

Academic Planning and Priorities Committee of Senate

Public Agenda

May 13, 2020

2:30 – 4:30pm | Video Conference

1. CALL to ORDER

2. ITEMS for ADOPTION

2:30pm 2.1. Agenda

2.2. Minutes – April 15, 2020 pg. 2

3. BUSINESS

2:35pm 3.1. Proposal for the Creation of a School of Computing..... (Tracy Ryder-Glass and Talia Q) pg. 6

2:45pm 3.2. Proposal for the Department of Library & Information Technology Name Change
..... (Tracy Ryder-Glass and Christina Neigel) pg. 14

2:55pm 3.3. Concept Papers

Rubric and Proposal attached in email separately and also found here H:\UFVinfo\APPC\Concept Papers 2020

3.3.1. Graduate Certificate in Technology, Innovation and Society (Tracy Ryder-Glass)

3.3.2. Certificate in Civic Governance and Innovation..... (Sue Brigden)

3.3.3. Communications major (Jacqueline Nolte)

3.3.4. Freelance Backpack Journalism Minor and Extended Minor..... (Jacqueline Nolte)

3.3.5. Associate Certificate in Intercultural Studies (Jacqueline Nolte)

3:45pm 3.4. Program Report and Plan pg. 17

4:00pm 3.5. Provost Report

4:10pm 3.6. Terms of Reference Review pg. 21

4. INFORMATION ITEMS

4.1. 2020-2021 Meeting Schedule pg. 34

4.2. Senate Approvals (April 17, 2020)

4.2.1. New Program - Certificate in Bioinformatics

4.2.2. Program Suspension - Hospitality Event Planning certificate

5. ADJOURN

Next Meeting: June 17, 2020, 2:30 – 4:30pm, Video Conference

APPC

ACADEMIC PLANNING AND PRIORITIES COMMITTEE

Draft Minutes

April 15, 2020

2:50 – 4:30pm | Room A225

Present: James Mandigo (Chair), Emilio Landolfi (Vice-Chair), Adrianna Bakos, Al Wiseman, Bruce Kirkley, David McGuire, David Johnston, Derek Ward-Hall, Garry Fehr, Hailey Flikkema, Jackie Hogan, Lorne Mackenzie, Maureen Wideman, Nicola Mooney, Patti Wilson, Peter Geller, Sandra Smith, Shelley Canning, Shahbaig Boparai, Shelley Stefan, Shirley Hardman, Sylvie Murray, Vlada Dvoracek, Jacqueline Nolte (Guest)

Regrets: Alastair Hodges, Fiona MacDonald, Gerry Palmer, Jon Thomas

1. CALL to ORDER

Roll call. Quorum met.
Welcome Guest, Jacqueline Nolte

MOTION: THAT APPC approve the following voting process for electronic meetings:

1. Call for all opposed to the motion.
2. Call for all abstentions to the motion.
3. Remaining APPC members are deemed to be voting in favour of the motion.

James/2nd Emilio. Carried.

2. ITEMS for ADOPTION

2.1. **Agenda**

MOTION: That APPC approve the agenda as presented.
Sandra/2nd Sylvie. Carried.

2.2. **Minutes – February 19, 2020 pg. 2**

MOTION: That APPC approve the minutes of February 19, 2020 as presented.
Adrianna/2nd Hailey. Carried.

3. BUSINESS

3.1. **New Program – Minor in Spanish Language and Culture (Jacqueline Nolte)..... pg. 5**

MOTION: That APPC recommend to Senate the approval of the new program, Minor in Spanish Language and Culture, in the College of Arts.
Emilio/2nd Nicola. Carried.

3.2. Provost Report

James thanked everyone on the APPC for their support throughout the last few weeks. Strategic planning - shared draft goals and feedback received was very positive. The working group and stakeholders group have now reconvened. It was mentioned that it is crucial for UFV to have a mission, vision, and goals to move forward, even through a crisis. Virtual retreat and town halls are being planned.

Questions and comments:

- Fall Face to Face – discussions currently in place from all BC provosts and presidents and a message is expected to come out at the beginning of May. Thought is being given to the fact that faculty go on holidays at the end of June and may need to time to prepare courses for the Fall, if they are to be online. It was noted that certain programs have limited ability to teach strictly online such as trades and nursing. It is important to ensure the quality of our academic programs are maintained as best as possible.
- Nursing perspective – a university is not necessarily a hot spot for the coronavirus
- It was noted that until a vaccine is produced, we will need to ensure that a balance is achieved to avoid a second wave.
- US universities are moving to a flipped classroom mode, with most learning done online and then just meet in very small groups where necessary.
- Winter/Summer Transition: Was easy for some faculty and hard for other, as it was the same for students. Need to be mindful of different situations at home, some have families to take care of children, and some do not have reliable internet.
- International Students: Most are already in Canada. Lockdown in India is extended until May 1st. Returning numbers are very strong and are basically the same as last year.
- Summer enrolments are maintained, with a huge thanks to the faculty that were able to determine which courses could be taught online.
- It was noted that some perspective red flags with regards to online teaching is that some courses have a large class size which could make it difficult for proper student engagement.

3.3. Workplan - Terms of Reference Review

Thank you to Sylvie for preparing the initial workplan. An overview was given and suggested timelines may need to be adjusted as the work is being done. Consideration was given with respect to the important nature of governance and the function of the university, and it was suggested that the expertise, experiences, and knowledge from Deans and Directors/Department Heads will be crucial.

SUMMATIVE WORKPLAN		
TERMS OF REFERENCE	RESPONSIBILITY	TIMING
Terms 1, 8, 9 UFV Priorities, goals, Ed Plan, Fund Allocation	Senate	Sept-Oct 2020

Terms 2, 3, 10, 11 Courses and programs	Suggested Ad-hoc Committee Membership: <ul style="list-style-type: none"> ▪ Provost ▪ 1-2 Deans or Associate Deans ▪ 1-2 APPC members ▪ 1 rep each from Budget office PDQA, IRIP, UEC, GSC ▪ Addition: T&L, Indigenous Affairs 	Sept-Dec 2020
Term 4 Academic faculties	University Secretariat/SGC to conclude policy review and approval process	March-June 2020
Term 5 enrolment management	Suggested Ad-hoc Committee Membership: <ul style="list-style-type: none"> ▪ Provost ▪ 1-2 Deans or Associate Deans ▪ 1-2 APPC members ▪ 1 rep each from Registrar Office, International Education, IRIP ▪ Addition: Budget office 	Jan-May 2021
Term 6 (Part 1) Library	University Librarian, in consultation with the Provost	April-May 2020
Term 6 (Part 2), and Term 10 Resource centres and educational services	Suggested Ad-hoc Committee Membership: <ul style="list-style-type: none"> ▪ Provost ▪ VP Students ▪ 1-3 APPC members ▪ 1 each of T&L, AVP, REGS, AVP, Dean 	April-May 2020
Term 7 affiliation, partnerships, etc...	Suggested Ad-hoc Committee Membership: <ul style="list-style-type: none"> 1-2 Deans or Associate Deans 1-2 APPC members 1 rep from Registrar Office 1 rep from legal Addition: UFV International 	Sept-Oct 2020

MOTION: That APPC accept the Terms of Reference Workplan as presented with amendments as noted.

Adrianna/2nd Shelley C. Carried.

- Intention of the adhoc committees is to develop processes and adhoc members could be from outside the APPC.
- It was noted that the adhoc committees may notice gaps along the way, such as indigenization.

3.4. Terms of Reference Sub-Committee Report

APPC accepted the Workplan.

4. INFORMATION ITEMS

4.1. Concept Paper Rubric

- Rubric was revised to match the newly revised concept paper template and it was suggested that the APPC members review this document prior to the May APPC meeting, when the five concept papers will be submitted.
- Internationalization and indigenization will be addressed as the process continues to evolve.

ACTION: Provide rubric to the APPC as a separate fillable document before the May meeting.

4.2. Program Suspension – Hospitality Event Planning certificate

- Provost approved suspension for a 2 year period.

4.3. Email voting conducted April 3, 2020

- Terms of Reference Review
- New Program Proposal – Bioinformatics certificate

4.4. Senate Approvals (March 17, 2020)

- ABT Program Review

4.5. Board Approvals (Feb. 27, 2020)

- discontinuance of the Global Studies Concentration-BA Geography major
- discontinuance of the Certificate in Extended Studies in Social Work: Child Welfare Specialization
- discontinuance of the Environmental Science concentration-Geography major-Bachelor of Arts
- discontinuance of the Certificate in Extended Studies in Child and Youth Care: Child Protection Specialization

5. ADJOURN

4:30pm, Sylvie/2nd Nicola.

Next Meeting: May 13, 2020, 2:30 – 4:30pm, video Conference

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



Memo

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

From: Tracy Ryder Glass, Dean, Faculty of Professional Studies
Talia Q, Department Head, Computer Information Systems

Re: School of Computing

Date: May 4, 2020

Please find attached from the Computer Information Systems Department, a proposal for the creation of a School of Computing, passed unanimously at the Computer Information Systems Departmental meeting March 13, 2020 and subsequently at the Faculty of Professional Studies Faculty Council meeting on April 3, 2020.

MOTION: THAT APPC approves the formation of a School of Computing (to replace the current Department of Computer Information Systems).



Memo

To: Talia Q, Department Head – Computer Information Systems Department

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

Re: Creation of a **School of Computing** (formerly Computer Information Systems Department)

Date: March 18, 2020

Purpose

The purpose of this document is to propose the creation of a School of Computing within the Faculty of Professional Studies (FPS) at the University of the Fraser Valley (UFV) and to provide a rationale for doing so.

History

Computer Information Systems (CIS) course offerings began as part of a transfer program for Simon Fraser University. The first COMP courses were offered in the 1983-1984 academic year. The Diploma in CIS received approval and was first offered in the Fall 1990 semester. The Bachelor of Computer Information Systems (BCIS) was approved and started offering courses in the 1993-1994 academic year.

In the years since its inception, CIS has strived to provide our students with a balance of theoretical, technical and applied computing education and continues to provide a popular and highly employable BCIS degree for domestic and international students.

The strategic direction of the CIS department aligns with the strategic directions of UFV in supporting our domestic and international students.

Departmental Objectives

- To provide students a balance of theoretical, technical and applied computing education.
- Continue to provide a popular and highly employable BCIS degree for domestic and International students.
- Provide students with more opportunities by offering the BCIS degree and a BSc Computing Science major degree.
- Build interdisciplinary partnerships, including new program development in areas such as Cognitive Science, Informatics, and Sports Analytics.
- Support the ongoing Strategic Enrolment Management plan's strategic goals relating to Digital Media Technologies through involvement in the Digital Hub and 5 Corners Epic Center.
- Involvement with the proposed program in bio-Informatics supports the other ongoing SEM goals relating to Agriculture and Health & Wellness.

Departmental decision to become the School of Computing

The Minutes from the 2018 CIS Retreat reflect the department identified a number of advantages to becoming a School of Computing.

- 1) The creation of the School will provide a better defined banner to create unity and purpose.
- 2) The creation of the School of Computing is a natural transition stemming from organic growth.
- 3) There will be more opportunities for chairs and committees.
- 4) The School of Computing will have a full time Director

Following the discussion of the matter, a motion was made that "The CIS Department set a three year goal of creating a school of computing". The Question being called, a vote was taken and the resolution was passed.

Rationale

The CIS program is a well-established program at UFV. As one of the university's flagship programs, it is the goal of the department to continually strive to provide an up to date curriculum that includes a BCIS degree, a BSc with a Computer Science major, and a Graduate Degree program. Our goal is accomplished through alignment with program review recommendations, ongoing contributions from faculty, and consultation with industry and institutional partners. The creation of a School of Computing will provide enhanced opportunities in support of program and institutional objectives, as well as, our planned establishment of a Graduate program.

Budgetary Considerations

There are no budgetary considerations in moving forward with this proposed School. The Department Head role has received additional administrative releases over the last three academic years, equating to a fully-released Director position. All resources required are therefore reflected within the current Department structure, and any plans moving forward to expand in the areas of faculty or staff complement, would be considered where the new School of Computing experiences further program growth.

School Structure

Director

- Reports to the Dean of Professional Studies
- Term: Five years
- Responsibilities in accordance with Article 20 of the Collective Agreement and include: Public face of the School, (events, community outreach), budget oversight, scheduling & timetabling of courses, workload development and recommendation, hiring (Selection Advisory Committee (SAC) membership), faculty mentoring, leading the School in realizing its vision, implementation of program review recommendations, alignment with strategic directions of FPS, management of student concerns, academic misconduct, instructional complaints.
- School Assistant
- Program Advisor – via UFV’s Advising Centre
- Proposed Initial Committees (current departmental committees)
 - Curriculum Committee
 - Standing SAC
 - Division Review Committee
 - Marketing & Promotion

Implementation

The School of Computing and its faculty and staff (members) will conduct themselves and their ongoing business in a professional and collegial manner according to best practices and institutional norms.

Our members are committed to working on the following sub-committees to support the School of Computing goals and to implement recommendations from our:

- Graduate Studies Program Working Group
- Program Review Committee
- External Advisory Committee
- International Education Committee
- BCIS Fraser Valley India (Chandigarh) Committee
- Curriculum Committee

Current Programs

- Computer Information Systems Certificate
- Computer Information Systems Diploma
- Bachelor of Computer Information Systems
- Bachelor of Science major in Computing Science
- Coding Skills Associate Certificate

CIS Concentrations

- Software Development
- Systems and Networking
- Security

Faculty and Staff

- Thirteen permanent Type B teaching faculty
- One Limited Term Appointment with Computing Science specialization (2020-2021 academic year)
- One Limited Term Appointment with CIS specialization
- 15 sessional faculty
- One full-time permanent Department Assistant
- One full-time System Administrator
- Two Academic Advisors (within the UFV Advising Centre)

Program Growth and Enrolment Information

The Computer Information Systems Program has experienced continuing enrolment growth. The following data provided by Institutional Research shows a five year history of continued growth. Based on the large number of students it comes increasingly clear the task of administrating the CIS and Computer Science halves of the program will be much better facilitated by the organizational structure of the School of Computing.

Computer Information Systems Students by Type

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Student Type						
Domestic - Indigenous	55	46	50	52	39	35
Domestic - Non Indigenous	1191	1148	1058	1019	962	1028
International	349	397	439	565	724	1185
Total	1595	1591	1547	1636	1725	2248

CIS Student Head Count

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Program						
Bachelor of Computer Information Systems	272	299	341	377	385	415
Certificate in Computer Information Systems	5	5	5	4	5	11
Computer Info Systems Studies	137	123	87	0	0	0
Diploma in Computer Information Systems	53	57	82	131	162	377
Total	467	484	515	512	552	803

Course Enrolments by Campus

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Campus						
Abbotsford	2587	2661	2945	3197	3754	4834
Canada Education Park	83	85	101	55	40	116
Mission	33	27	.	15	15	32
Online: UFV	474	490	237	409	319	327
Total	3177	3263	3283	3676	4128	5309

Computer Information Systems Graduates by Program

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Program						
Animation Arts Certificate	5	5	2	0	0	0
Bachelor of Computer Information Systems	47	30	52	34	51	53
CISC Networking & Net Sec Cert	1	0	0	0	0	0
Certificate in Computer Information Systems	7	6	9	11	16	20
Diploma in Computer Information Systems	29	20	16	48	43	49
Professional Comp Prof Cert	8	2	4	1	0	0
Total	97	63	83	94	110	122

Concentrations of Computer Information Systems Graduates

Type	Field of Study	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Concentration	Information Systems Security	2	3	4	7	11	12
	Software Development	13	4	12	10	14	17
	Systems and Networking	4	4	5	2	4	7
Total		19	11	21	19	29	36

Conclusion

Computer Information Systems is a flagship program of UFV and has produced many hundreds of graduates over the years who have entered British Columbia's high tech job market. CIS is also recognized as a destination for International students seeking a Canadian education. Many of whom go on to contribute to the economy of the province in various ways.

The formation of the School of Computing does not present any obvious budgetary considerations as the Department Head role already equates to a fully-released Director position and all required resources are reflected in the current Department structure. In addition, the departmental goal of creating a Graduate program will be further supported by the creation of a School of Computing as will the enhancement of additional opportunities for growth.

Finally, CIS has now grown to a size where efficient administration of the program, community involvement and promotion, and growth will be better facilitated through the structure proved by the creation of the School of Computing.



Memo

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

From: Tracy Ryder Glass, Dean, Faculty of Professional Studies
Christina Neigel, Department Head, Library & Information Technology

Re: Department of Library & Information Technology Name Change

Date: May 4, 2020

Please find attached from the Library & Information Technology Department, a proposal to change the name of the Department to the Department of Information Studies. A motion in support of this change was unanimously passed at the Departmental meeting on March 2, 2020 and subsequently at the Faculty of Professional Studies Faculty Council meeting on April 3, 2020.

MOTION: THAT APPC approves the change in name of the Department of Library & Information Technology to the Department of Information Studies.



Memo

To: Tracy Ryder Glass, Dean – Faculty of Professional Studies
Faculty Council – Chair, Cyrus Chaichian

From: Christina Neigel, Department Head, Department of Library & Information Technology

Re: Proposed Department Name Change

Date: March 19, 2020

After discussion at our November 5, 2019 external program advisory committee meeting and upon unanimous agreement at our March 2, 2020 Departmental meeting, the Library and Information Technology Department unanimously agreed to change the name “Department of Library and Information Technology” to “Department of Information Studies”.

We therefore seek approval from Faculty Council to change the name of the Department of Library & Information Technology to the Department of Information Studies.

Rationale/Comparable Programs in Canada:

This name makes room for program growth and development within the Department while also creating more opportunities for faculty scholarship by unbundling the department name from a program name.

Over the decades, there have been many versions of names representing library studies. Currently, at the Masters level there are schools of information (eg. U of T, UBC), information studies (McGill), information management (Dalhousie), and then more traditional names like Library and Information Science (Western). Few use “library” in their school or department naming and this is definitely an ongoing trend as such schools attempt to grapple with the growing complexity of information – its applications, its dissemination, and its theoretical foundations. Diploma programs tend to fall under names like the one we are moving away from (departments named the same as their program), largely because they are part of smaller, applied schools.

In finding a way forward, we could agree the Department of Information Studies offers some broader opportunities for program development that may not look quite like traditional programs, such as the diploma. This will give us greater flexibility in building interdisciplinary connections because we can imagine the concept of “information studies” as something that can (and is) integrated in multiple fields. Adult Education at UFV, for example, considers content like literacy, learning as a life-long practice, programming, and even facilitation of learning. Another example outside of our faculty is media and

communication studies where research considers the construction of information/media and how it informs social norms as part of public pedagogy.

The diploma will remain still searchable and distinctly focused on libraries. Other areas we are interested in, in terms of scholarship and interdisciplinary development relate to education, intellectual freedom, information literacy, etc.

Cost Implications:

There will be no cost implications with this name change.

Desired Time Frame for Change:

Fall 2020. The LIBIT 40-year reunion event on Saturday October 3rd would be the ideal time and place to announce this change to the community

2020 Program Report and Plan

**Academic Planning and Priorities Committee of Senate
University of the Fraser Valley**

Report compiled by the offices of:
Provost and VP Academic
Program Development and Quality Assurance
Institutional Research and Integrated Planning

A. Progress on UFV Approved New Programs

Program (by Faculty/College)	Senate Approval	Ministry Approval	Start Date
College of Arts			
Bachelor of Professional Communication	November 2014	Not Approved, June 2019	
Bachelor of Fine Arts, Major in Graphic and Digital Design	January 2019	August 2019	Fall 2020
Faculty of Science			
Master of Science, Integrated Science and Technology	October 2016	Not Approved, June 2019	
Chemistry Honours	January 2020	Exempt	Fall 2020
Faculty of Professional Studies			
Bachelor of Arts, Minor in Adult Education	January 2020	Exempt	Fall 2020
Bachelor of Business Administration, Major & Minor in International Business	January 2020	Pending	Implementation commences upon Ministry approval

B. Programs in Development

Program	Concept Paper Approved (at Senate)	Proposed Approval Date for Full Program Proposal (at Senate)
College of Arts		
Bachelor of Arts, Minor in Spanish	June 2019	May 2020
Certificate in Indigenous Studies	June 2019	November 2020
Graduate Certificate and Diploma in Halq'eméylem	June 2019	January 2021
Faculty of Applied and Technical Studies		
Diploma, Applied and Technical Studies	June 2017	Revised 2020: This program will not move forward at this time. A new concept paper will be submitted for approval at a future date.
Faculty of Professional Studies		
Bachelor or Integrated Studies, Concentration in Applied Management (Previously: Bachelor of Applied Management)	November 2015	The Provost approved a fourth extension. The program must be approved at Senate by December 2020.
Faculty of Science		
Certificate in Applied Bioinformatics	June 2019	May 2020

C. Proposed Concept Papers (these are being submitted to APPC for recommendation to Senate– this section may be adjusted pending APPC recommendation)

College of Arts

Communications Major

Certificate in Intercultural Studies

Journalism Minor & Extended Minor

Faculty of Access & Continuing Education

Certificate in Civic Governance & Innovation

Faculty of Professional Studies

Graduate Certificate in Technology, Innovation, & Society

D. Programs Recently Discontinued or Suspended

Discontinued

Computer Assisted Drafting certificate

Certificate in Extended Studies in Child and Youth Care: Child Protection Specialization

Certificate in Extended Studies in Social Work

Environmental Sciences concentration - BA

Global Studies concentration - BA

Board Approval

June 2019

February 2020

February 2020

February 2020

February 2020

Suspended

Hospitality Event Planning certificate

Effective

Fall 2020

E. Program Reviews

Program Reviews – Completed

Geography & the Environment (College of Arts)

Graphic and Digital Design (College of Arts)

History (College of Arts)

Biology (Faculty of Science)

Applied Business Technology (Faculty of Access and Continuing Education)

Senate Approval

June 7, 2019

November 15, 2019

January 17, 2020

January 17, 2020

March 13, 2020

Program Reviews (2019/20) - In Progress

English Language Studies (Faculty of Access and Continuing Education)

Modern Languages (College of Arts)

Psychology (College of Arts)

Human Services (Faculty of Professional Studies)

Social Work (Faculty of Professional Studies)

Chemistry (Faculty of Science)

Site Visit

Site visit: May 27 & 28, 2020

Site visit: May 11 & 12, 2020

Site visit: May 19 & 20, 2020

Site visit May 28 & 29, 2020

Includes professional accreditation

Site visit: May 6 & 7, 2020

Program Reviews (2018/19) - In Progress	Expected Completion
Global Development Studies (College of Arts)	Senate: May 2020
Latin American Studies (College of Arts)	Senate: June 2020

Program Reviews (2016/17) – In Progress	Expected Completion
Electronics Common Core (Faculty of Applied and Technical Studies)	Pending
Architectural Drafting (Faculty of Applied and Technical Studies)	Pending

F. Departmental Information

See next page for historical department data from 2016/17 - 2019/20.

APPC TERMS OF REFERENCE SUB- COMMITTEE: REPORT AND RECOMMENDATIONS

October 2019

Submitted by Al Wiseman and Alastair Hodges

Contents

- I. Introduction
- II. Overview of Process
- III. Findings and Recommendations
- IV. Next Steps
- V. Appendices
 - Appendix A: Current APPC Terms of Reference and the B.C. University Act
 - Appendix B: Comparative Chart of Terms of Reference for Similar Committees at Some Other Universities

I. INTRODUCTION

In June 2018, UFV Senate's Academic Planning and Priorities Committee (APPC) struck a sub-committee to review on its behalf the Terms of Reference (ToRs) for the committee. This came out of the annual review of ToRs as mandated by Senate. During the discussion at that June 2018 meeting, committee members expressed a desire to see a smaller group of the committee do a fuller review and bring back a report with any recommendations it might wish to make.

The sub-committee, consisting of Melissa Walter, Randy Kelley, Alastair Hodges, and Al Wiseman met several times from September 2018 – June 2019, and also reported updates on occasion at APPC meetings. A huge thanks goes to Melissa who chaired the sub-committee and did significant work at meetings, and in between meetings.

At the highest level, members of APPC felt a sense of uncertainty about the role of the committee on behalf of Senate. The sub-committee took this to heart and the following report aims to explain the nature of their conversations, provide recommendations, and offer questions APPC could sent to Senate. It is the ultimate goal of the sub-committee to see APPC's role to be significantly clarified. Driving this desire for clarity is a healthy and commendable wish of the committee to be confident that APPC is doing meaningful work on behalf of Senate and the university. Finally, the sub-committee is not under any illusion that it has answered everything or perfectly framed what it has discussed, but share some hope that progress will be made as a result of their work.

II. OVERVIEW OF PROCESS

The sub-committee began by having a conversation about the current terms of reference for APPC. In having this conversation, the group agreed on doing several things:

1. Reviewing the University Act and discussing sections that seemed relevant to the work of APPC.
2. Reviewing the current version of the Terms of Reference and surfacing what the main questions or issues seem to be with them as they currently exist.
3. Trying to develop a list of clear questions and recommendations to bring to Senate.
4. To meet as many times as necessary to discuss issues and build towards a final report.

Finally, the sub-committee has worked to produce this report as a key outcome of their work. Once the report has been discussed and there is agreement on how to proceed, we expect that a final step will be to revise the APPC Terms of Reference, and possibly approve a document of some kind that will serve as a summary of the key elements of the report that have been adopted as guidelines for future work of the Senate committee. Also, some remaining questions will need to be sent to Senate for discussion, and possibly discussed further at APPC.

III. FINDINGS AND RECOMMENDATIONS

This section will outline the main points the committee believes deserve comment, as well as resulting recommendations for changes.

A. General

1. “Advise”

Early on, the committee noted the extensive use of the word “advise” in reference to the duties of APPC. After much discussion, the group agreed that it would be very helpful to both define what this term means, and how advising might take place.

- a. What does it mean to advise?
 - i. First, we suggest the term means to provide specific recommendations on matters.
 - ii. Second, we suggest the term means to inform Senate more generally about important facts, trends, or situations it believes may assist Senate with the work of governing, without providing specific recommendations.¹
- b. Advise or approve?
 - i. The committee noted that it has been typical for APPC that most of its advisory function has happened through the approval of documents and proposals. When the information then goes to Senate, the advice essentially ends up being a motion to Senate that APPC approved. This has typically been taken as akin agreement with whatever is in the document(s), and is offered without any or much comment.
 - ii. The committee suggests that approval on its own is necessary, important, and at times sufficient in providing advice. However, we also recommend that APPC’s advice take on a more sophisticated, deliberate, and articulated form. The form of this advice could be oral, but should often be written, and after meaningful discussion by APPC. Further, this written advice should be constituted as a document that the committee reviews and approves before sending to Senate.
- c. When should advice be given?
 - i. The committee noted that there are times when the need for advice is more obvious. Examples of this would be when program proposals or reviews come through, or when strategic plans are presented. It may be helpful to compile a list or work plan of sorts that specifies all examples of situations where regular advice is expected from APPC.
 - ii. Further, the committee recommends that APPC should occasionally initiate providing advice to Senate when it believes important matters should be addressed. Normally, these matters should be ones that fall into the basic parameters of the planning and priorities scope of APPC as set out in the Terms of Reference.
 - iii. Finally, we recommend that as needed, Senate should intentionally task APPC with providing advice on particular subjects/situations.

2. “Policy”

- a. What is meant by “policy”?
 - i. The sub-committee agreed that policy refers to the formal documents Senate creates and approves which provide mandated directions, actions, restrictions, guidelines, procedures,

¹ For example, APPC might provide a list of 7 recommendations regarding the next version of the Education Plan (definition #1); it might also want to inform Senate about the latest developments in program planning and prioritization in Canadian universities without having any specific suggestions other than a request to factor these into future discussions/planning (definition #2).

etc., on all academic matters over which Senate has jurisdiction. All policy of this type is published online in the UFV policy manual.

- ii. We also suggest that the notion of policy can mean more broadly the high level educational directions of UFV. We suggest it is reasonable for Senate to ask APPC for this sort of policy advice, both when it clearly is mentioned in the Terms of Reference (e.g. #1 “mission, goals, objectives, strategies, and priorities of the university”), and also at times when a matter less obviously fits. For example, under the ongoing conversations at Senate regarding International Students, perhaps there is some high level elements requiring Senate input about which it may wish APPC to deliberate and advise.
 - iii. Therefore, we recommend APPC come up with a suggested list of topics/issues that are high level educational “policy” in the sense of planned directions/emphasis about which Senate might wish to have advice. This list should be submitted to Senate for discussion.
- b. Timing of advice on policy?
- i. Advice on policies from Senate committees for policies that are under review is an existing process. The sub-committee agrees this should continue following the standard five year review timeline already in effect.
 - ii. We also recommend that Senate initiate formal policy reviews at times where policies might not be due for review under the normal five year cycle, but which for other reasons, might be worthy of a look.
 - iii. We encourage Senate to be more proactive in soliciting advice from APPC on policy as defined above, particularly as it relates to the more general definition.

B. Specific

1. Term #1: Advice on mission, goals, objectives, and priorities of the university:
 - a. We recommend that APPC ask Senate if it would like to delegate responsibility to approve any of these elements to APPC.
 - b. We recommend that whatever of these elements are not delegated to APPC, that Senate consider creating permanent or ad hoc processes for involving APPC earlier in discussions.
 - c. We recommend that APPC consider opportunities for education and engagement for the committee that would inform future discussions and decisions related to the responsibilities of this term.
2. Term #2: Advise Senate on the establishment or discontinuance of educational programs:
 - a. The sub-committee asks APPC to consider creating a grid similar to the program development grid at the concept paper stage (factoring in any upcoming changes to the program approval process under review in the PDQA office).
3. Term #3: Advise Senate on the development of and priorities for the implementation of new program leading to certificates, diplomas, and degrees.
 - a. We recommend that APPC provide advice annually on program prioritization in advance of the budget
 - b. We invite the Provost and Deans to consider how they might more effectively utilize the advice of APPC on program priorities and related issues (e.g. interdisciplinarity, space use and needs, etc.).
4. Term #4: Advise Senate on the establishment or discontinuation of academic faculties of the university.
 - a. We understand a policy is under development (with Senate and President’s shared authority) where this will be addressed.
 - b. We recommend Senate clarify whether they would like APPC to provide advice on the establishment of departments and schools.

5. Term #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 the educational programs and courses
 - a. The sub-committee recommends that APPC ask Senate to clarify what it needs from APPC to effectively provide such advice.
 - b. At the very least, we recommend that the Provost and Deans consider how they might periodically (annually?) bring the issue of enrolment targets and high-level strategies to APPC for feedback/advice.
6. Term #6: Advise Senate on the policies relating to the library and resource centres.
 - a. The sub-committee suggests that this has not been happening.
 - b. The formal policies in view are likely #72 (Library Collection), and #47 (Role of the UFV Library), although these both currently sit as administrative, not Senate policies. We recommend a conversation about what, if any, elements of these policies might fall under Senate jurisdiction.
 - c. There is no institutional clarity around what is a “resource centre”. We recommend that APPC discuss this issue, create some principles that might help define what constitutes such a centre, and then create a tentative list for discussion by Senate and Administration.
 - d. We recommend providing policy advice on this term in the broader sense of the definition listed earlier in this report.
7. Term #7: Advise Senate on policy and procedures related to affiliation, articulation, partnerships, and other contractual agreements with post-secondary institutions and other organizations.
 - a. The sub-committee recommends APPC attempt to create a list of the current agreements that exist at UFV.
 - b. We recommend APPC create a plan and process for reviewing said agreements where appropriate or of value.
8. Term #8: Advise Senate on policies and processes for the development, review, implementation, and communication of educational plans that support the priorities of the university.
 - a. The sub-committee suggests that this has not been happening, or at the very least, not in a very productive manner.
 - b. We recommend the following steps to strengthen the committee’s work in this area:
 - i. Developing a list of what these policies and processes are.
 - ii. Develop a list of ways these could policies and processes could have meaningful and appropriate feedback/advice.
 - iii. Consultation with the Provost and Deans on how APPC could best serve in this capacity.
9. Term #9: Advise the Budget Committee of Senate on the academic priorities for the allocation of funds.
 - a. The sub-committee observed that there is no real clarity on whether this is happening, or if so, how effective or meaningful this advice is.
 - b. We recommend asking both APPC and Senate Budget Committees, in consultation with the Provost and CFO, to have a discussion about what might be done to provide meaningful prioritization advice to Senate Budget.
10. Term #10: Advise Senate on policies and procedures for the systematic review of courses, programs, and educational services.
 - a. The sub-committee recommends the development of a list of relevant policies and procedures similar to 8.b.i above.
 - b. We recommend that in consultation with the Provost and VP Students, to develop an understanding of what is meant by “educational services”. This might result in a set of guidelines

that determines what might fall into the category of an educational service, and a list of current educational services at UFV.

- c. After these two steps, we recommend APPC develop a plan for how to advise on these matters.
11. Term #11: Review the reports and recommendations of program reviews/evaluations and advise Senate on actions.
 - a. The sub-committee suggests that APPC is effectively carrying out this responsibility at present.
 - b. We suggest APPC ask Senate whether they want to delegate this function to APPC or continue to retain final approval authority on reviewing these.
 12. Term #14: Provide annual written reports to Senate.
 - a. The sub-committee notes that these are already completed.
 - b. We recommend APPC consider providing more than just a list of specific agenda/approval items that transpired over the course of the year. Perhaps the annual report to Senate could also include some of the substance of what has been proposed above, once it is developed and operationalized by APPC.

IV. NEXT STEPS

The Committee will notice that at this stage, no revised ToRs have been submitted for the committee. Because of the volume of issues investigated, and the need to decide on numerous recommendations, we believe it best to wait on actually revising wording for the entire document until APPC has discussed the full report and had the chance for fulsome discussion and feedback. After this, we can take that feedback and incorporate into a draft revised ToRs for the committee to review.

Revisions to the existing ToRs may also need to wait until APPC reports to Senate and has feedback on the items in this report that have been recommended, and has some of the conversations suggested in this report.

V. APPENDICIES

Appendix A: Current APPC Terms of Reference and the B.C. University Act

APPC Terms of Reference Item	Relevant University Act Section
1. Advise Senate on the mission, goals, objectives, strategies, and priorities of the university.	Section 35 (6) (a)
2. Advise Senate on the establishment or discontinuance of educational programs.	Section 35 (6) (b)
3. Advise Senate on the development of and priorities for the implementation of new programs leading to certificates, diplomas, and degrees.	Section 35 (6) (d)
4. Advise Senate on the establishment or discontinuance of academic faculties of the university.	Section 27 (2) (i) Section 35 (6) (e) Section 37 (1) (i)
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.	Section 27 (2) (r)
6. Advise Senate on the policies relating to the library and resource centres.	Section 35 (6) (g)
7. Advise Senate on policy and procedures related to affiliation, articulation, partnerships, and other contractual agreements with post-secondary institutions and other organizations	Section 35 (6) (k) Section 37 (1) (u)
8. Advise Senate on policies and processes for the development, review, implementation, and communication of educational plans that support the priorities of the university.	Section 37 (1) (p)
9. Advise the Budget Committee of Senate on the academic priorities for the allocation of funds.	Connected to Section 37 (1) (e)
10. Advise Senate on policy and procedures for the systematic review of courses, programs, and educational services.	Section 35 (6) (f)
11. Review the reports and recommendations of program reviews/evaluations and advise Senate on actions.	Section 37 (1) (p)
12. Establish such subcommittees as needed to fulfill the committee's responsibilities.	Related to Section 37 (1) (b)
13. Other duties as assigned by Senate.	Section 37 (1) (b)
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.	

Appendix B: Comparative Chart of Terms of Reference for Similar Committees at Some Other Universities

UFV	VIU	UNBC	TRU	Kwantlen Polytechnic University
Academic Planning & Priorities	Planning & Priorities Committee	Senate Committee on Academic Affairs	APPC	Committee on Academic Planning and Priorities
Advise Senate on the mission, goals, objectives, strategies, and priorities of the university	establishing or revising the mission statement, educational goals, objectives, strategies and priorities of the University	To be responsible for advising Senate on academic planning at UNBC	Advise Senate on the mission statement and the educational goals, objectives, strategies and priorities of the University	Advise Senate on the mission statement, goals, objectives, strategies and priorities of the University.
Advise Senate on the establishment or discontinuance of educational programs	establishing, developing, revising, or discontinuing courses, programs and instructional disciplines	To consider and make recommendations to Senate on new undergraduate and graduate programs and major modifications to existing undergraduate and graduate programs.	Following consultation with the Research Committee and the Budget Committee, advise Senate on the establishment, revision or discontinuance of research centres, institutes, and research chairs and professorships, and other research-related matters requiring Senate approval	In consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the establishment, suspension and/or discontinuance of educational programs.
Advise Senate on the development of and priorities for the implementation of new programs leading to certificates, diplomas, and degrees	prioritizing new programs and courses leading to certificates, diplomas or degrees	To consider and make recommendations to Senate on new and revised Undergraduate and Graduate Academic Regulations.	Following consultation with the Educational Programs Committee or the Graduate Studies Committee (as appropriate) and the Budget Committee, advise Senate on the priorities for implementation of new programs leading to certificates, diplomas and degrees	In consultation with the Senate Standing Committee on Curriculum, the Senate Standing Committee on the University Budget and any other duly constituted Senate body, advise Senate on the priorities for implementation of new programs leading to citations, certificates, diplomas, degrees and post-baccalaureate credentials.

<p>Advise Senate on the establishment or discontinuance of academic faculties of the university</p>	<p>establishing or discontinuing Faculties</p>	<p>To review and make recommendations to Senate on existing undergraduate and graduate programs for purposes of assessment and possible expansion, curtailment, or discontinuance.</p>	<p>Following consultation with the Educational Programs Committee or the Graduate Studies Committee (as appropriate) and the Budget Committee, advise Senate on the establishment or discontinuance of Faculties, Schools, Divisions and Departments of the University</p>	<p>Advise Senate on the establishment or discontinuance of Faculties, Schools, Divisions and Departments of the University</p>
<p>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.</p>		<p>To advise on enrolment management issues.</p>	<p>Following consultation with the Educational Programs Committee or the Graduate Studies Committee (as appropriate), the Budget Committee, and any other relevant standing committees, advise Senate on the number of students that may be accommodated by the university and policies for enrolment management.</p>	<p>In consultation with the Senate Standing Committee on Curriculum and the Senate Standing Committee on the University Budget, advise Senate on the Strategic Enrolment Management plan, policies for enrolment management and the admission of students, and the integration of these with the Academic Plan</p>
<p>Advise Senate on the policies relating to the library and resource centres.</p>	<p>developing the library and resource centres</p>	<p>To review from time to time the operation of the Library, for report to Senate.</p>		
<p>Advise Senate on policy and procedures related to affiliation, articulation, partnerships, and other contractual agreements with post-secondary institutions and other organizations.</p>	<p>establishing the terms for affiliation with other post-secondary bodies</p>	<p>To review, for approval or recommendation as appropriate, affiliation agreements with other institutions. • To facilitate the development of academic agreements between UNBC and various international partners.</p>	<p>Following consultation with other relevant standing committees, review and advise Senate on the terms of affiliation, articulation and other contractual agreements with other post-secondary institutions</p>	<p>In consultation with other relevant standing committees, review and advise Senate on the policies related to affiliation and articulation agreements with other post-secondary institutions.</p>

Advise Senate on policies and processes for the development, review, implementation, and communication of educational plans that support the priorities of the university.			Advise Senate on policies and processes for the development, review, implementation and communication of educational plans that support the priorities of the University	
Advise the Budget Committee of Senate on the academic priorities for the allocation of funds.	implications of the annual budget as presented by the president; the financial and resource implications, if any, of proposals for new courses and programs		Advise the Budget Committee of Senate on the academic priorities for the allocation of funds	Advise the Senate Standing Committee on the University Budget on the academic priorities for the allocation of funds.
Advise Senate on policy and procedures for the systematic review of courses, programs, and educational services.	establishing or revising processes for evaluating departments, programs and educational services	To be responsible for the development and implementation of a program review process, and to make recommendations to Senate relating to the outcome of reviews.		
Review the reports and recommendations of program reviews/evaluations and advise Senate on actions.	monitor evidence-based periodic program reviews for all existing instructional programs		Review the reports and recommendations of the Educational Programs Evaluation Committee or the Graduate Studies Committee (as appropriate) and advise Senate on actions	
Establish such subcommittees as needed to fulfill the committee's responsibilities.			Establish such subcommittees as needed to fulfill the Committee's responsibilities	Establish such subcommittees as needed to fulfill the Committee's responsibilities, as well as reporting mechanisms for these subcommittees.
Other duties as assigned by Senate.	other matters as assigned by Senate		Other duties as assigned by Senate.	Other duties as assigned by Senate

	review all new program proposals prior to their approval and implementation;	To recommend to Senate the establishment of Research Chairs	Following consultation with the Educational Programs Committee or the Graduate Studies Committee (as appropriate) and the Budget Committee, advise Senate on Category III changes	Advise Senate on the establishment, revision or discontinuance of research centres, institutes, and other research-related matters requiring Senate approval.
	review Provost recommendations as a result of the summative assessment of all existing instructional programs.	To advise Senate on all matters concerning undergraduate and graduate research and research policy at the University		
		To establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.		
		To review and advise Senate on current international agreements and exchanges and make recommendations regarding their renewal.		
		To approve, in exceptional and extraordinary circumstances, external international proposals; and to report to Senate as soon as practicable such approvals and the justification for them.		
		To consider and advise Senate on matters relating to the internationalization of the University community.		
		To recommend to Senate graduate courses which are cross-listed with undergraduate courses.		

		To review periodically the activities of the Centre for Teaching and Learning and make recommendations on the Centre to Senate and to address any other Senate related teaching matter.		
		To consider and make recommendations to Senate on course additions or deletions.		
		To receive and evaluate recommendations from the SCAAF Continuing Studies Credit Committee and to forward recommendations concerning the recommended courses to Senate for approval		

APPC of Senate
Academic Planning and Priorities Committee
2020/21 Meeting Schedule
Wednesday, Week 3
2:30 – 4:30 pm

Meeting Date	Call for Agenda Items	Agenda Deadline @ noon	Location
September 23	Sept 1	Sept 8	TBA
October 21	Oct 6	Oct 13	TBA
November 18	Nov 3	Nov 10	TBA
December 16	Dec 1	Dec 8	TBA
January 20	Jan 5	Jan 12	TBA
February 17	Feb 2	Feb 9	TBA
March 17	Mar 2	Mar 9	TBA
April 14	Mar 30	Apr 6	TBA
May 12	Apr 27	May 4	TBA
June 9 – Tentative*	May 25	Jun 1	TBA

* Potential conflict with Convocation