary:

The Activity Assistant Certificate program delivers employment-focused education and professional training to prepare students to work as Activity Assistants in an adult care setting helping adults stay active and engaged. Students will learn about the basic fundamentals and concepts involved in planning and implementing activity and recreation programs in adult care settings to enhance a resident's quality of life and overall wellness. Cognitive and physical changes in adults is included with consideration of diverse populations.

Program Working Group:

Susan Francis – Manager, Continuing Education
Lori Teske – Therapeutic Recreation and Volunteer Coordinator, MayFair Care Centre
Kiira Poerschke – Director of Recreation, Jackson Therapeutic Recreation
Nancy Goad – Associate Professor in the School of Health Studies, Registered Nurse

Concept Paper:

This program was approved for development as part of the 2014 Update to the Education Plan. In the Program Report and Plan (PRP) 2016, an extension was approved for January 2017, and a second extension was approved in the PRP 2017 for a revised date of March/April 2018. In the PRP 2018, another extension was approved for January 2019.



UEC MEMORANDUM

UEC Chair: Eric Spalding
Phone: 4680

UEC Assistant: Amanda Grimson
Phone: 4571

TO: Dr. Eric Davis, Academic Planning and Priorities Committee Chair

FROM: Eric Spalding, Undergraduate Education Committee Chair

DATE: February 4, 2019

RE: Activity Assistant certificate

At its February 1, 2019 meeting, UEC voted to recommend the new Activity Assistant certificate. UEC recommends that this be recommended by APPC and approved by Senate.



ACADEMIC PLANNING AND PRIORITIES COMMITTEE

TERMS OF REFERENCE

Following consultation with relevant standing committees and areas of the university, as deemed appropriate by the Academic Planning and Priorities Committee:

1. Advise Senate on the mission, goals, objectives, strategies, and priorities of the university.
2. Advise Senate on the establishment or discontinuance of educational programs.
3. Advise Senate on the development of and priorities for the implementation of new programs leading to certificates, diplomas, and degrees.
4. Advise Senate on the establishment or discontinuance of academic faculties of the university.
5. Advise Senate on the number of students that may be accommodated in the university and the development and review of policies and procedures for managing enrolments in educational programs and courses.
6. Advise Senate on the policies relating to the library and resource centres.
7. Advise Senate on policy and procedures related to affiliation, articulation, partnerships, and other contractual agreements with post-secondary institutions and other organizations.
8. Advise Senate on policies and processes for the development, review, implementation, and communication of educational plans that support the priorities of the university.
9. Advise the Budget Committee of Senate on the academic priorities for the allocation of funds.
10. Advise Senate on policy and procedures for the systematic review of courses, programs, and educational services.
11. Review the reports and recommendations of program reviews/evaluations and advise Senate on actions.
12. Establish such subcommittees as needed to fulfill the committee's responsibilities.
13. Other duties as assigned by Senate.
14. Provide annual written reports to Senate.
15. Review the committee's terms of reference and composition annually, and submit proposed revisions to the Senate Governance Committee no later than the third week of April, to ensure approval by Senate before the end of the academic year.

COMPOSITION

Chair: Provost and Vice-President, Academic (*ex officio*, voting)

Vice-Chair: A voting member of the committee, nominated and approved by the committee

Voting Members:

- Chair or designate from the following standing committees of Senate: Budget, Undergraduate Education, Graduate Studies, Research, and Governance **
- Seven faculty members, approved by Senate, at least three of whom shall be members of Senate *
- Two staff members approved by Senate
- Two students approved by Senate
- Two deans or associate deans approved by Senate

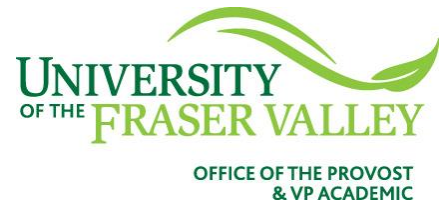
Ex Officio Non-Voting Members:

- Associate Vice-President, Teaching and Learning
- Associate Vice-President, Research, Engagement & Graduate Studies (or designate)**
- Executive Director, UFV International
- Vice-Provost and Associate Vice-President, Academic
- Senior Advisor on Indigenous Affairs
- Associate Vice-President, Institutional Research and Integrated Planning (or designate)**
- University Librarian (or designated librarian)**
- University Secretary (or designate)**
- Program Development Coordinator

Administrative Support: Office of the Provost and Vice-President, Academic

* Normally, there shall be at least one member from each of the faculties, selected to ensure that the composition of the committee reflects the diversity of disciplines at the university.

** Normally the designate shall be appointed for a minimum one-year term to ensure continuity.



Memorandum

To: Board of Governors, Senate, APPC, UEC, and SBC

From: Eric Davis, Provost & Vice President, Academic

Re: **Suspension-renewal for the Substance Abuse Counselling certificate**

Date: February 14, 2019

For the reasons outlined in the attached proposal, I have approved the suspension-renewal for the Substance Abuse Counselling certificate program offered through the School of Social Work and Human Services, Faculty of Professional Studies, effective Fall 2019.

As per the Discontinuance Policy (222) guidelines on program suspension, the Substance Abuse Counselling certificate program suspension renewal will be for a maximum of two academic years, at which time the program will either be reinstated or discontinued.



MEMO

To: Eric Davis, Provost & Vice President, Academic
From: Tracy Ryder Glass, Dean, Professional Studies; Margaret Coombes, Director, School of Social Work and Human Services
Date: February 10, 2019
Subject: PROGRAM SUSPENSION

PROGRAM SUSPENSION:

School of Social Work and Human Services

Substance Abuse Counselling certificate

Please be advised that the School of Social Work and Human Services (SWHS) voted in December 2018 to suspend the Substance Abuse Counselling certificate with the intention to revitalize the program in 2019-2020. The program is on hold and no students are enrolled in the program. Please see the attached proposal.

The certificate aligns with the University's strategic direction to develop socially responsible programs. Although the Substance Abuse Counselling certificate is relevant to the current community substance crises, e.g. overdoses due to fentanyl use, the program curricula is outdated. The School solicited feedback at a SWHS Community Forum in 2017, and our stakeholders indicated the lack of social workers trained in substance misuse counselling. In December 2018, the UFV SWHS Advisory Council supported this feedback and also advised the School of the disparity of social workers with knowledge and experience in substance misuse interventions. The Council recommended the School move forward to revitalize and reinstate the Substance Abuse Counselling certificate.

The previous certificate had numerous difficulties. Pedagogically, it was argued the students were not academically ready, and the certificate would be better suited as a graduate or post-graduate certificate. As a post-graduate certificate, it would ensure students had a foundation that aligns with the mental health, family, and group counselling social work courses. In addition, the previous offering had low enrollments, 2 to 3 students each year and the tuition was not competitive with similar programs in the region. There is a community need for social workers skilled in substance misuse interventions. The current certificate is outdated; the courses must be revised to meet present-day standards in the field of substance misuse and mental health. Therefore, the School is seeking a suspension to revitalize the program to address this training need.

Substance Abuse Counselling Certificate Revitalization

Goals of this certificate revitalization:

- Move courses from Human Services to Social Work
- Update courses to reflect the current state of knowledge
- Respond to feedback from our community partners that this certificate meets a need in the community
- Offer current social work students more options for practicum and specialization in their degrees
- Add a course (for BSW graduates and fourth year BSW students) that contributes towards the Truth and Reconciliation Call to Actions, number 19 and number 36:

*19. We call upon the federal government, in consultation with Aboriginal peoples, to establish measurable goals **to identify and close the gaps in health outcomes** between Aboriginal and non-Aboriginal communities, and to publish annual progress reports and assess long-term trends. Such efforts would focus on indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.*

*36. We call upon the federal, provincial, and territorial governments to work with Aboriginal communities **to provide culturally relevant services** to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused.*

Timeline:

- In order to assess each of the existing eight courses, and practicum, we propose a ten month timeline (from October 2018-August 2019) for upgrading the courses. (2019 update: work has been ongoing since October 2018)
- This would set us up to start accepting students in winter 2020.

Curriculum Changes:

| | Former Certificate | Revitalized Certificate |
|---|---|--|
| 1 | HSER 500 Counselling Skills for Addictions Work | SOWK 600 Outreach and Relationship Building |
| 2 | HSER 501 Group Facilitation Skills for Addictions | SOWK 601 Abstinence as a Part of Harm Reduction |
| 3 | HSER 510 The Nature of Substance Abuse | SOWK 482/602 Concurrent Trauma |
| 4 | HSER 527 Integrative Self-care Seminar | SOWK 603 Assessment and Recovery Options (Individual, Group, Families) |
| 5 | HSER 502 Family Work in Addictions | SOWK 604 Stages of Change at the Micro, Mezzo, and Macro levels |
| 6 | HSER 511 Pharmacology and Psychobiology of Addictions | SOWK 690 Substance Use Over a Lifetime (Children & Youth, Gerontology) |

| | | |
|---|--|--|
| 7 | HSER 512 Integrative Self-Care Seminar | SOWK 683 Women in Recovery |
| 8 | HSER 528 Integrative Self-Care Seminar | SOWK 493/693 Indigenous Ways of Healing |
| 9 | HSER 530 Substance Abuse Practicum | SOWK 630 Inter-professional Practicum for BSW grads and 4 th year BSW students. We provide the social work supervision. Thirteen agencies (courts, cops, probation, Fraser Health (MH), MCFD, Positive Living, OATs, SARA, Lookout housing and health, VANDU, Abbotsford Addiction Center, the Foundry, Fraser Valley Treatment Centre (private), Salvation Army shelter) will host the group of students for a week (420 hours for BSW practicum) |

Resources required:

- We will form a committee within the school in order to guide this work. (2019 update: committee formed)
- We estimate that this revitalization will require a minimum of 320 hours of work for curriculum development, with 52 hours of work connecting with our community partners. (2019 update: work has been ongoing)



Office of Dean, Tracy Ryder Glass
Faculty of Professional Studies
Phone: 604-851-6341
Email: Tracy.RyderGlass@ufv.ca

Memo

To: Eric Davis, Vice-President Academic and Provost

From: Tracy Ryder Glass, Dean – Faculty of Professional Studies

CC: Peter Geller, Associate Vice-President Academic and Vice-Provost
Margaret Coombes, Director, School of Social Work & Human Services – Faculty of Professional Studies

Re: Recommendation to extend the suspension of the Substance Abuse Counselling Certificate to permit a January 2020 start date. (School of Social Work & Human Services, Faculty of Professional Studies)

Date: February 12, 2019

For the reasons as articulated in the attached memo, the School of Social Work & Human Services (SWHS) within the Faculty of Professional Studies, is requesting the continued suspension of the Substance Abuse Counselling Certificate. The anticipated revised start date for the Certificate is January (winter) 2020.

The attached memo (and plan) from SWHS details the revisions required.

As there are currently no students enrolled in this program, there are no students affected by this request.

We therefore respectfully request your approval in extending the suspension of the Substance Abuse Counselling Certificate.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracy Ryder Glass".



Memorandum

To: Board of Governors, Senate, APPC, UEC, and SBC

From: Eric Davis, Provost & Vice President, Academic

Re: **Suspension of intake for the Indigenous Arts certificate**

Date: March 8, 2019

For the reasons outlined in the attached memos and as per the Discontinuance Policy (222), I have approved the suspension of intake for the Indigenous Arts certificate offered through the Visual Arts department in the College of Arts, effective Fall 2019 for a period of one year, at which the program will be reinstated, re-suspended, or discontinued.



MEMO

To: Eric Davis, Provost & Vice President, Academic
From: Samantha Pattridge, Acting Associate Dean of Students, College of Arts
Date: February 27th, 2019
Subject: **PROGRAM SUSPENSION**
 PROGRAM SUSPENSION RENEWAL
 PROGRAM DISCONTINUANCE]
for the Indigenous Arts Certificate, Visual Arts, College of Arts

PROGRAM SUSPENSION

- 1) Program information (credential, department/school, etc.);
Indigenous Arts Certificate, Visual Arts, College of Arts
- 2) What term would the program suspension would take effect;
Fall 2019
- 3) Length of time the program is suspended for (up to two academic years);
One academic year
- 4) A rationale for suspension that is clear and comprehensive;
Curriculum revisions to the certificate were begun some time ago, but never completed. We propose waiting for the School of Creative Arts to be in place before beginning more extensive curriculum redesign and re-imagining of this certificate to make it viable.
- 5) The summary of consultation with stakeholders, including Faculty Council approval date;
Consultation between the Visual Arts department and the Deans' Office of the College of Arts took place. College of Arts Council approved the program suspension via electronic vote from February 27 – March 4, 2019.
- 6) A plan to accommodate students already enrolled in the program or to otherwise mitigate the effects of the suspension.
There are currently no students enrolled in the program. It has been listed as "unavailable" in the calendar. Part of the suspension year will be used to market the revised program in hopes of attracting a robust student base.
- 7) Attachments: (All supporting documents, eg. Memo from the Department)
See attached memo from the Visual Arts department

memo

UFV

To: Samantha Pattridge, Associate Dean of Students (Acting), UFV College of Arts
From: Shelley Stefan, Department Head of Visual Arts, Chair of BFAPC/VAPC, UFV College of Arts
CC: Jacqueline Nolte, Dean of Arts, UFV College of Arts
Date: February 19, 2019
Re: Indigenous Arts Certificate – Temporary Suspension of Certificate

Comments:

Although much work had been done by the summer 2017 working group to envision ways to rethink the Certificate, in addition to the work and proposed course changes made by the VAPC in fall 2017, the revision process ultimately stalled in its consultation period.

With the upcoming formation of the new UFV School of Creative Arts, I believe the temporary suspension of the IAC will allow time for the new School executive committee to review the curriculum under a much wider discipline umbrella. A temporary suspension would provide the working group(s) an opportunity to conceive revisions under the new lens of the School of Creative Arts, not only involving the visual arts discipline but also considering interdisciplinarity in VA + theatre + art history + performance studies + film + media arts + design + creative writing + etc. We would also then have a Standing Committee Chair in the new School dedicated to access and Indigenization, so this, in addition to collaborative approach from the School's VAPC, BFAPC, BMAPC membership, we might be better positioned to reawaken this certificate with necessary changes to help it succeed for students. I am in support of the temporary suspension for these reasons.



Memorandum

To: Board of Governors, Senate, APPC, UEC, and SBC

From: Eric Davis, Provost & Vice President, Academic

Re: **Suspension of intake for the AME- Aircraft Structures Technician certificate**

Date: March 8, 2019

For the reasons outlined in the attached memo and as per the Discontinuance Policy (222), I have approved the suspension of intake for the AME- Aircraft Structures Technician certificate offered through the School of Trades in the Faculty of Applied and Technical Studies, effective Fall 2019 for a period of two years, at which the program will be reinstated, re-suspended, or discontinued.

MEMO

To: Eric Davis, Provost and Vice President, Academic
From: John English, Dean, Faculty of Applied and Technical Studies
Date: February 28th, 2019
Subject: Program Suspension: Aircraft Maintenance Engineer—Structures certificate program

- 1) Aircraft Maintenance Engineering—Structure certificate program, School of Trades, Faculty of Applied and Technical Studies
- 2) Suspension takes effect September 2019.
- 3) Suspension is for two years.
- 4) Long term declining enrolment coupled with poor and declining student completion rates. See attached table showing enrolments and completions
- 5) The key external partner is the Industry Training Authority (ITA) —funder of the program through the annual training plan contract with UFV—has expressed serious concern about the viability of the present situation. We have been in constant dialogue with industry generally over the past three years such that any decision to suspend will not be a surprise although they will likely have concerns about the interruption to their labour supply such that it is. Obviously we cannot reach everyone but the key players are aware of the ongoing enrolment and completion concerns. Faculty and staff are keenly aware of the situation and should not be surprised although no specific consultation has taken place regarding suspension due to the implications of layoff.
- 6) As of the date of this memorandum, there are no students enrolled in the September 2019 intake. We are holding six applications for the September 2019 intake but most of those are stale or do not currently meet entrance requirements. Applicants will be counselled to apply for seats at Okanagan College. There may be one or two students from the current cohort who will require additional time to complete who would normally seek that during the following intake. They will be accommodated on a case by case basis but anyone requiring make-up work will be served.

Appendix 1

Capacity/Enrolment/Completion by Year:

| Year | Intake capacity (combined) | Number of students on Day 1 | Number of students completed | Percentage of students completion to started | Percentage of students completion to capacity |
|------|----------------------------|-----------------------------|------------------------------|--|---|
| 2005 | 54 | 34 | 26 | 64% | 48% |
| 2006 | 54 | 36 | 29 | 81% | 39% |
| 2007 | 36 | 17 | 13 | 76% | 36% |
| 2008 | 36 | 25 | 19 | 76% | 50% |
| 2009 | 36 | 22 | 15 | 68% | 42% |
| 2010 | 36 | 21 | 16 | 67% | 42% |
| 2011 | 36 | 31 | 27 | 67% | 42% |
| 2012 | 36 | 32 | 23 | 72% | 64% |
| 2013 | 36 | 25 | 18 | 72% | 50% |
| 2014 | 36 | 26 | 15 | 58% | 42% |
| 2015 | 36 | 21 | 16 | 76% | 44% |
| 2016 | 36 | 22 | 9 | 41% | 25% |
| 2017 | 18 | 14 | 3 | 21% | 17% |
| 2018 | 18 | 12 | 5 | 42% | 28% |

MEMO

To: Eric Davis, Provost & Vice President, Academic
From: John English, Dean Faculty of Applied & Technical Studies
Date: March 12, 2019
Subject: **PROGRAM SUSPENSION**
 PROGRAM SUSPENSION RENEWAL
 PROGRAM DISCONTINUANCE
for the Computer Assisted Drafting Certificate

PROGRAM SUSPENSION

- 1) Program information (credential, department/school, etc.);
Computer Assisted Drafting Certificate, Faculty of Applied & Technical Studies, Continuing Education
- 2) What term would the program suspension would take effect;
Fall 2019
- 3) Length of time the program is suspended for (up to two academic years);
Suspend for fall 2019 and discontinue for the Winter/Summer 2020 term
- 4) A rationale for suspension that is clear and comprehensive;
The Computer Assisted Drafting Certificate is not currently meeting the needs of students and it appears they are only interested in courses that are relevant to their workplace needs. As this is a non-funded program and there has been little if any demand for all of the courses, we are not offering the certificate at this time. There are two courses that are well attended and we need to provide those even if they are not used to achieve a certificate.
- 5) The summary of consultation with stakeholders, including Faculty Council approval date;
The program changes needed in this program will be considered as the Architectural Drafting Technician is going through its review process.
- 6) A plan to accommodate students already enrolled in the program or to otherwise mitigate the effects of the suspension.
No students are enrolled in the program



Memorandum

To: Board of Governors, Senate, APPC, UEC, and SBC

From: Eric Davis, Provost & Vice President, Academic

Re: **Suspension of intake for the Computer Assistant Drafting certificate**

Date: March 14, 2019

For the reasons outlined in the attached memo and as per the Discontinuance Policy (222), I have approved the suspension of intake for the **Computer Assistant Drafting certificate** offered through the School of Trades in the Faculty of Applied and Technical Studies, effective Fall 2019 for a period of one year, at which time the program will be reinstated, re-suspended, or discontinued.



Minutes
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
IN-CAMERA

November 14, 2018
2:30 – 3:00 pm, Room B121

- Present: M. Walter (Chair), G. Palmer, R. Kelley, M. Manley, A. Wiseman, G. Fehr, A. Bakos, A. Hodges, F. MacDonald, B. Kirkley, L. Mackenzie, S. Murray, N. Mooney, V. Dvoracek, E. Landolfi, D. McGuire, S. Smith, C. Beshara
- Regrets: B. Seo, P. Pandey, B. Poettcker, S. Hardman, M. Wideman, P. Wilson, T. Malik, E. Davis, P. Geller
- Guests: L. Lee, Dean, Faculty of Science; J. Nolte, Dean, College of Arts
- Recorder: M. Saretzky

J. Nolte and L. Lee were invited to the In-Camera meeting.

1. CALL to ORDER – 2:33pm

2. ITEMS for ADOPTION

2.1. Agenda – 2018 11 14

MOTION

That APPC approve the 2018 11 14 agenda as presented.

CARRIED

2.2. Minutes – 2018 09 19

MOTION

That APPC approve the 2018 09 19 minutes as presented.

CARRIED

3. BUSINESS

3.1. Mathematics and Statistics Program Review (Lucy Lee & Ian Affleck)

MOTION

That APPC accept the documentation related to the review of the Mathematics and Statistics program as presented with minor revisions to the executive summary.

Typo: Remove the BGS offering of the Math Major (honours)

Revision: Paragraph 1, Page 2 of Executive Summary: reword to simplify the committee representation.

CARRIED



Overview:

- A stats support centre was recommended as a faculty resource. A new faculty position has been approved to fill the Statistician shortfall.
- The Data Analysis Certificate is successful. Graduates are in high demand for employment, including at UFV
- There is very positive collegial interaction with the staffing of the Math Centre. The Academic Success Centre has expressed interest in working with the Math Centre to collaborate on recruiting and training student mentors.

4. ADJOURNMENT - 2:45pm

5. INFORMATION ITEMS

- 5.1. APPC website: <http://www.ufv.ca/senate/standing-committees/appc/>



Minutes
ACADEMIC PLANNING AND PRIORITIES COMMITTEE
IN-CAMERA

December 12, 2018
2:30 – 3:00 pm, Room B121

Present: E. Davis (Chair), M. Walter (Vice-Chair), R. Kelley, G. Fehr, B. Kirkley, S. Murray, V. Dvoracek, E. Landolfi, E. Spalding, S. Smith, P. Geller, S. Hardman, M. Wideman, B. Seo, C. Slavik (guest), S. Francis (guest)

Regrets: P. Pandey, P. Wilson, T. Malik, B. Poettcker, N. Mooney, G. Palmer, A. Wiseman, M. Manley, A. Hodges, A. Bakos, L. Mackenzie, D. McGuire, F. MacDonald, C. Beshara,,

Recorder: M. Saretzky

1. CALL to ORDER

Quorum was not met.

2. ITEMS for ADOPTION

2:30 2.1. Agenda – 2018 12 12

MOTION: That APPC approve the 2018 11 14 agenda as presented

2.2. Minutes – 2018 11 14..... pg. 2

MOTION: That APPC approve the 2018 11 14 minutes as presented.
TABLED.

3. BUSINESS

2:35 pm 3.1. Child Youth and Family Studies Program Review (Tracy Ryder-Glass, Christine Slavik) pg. 3

All other documents located here: S:\Public\UFVinfo\APPC\

TABLED.

4. ADJOURNMENT

3:00 pm Adjourn

5. INFORMATION ITEMS

5.1. APPC website: <http://www.ufv.ca/senate/standing-committees/appc/>