

AGENDA

Academic Planning and Priorities Committee

Wednesday, June 8, 2022 - 2:30 PM
Abbotsford campus, Room A225

Page

1. CALL TO ORDER and TERRITORIAL ACKNOWLEDGEMENT

2. APPROVALS

2.1. Agenda

MOTION: That APPC approve the agenda as presented.

2 - 4

2.2. Minutes

MOTION: That APPC approve the minutes of May 11, 2022 as presented

3. BUSINESS ITEMS

5 - 8

3.1. Provost's Report

- Strategic Enrolment Management Plan Update

9

3.2. Arts Studies Department Name Change

MOTION: THAT APPC recommend that Senate recommend to the Board the change in name of the Arts Studies Department to the Arts and Integrated Studies Department

4. INFORMATION ITEMS

10 - 26

4.1. Program Discontinuance and Suspension Procedures – revisions

27

4.2. 2022–23 Expedited Programs

28

4.3. 2022-23 APPC Meeting Schedule

5. ADJOURNMENT

Next Meeting: September 7, 2022; 2:30-4:30pm; A225



Draft Minutes
Academic Planning and Priorities Committee

Wednesday, May 11, 2022 - 2:30 PM
Abbotsford campus, Room A225

Present: James Mandigo (Chair), Al Wiseman, Amir Shabani, Betty Poettcker, Camille Callison, Claire Carolan, Dale McCartney, David Johnston, David McGuire, Deanna Devitt, Derek Ward-Hall, Emilio Landolfi (Vice-Chair), Ishika Sethi, Maureen Wideman, Pedro Montoya-Pelaez, Shirley Hardman, Sundeep Hans, Sylvie Murray, Tracy Ryder Glass, Vlada Dvoracek, Melinda Saretzky (recorder)

Regrets: Garry Fehr, Gerry Palmer, Jon Thomas, Jonathon Hughes, Lin Long, Nicola Mooney, Peter Geller, Shelley Stefan,

1. CALL TO ORDER and TERRITORIAL ACKNOWLEDGEMENT

2. APPROVALS

2.1. Agenda

MOTION: That APPC approve the agenda as presented.
David J./2nd Dale M.

3 - 5

2.2. Minutes

MOTION: That APPC approve the minutes of March 16, 2022 as presented.
Derek. 2nd/Betty P. Carried.

3. BUSINESS ITEMS

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3.1. Provost's Report

Strategic Enrolment Management (SEM) Plan

- Expecting to submit an update to the SEM Plan or the June APPC, Senate, and Board meetings with a framework for Board approval in the Fall. The SEM plan needs to be in place for March 2023
- Update was given by the AVP, Registrar, Enrolment Management noting that the consultation process was positive and quite thorough involving faculty and staff who showed continued concern about to support our students. There will be more chances for feedback in the Fall.
- This is the first year that program head counts are being reported on.

Academic Planning and Priorities Committee
May 11, 2022

Public Post-Secondary Funding Formula Review

The lead reviewer is Don Wright, working alongside Dan Perrin and they will be meeting with UFV before June 30th. UFV has been preparing and plan to focus on how to support student access, community, funding, and our academic planning. The last funding review was conducted more than 20 years ago and we are hoping this will address some of the funding challenges UFV is facing.

Thanks went out to all who provided information including the Institutional Research and Indigenous Affairs office.

BC Gov News – March 31, 2022

Integrated Strategic Plan Annual report

- A team is working on collecting examples on the progress of the key performance indicators.

6 - 9

3.2. Program Report and Plan

MOTION: That APPC recommend to Senate the approval of the 2022 Program Report and Plan to the Board of Governors, with the inclusion of the deadline extension.

David J./2nd Maureen W. Carried.

An overview of the Program Report and Plan was given noting that this provides a picture of implemented programs and those still in development, provides a record of programs suspended and discontinued, a current FTE report, and reporting on program review progress reports. Thanks to all those involved who helped to produce this report (PDQA, IR, and Provost offices).

10 - 12

3.3. Approved program start dates in the Academic Calendar

Overview was given by the AVP, Registrar, Enrolment Management of the changes to the publication dates of the academic calendar noting that it has changed back to a one-year calendar with two updates throughout the year.

Many questions were asked and scenarios presented regarding the optimum time to implement a new program (i.e. once a year, more often?). It was mentioned that implementing a new program takes time and is multi-faceted and includes processes within admissions, the BC EdPlanner, and the UFV academic calendar. Some programs must receive government approval before it can be offered. It was noted that those going through DQAB could take an extra year or more if the proposal is sent back.

Academic Planning and Priorities Committee
May 11, 2022

AVP, Registrar, Enrolment Management thanked everyone and will work with PDQA and Office of the Registrar to think about these suggestions.

4. INFORMATION ITEMS

13 - 17 **4.1. Program reinstatement – Management Post-baccalaureate certificate**
The Management Post-baccalaureate certificate will not be available at UFV Canada, but will be maintained through partnership with UIGE (UFV India Global Education)

18 - 30 **4.2. Program Suspensions**

- Bachelor of Science in Nursing - Fast Track
- Indigenous Maps, Films, Rights and Land Claims associate certificate
- (renewal) – Indigenous Arts certificate
- (renewal) Hospitality Event Planning certificate
- (renewal) Hospitality and Event Management Post-baccalaureate certificate (Correction: This program was discontinued in 2018)

4.3. Senate Approvals – March 18, 2022

- Program Discontinuances
 - Health and Human Services certificate
 - Aboriginal, Culture, and Language Support diploma
 - Aircraft Structures Technician
 - Aircraft Maintenance Engineer

4.4. Board Approvals – April 7, 2022

- Program Discontinuances
 - Health and Human Services certificate
 - Aboriginal, Culture, and Language Support diploma
 - Aircraft Structures Technician
 - Aircraft Maintenance Engineer

4.5. Senate Approvals – April 22, 2022

- Professional Sales minor

5. ADJOURNMENT

Next Meeting: June 8, 2022; 2:30-4:30pm; A225/Zoom



Office of the Provost and Vice-President Academic

Memo

To: Members of the Board of Governors, Senate, and Academic Planning and Priorities Committee of Senate

From: Dr. James Mandigo

cc: Dr. Joanne MacLean, Al Wiseman, David Johnston

Date: May 30, 2022

Re: Strategic Enrolment Management Update

At the direction of the Board of Governors, UFV has been actively engaged in a consultative process to develop a Strategic Enrolment Management (SEM) Plan that will provide direction around UFV's long-term enrolments.

The consultative process to date has included:

- November 19, 2021: Generative Discussion at Senate
- December 2, 2021: Board Update
- December 8, 2021: Provost Lunch and Learn
- December 8 – January 14, 2022: UFV Wide SEM Priorities Survey
- February 25, 2022: Update to Senate
- January – March, 2022: Provost consultations with Faculty Councils
- March 21 – 25, 2022: Three focus group sessions with UFV community

In addition to these consultations, Institutional Research and Planning also developed an [Environmental Scan \(2021\)](#) that highlights a number of historical indicators to help inform SEM Planning.

As a result of these consultations, the environmental scan, and using [UFV's integrated strategic plan](#) as a foundation, the following overarching strategy for the SEM plan has been developed:

Engage learners, transform lives, and build communities by positioning UFV to meet the growing educational needs and demands within the Fraser Valley; balanced with, opportunities to welcome international students from around the world.

To successfully implement this strategy, the consultation process highlighted the following themes that should be considered when planning a successful SEM framework:

- a) **Pedagogy**
 - i. Infuse Indigenization and EDI practices
 - ii. Enhance and extend active learning opportunities
 - iii. Support faculty in the delivery of effective pedagogy
- b) **Learning Opportunities**
 - i. Recognition that learning occurs everywhere
 - ii. Programs with strong ties to the needs and aspirations of the Fraser Valley
- c) **Successful Progression**
 - i. Accessible and Flexible
 - ii. Barrier free to start to finish
- d) **Student Support**
 - i. Lifelong learning and learners
 - ii. UFV ready to support the students it admits
 - iii. Learning supports throughout the learning journey
 - iv. Welcoming, Nurturing, and Inclusive for all
 - v. Vibrant student campus

We have now reached a point in the process whereby we are ready to begin the development of a SEM framework that will identify key institutional strategies, tactics, and goals to successfully achieve the outcomes identified in the consultation process that will inform UFV's long-term enrolments.

Purpose: To create a SEM Framework aligned with our Mission, Vision, Values, Strategic Imperatives, and Key Performance Indicators outlined in UFV's Integrated Strategic Plan, leading to sustainable enrolment outcomes by supporting an environment that promotes student success through effective recruitment, enrolment, retention and graduation.

A successful SEM plan focuses its attention on the educational journey of the student - including before, during, and after they leave the University. To illustrate this journey, a clothoid loop is used. The loop provides a preparation pathway into the University through various recruitment and engagement opportunities before a student officially becomes a UFV student. Then, once a student becomes a member of the UFV community, the structure of a clothoid loop is such that it is designed to support a student throughout the entire duration of their UFV experience to stay on track and minimize the stress and barriers students might face so that they can successfully complete their academic programs of choice. Upon graduation, the momentum provided by a student's UFV experience should prepare them to be successful when transitioning onto their next journey which may include further education, career aspirations, or other personal contributions.

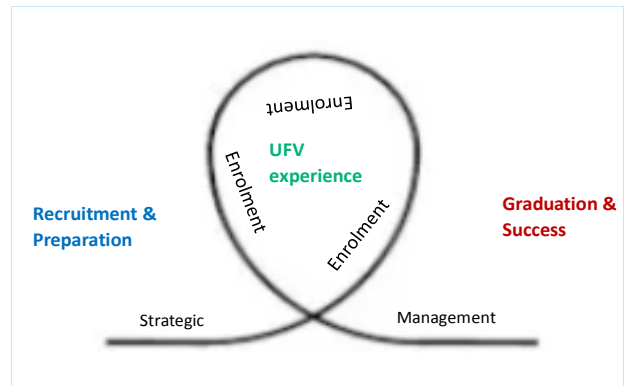


Figure 1: SEM Clothoid loop representing the student's educational journey

The analogy of the clothoid loop has served as a guide to incorporate the feedback and information generated to date and forms the basis for key components of the SEM Framework that will support the educational journey of students and inform long-term enrolment planning across UFV.

Table 1 provides a draft SEM Framework. The overarching Strategy serves as a basis for the corresponding Steps and Goals of the SEM Framework. Over the summer months (2022), a series of institutional tactics will be developed that will identify ways in which the Goals outlined in the Framework can be supported. A draft of the SEM Framework is anticipated by late summer so that additional feedback can be received across the University. Prior to approval of the Framework by the Board of Governors on October 14, 2022, the Academic Planning and Priorities Committee of Senate (Sept 7) and Senate (Sept 23) will have an opportunity to review and provide feedback.

Following approval of the SEM Framework by the Board of Governors, Faculties will be supported through the provision of tools to assist them in planning long-term enrolments for current and future academic programs in their areas. These tools will consist of historical data together with the SEM Framework to assist in the development of annual enrolment forecasts over a 7 to 10 year duration. These enrolment goals and targets will then be presented to the Board of Governors in March, 2023 for their approval.

Table1. Proposed SEM Framework (Draft)

Strategy	Engage learners, transform lives, and build communities by positioning UFV to meet the growing educational needs and demands within the Fraser Valley; balanced with, opportunities to welcome international students from around the world.		
Steps	Recruitment & Preparation	UFV Student Experience	Graduation and Success
Goals	<ul style="list-style-type: none"> • enhance university brand identity and image throughout the Fraser Valley • increase early interactions with UFV • increase first choice applications to UFV • provide accessible pathways directly into UFV programs that lead to a credential • ensure program mix alignment with regional demands and opportunities (existing and new programs) • increase diversity amongst international students • support recognition of prior learning, competencies, and credentials • provide targeted, supported, access preparation programs 	<ul style="list-style-type: none"> • ensure curriculum infuses Indigenization and principles of EDI • develop learning outcomes aligned with future ready skills that are embedded in curriculum • ensure faculty are supported to foster student learning • ensure flexible completion pathways for students • enhance support for retention and student success • enhance and support the use of multiple forms of digital pedagogies • recognition that learning can take place anywhere and can be applied in multiple environments • facilitate a vibrant campus culture 	<ul style="list-style-type: none"> • ensure barrier free graduation/ credential completion pathways for all programs • support successful transition of alumni to employment or post-graduate studies. • facilitate attainment of future ready skills and competencies for graduates
Tactics	SEM TACTICS (TBD)	SEM TACTICS (TBD)	SEM TACTICS (TBD)



MEMO

To: James Mandigo, Provost, and APPC
From: Sylvie Murray, Dean of Arts
Date: May 27, 2022
Re: Change of Name, "Arts Studies" to "Arts and Integrated Studies" Department

Background:

The *Arts Studies* department was created in 2021 (approved by Senate on February 26, 2021) and is part of the Faculty of Social Sciences.

As described when the department was formed, *Arts Studies* is responsible for providing academic direction for the delivery of courses aimed at ensuring success in Arts, General Studies and Integrated Studies courses and programs, as well as post-university success. The main courses that are administered through this department area are ARTS and PORT portfolio course (ARTS 280, 299, 380, 401, 480; PORT 398 and 399) and UNIV 101, as well as Critical Analysis and Study Methodology courses (CSM), the latter previously administered by the Communications department.

One of the recommendations from the cyclical program reviews of the *Bachelor of Integrated Studies* and the *General Studies Diploma* (completed with Senate approval of the Dean's summary report on February 25, 2022) was that "the Dean will engage the Arts Studies department about the department hosting the BIS/GSD, effective Sept 1, 2022, including changing the name of the department to *Arts and Integrated Studies*."

Consultation:

I met with the Arts Studies department in March to discuss the possibility of Arts Studies housing the BIS and the GSD, and the department enthusiastically accepted this responsibility. They agreed that a change of name to "Arts and Integrated Studies" (AIS) is a positive way to make this change public.

College of Arts of Council unanimously voted in support of this change at its May 20 meeting.

I respectfully request your approval for this change



MEMORANDUM

TO: Academic Planning and Priorities Committee & Senate
FROM: James Mandigo, Provost & VP, Academic
CC: Claire Carolan, Associate Director, Program Development and Quality Assurance
DATE: May 31, 2022
RE: Program Discontinuance and Suspensions Procedures – revisions

The Program Discontinuance and Suspension policy (222) had undergone revisions and was approved by Senate in 2021. As per policy (222), procedures and templates in support of this policy are maintained by the Academic Planning and Priorities Committee (APPC) Chair, Vice-chair and Administrative Assistant to APPC, and at their meeting on May 31, 2022, approved the attached procedures. Memo templates will be available through Program Development and Quality Assurance.

Please add this to your next agenda for information.

Extensive consultation was sought with Program Development and Quality Assurance (PDQA) and a summary of changes include:

- The program discontinuance guidelines and procedures were merged
- Initial point of contact is now PDQA
- Redundant and repetitive sections removed
- Addition of Senate Budget Committee consultation for program discontinuances and suspensions
- Updates to deadlines to align with various UFV processes, such as the Academic Calendar, myGradplan, and Admissions
- Program reinstatement procedures added
- Work plan added to the suspension and renewal sections
- Updates to communication plans

Attachment:

- Clean Copy - Program Discontinuance and Suspensions Procedures – revisions



Procedures Program Discontinuance Program Suspension

Appendix to Policy 222

Academic Planning and Priorities Committee

Updated: May 31, 2022



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Section 1 - Introduction

The Program Suspension and Discontinuance policy (222) will ensure transparency and diligence when suspending or discontinuing academic programs at the University of the Fraser Valley. The policy applies to all undergraduate and graduate programs; excluding all non-credit continuing education programs and a specific focus embedded within a program (e.g., a concentration within a major). This policy does not apply to adjustments in the number or location of course offerings as part of the ongoing management of program delivery.

The procedures and templates in support of this policy will, with consultation from the PDQA office, be developed and maintained by the Chair, Vice-chair and APPC assistant; communicated to APPC; and published on the UFV website.

These procedures describe the process and standard of evidence that the University of the Fraser Valley (hereafter “the University” or “UFV”) employs to determine the suspension, discontinuance, or reinstatement of a program of study.

Submission guidelines

Typically, a proposal for program suspension or discontinuance will be initiated by the Dean of the relevant area. A request to consider program discontinuance, suspension, or reinstatement may also come from the Provost or the Academic Planning and Priorities Committee (APPC) based on results from formal university review processes.

Program suspensions, discontinuances, and reinstatements can be submitted at anytime and must coincide with committee approvals and other UFV deadlines, such as Admission, Academic Calendar, etc. Submission deadlines may be subject to change at any time (see sections below for deadlines). Areas must also be attentive to admission application start dates and it is best to submit requests as early as possible, in the event of unexpected delays. Whenever possible, decisions to discontinue or suspend programs will take place within the academic planning processes of the UFV Plans, including the Integrated Strategic Plan.

Note: Program suspension for two years is recommended (with a possible extension) to allow time for the course and program approval processes when program revisions are expected. Deadlines may be tight, please connect with the Academic Calendar Editor and Admissions office for timelines.

Timelines

The annual Academic Calendar (ufv.ca/calendar) is the official source for all approved courses and programs. All changes to programs must be published in the calendar prior to implementation. There are other areas within the Office of the Registrar that must be notified to implement these changes, such as admissions, myGradplan, and banner. Changes should be submitted as early as possible to avoid missing these deadlines.

Minimum timelines

The approximate time required from faculty/college recommendation to final approval are:

- Program discontinuance: 4-5 months
- Program suspensions: 3-4 months
- Program reinstatement: 2-3 months

Principles

The following principles guide the program suspension/discontinuance/reinstatement processes:

Program Rigour: Program suspension/discontinuance/reinstatement ensures academic relevance, currency, and response to student needs and the educational environment.

Transparency: The review and approval processes are consultative, based in peer review, and communicated clearly.

Accountability: The decision to discontinue a program is consistent with appropriate stewardship of resources and the meeting of community expectations.

Compliance with Recognized University Processes: The consultation and approval process comply with policy Program Suspension and Discontinuance (222).

Definitions

APPC: Academic Planning and Priorities Committee

AVP, REGS: Associate Vice-President, Research, Education and Graduate Studies

Communication Plan: How the program suspension, discontinuance, or reinstatement will be communicated to all stakeholders

Consultation: Seeking of input and opinions

GSC: Graduate Studies Committee

Implementation Plan: Course of action by a department or program during suspension or reinstatement to either review and reinstate or discontinue a program

PDQA: Program Development and Quality Assurance

Program: A set of courses and associated requirements offered as a credential (e.g., a certificate, diploma, degree, etc.) or as a defined area of study within a credential (e.g., a major, minor, honours, specialization, etc.)

These procedures do not apply to:

- a specific focus embedded within a program (e.g., a concentration or specialization within a major), which is treated as a program revision under the Undergraduate Course and Program Approval policy (21) or Graduate Course and Program Approval policy (209)
- all non-credit continuing education programs
- adjustments in the number or timing of program intakes during an academic year or the scheduling or location of courses offered in a program that are part of the ongoing management of program delivery

Program Discontinuance: Elimination of the offering of a program

Program Suspension: Temporary cancellation of the intake of new students into a program for one or more academic years

Reinstatement: Resuming enrolment and delivery of a suspended program

SBC: Senate Budget Committee

Transition Plan: Plan outlining how the program will ensure student transition through the existing program or transition to a new credential

UEC: Undergraduate Education Committee

Work Plan: How the suspension time will be used to address to reasons for suspension

Additional resources

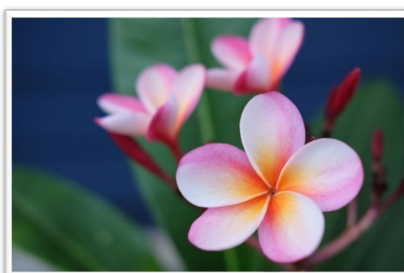
Memo Templates: Contact pdqa@ufv.ca

Main page: <https://www.ufv.ca/program-development/>

Program Suspension and Discontinuance (222): <https://www.ufv.ca/secretariat/policies/>

Procedures for Undergraduate program changes: [ufv.ca/senate/standing-committees/uec/uec-resources/program-changes/](https://www.ufv.ca/senate/standing-committees/uec/uec-resources/program-changes/)

Procedures for Graduate program and Course changes: [ufv.ca/graduate-studies/faculty-and-staff-resources/forms-guidelines/](https://www.ufv.ca/graduate-studies/faculty-and-staff-resources/forms-guidelines/)



Section 2 - Program Discontinuance

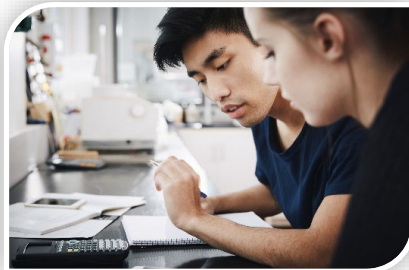
Program discontinuance forms part of an ongoing process of program revision and renewal. Proposals can be submitted at any time but should allow for at least four months lead time. Areas must be attentive to when applications are open (contact the Office of the Registrar for details). Effort should be made to time submission, review and approval of a proposal for discontinuance to align with UFV deadlines, such as admissions and the Academic Calendar.

Note: Choose program suspension if more time is needed to consider a program discontinuance.

Based on outcomes from the UFV program review process, APPC may recommend that either or both the Provost and/or Dean examine the quality and viability of a specific program for the purpose of discontinuance.

Once a program is discontinued, the program no longer has status as an approved program at the University of the Fraser Valley. Any proposal to reinstate the program will be considered a new program under the Undergraduate and Graduate Program Review and Approval policies ([21 and 209](#)).

Decisions regarding the discontinuance of programs at UFV will take into consideration UFV's academic plans (e.g. Integrated Strategic Plan, SEM plan, etc.), implications to the BC education system, the UFV community, Collective Agreement, and university values and ethics.



Procedures (minimum 4-5 months)

In cases where a program is discontinued, the University will honour its commitment to currently enrolled students, by providing pathways for completion where possible.

Program discontinuances must be approved by the January APPC meeting to be included in the September Academic Calendar and to allow sufficient notice for other implementation processes, if submitted earlier, a note can be added to indicate that the program is no longer available.

Note: To discontinue courses, please follow the Undergraduate or Graduate Course and Program approval procedures.

1. Initiate

- Typically, a program discontinuance will be initiated by the dean of the relevant area. A request to consider program discontinuance may also come from the provost; or from APPC based on results from formal university review processes, and if applicable, the AVP, REGS
- If the program is currently in suspension, the discontinuance proposal must be submitted before the suspension period ends

2. Complete Proposal

- Dean or program area completes the proposal
- Documents required: memo (sample template provided); and supporting documents, if applicable (see Proposal Components section below for more details)

3. Consult with Areas

- Must include: department/school, Faculty/College Council, Senate Budget Committee, and, if applicable, the AVP REGS

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits the proposal to the APPC (cc: provost, assistant to the provost, department head/director, other relevant assistants, and if applicable, the AVP REGS)
- APPC forwards the proposal and its recommendation along with supporting evidence, including the record of its deliberations to Senate for decision. Senate will advise the Board of Governors of its recommendation. The final authority rests with the Board of Governors. The provost will also notify the Office of the Registrar, UEC/GSC, and SBC of the decision and effective date.

5. Execute Communication Plan

- After Board approval, the Dept Head/Director executes the communication plan as soon as possible.

Proposal Components - Program Discontinuance

Memo template available.

1. Program Info	Further program information (credential, etc)
2. Effective date	What term the program discontinuance would take effect
3. Consultation	<p>Consultation must take place and show evidence, prior to the recommendation being approved and the summary must include the following stakeholders:</p> <ul style="list-style-type: none"> ➢ Department/School ➢ Faculty/College Council ➢ Senate Budget Committee <ul style="list-style-type: none"> ▪ impact of discontinuance on UFV academic priorities ▪ impact on space (both employee and instructional) ▪ impact on operating budget and resources dedicated to the discontinued program (i.e., eliminated, redeployed, reallocated to other academic priorities) ➢ for graduate programs, the Associate Vice-President, Research, Engagement & Graduate Studies.
<p><i>Note: If the credential here presented for discontinuance is being replaced by a new credential, with no impact on the criteria listed in the rationale section, please provide a brief explanation, and omit this section (rationale) from your submission.</i></p>	
4. Rationale	<p>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.</p> <p>The rationale for program discontinuance will typically consider issues arising from the following categories:</p> <p><u>Section A.</u> 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</p> <p><u>Section B.</u> Capacity – determined by a broad assessment of program inputs - What resources are currently available to deliver the program? Include information, as relevant, about: Faculty and staff, Capital equipment, Facility infrastructure, Course offerings</p> <p><u>Section C.</u> Program Output – What is the program delivering? Including graduation, quality, and performance in terms of both key performance indicators and a summative assessment of the program’s contribution to the strategic directions of the university. 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; Opportunities for ladderling; Research capacity and any ongoing research projects</p> <p><u>Section D.</u> Financial Impact/Viability – Provide a full accounting of both direct and indirect program revenue and costs. How efficient is the use of available resources?</p> <p><u>Section E.</u> Reputational Considerations for the University. 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</p>

Proposal Components - Program Discontinuance -continued

5. Principles	The proposal should include evidence that the principles outlined in these procedures have been applied, and that the program has been assessed according to the criteria as outlined in rationale of the proposal
6. Accommodation Plan	An accommodation and transition plan must be included in the proposal outlining how the existing students will transition through the existing program or to a new credential. When relevant, also include a plan for reallocation of any remaining program resources.
7. Communication Plan	<p>The Department Head/Director, in consultation with the Dean and the Provost, will develop the communication plan which must be included in the proposal; and after approval, will execute the communication plan. The plan must include following areas including the approval and effective dates:</p> <ul style="list-style-type: none"> ➢ existing students ➢ Office of the Registrar ➢ Academic Calendar Editor ➢ Undergraduate Education Committee (or Graduate Studies Committee) ➢ Senate Budget Committee ➢ Academic Advising Centre ➢ University Relations ➢ Faculty/College Councils affected ➢ Others as needed ➢ external stakeholders, if relevant
8. Other relevant documents	Submit any other documents that may be relevant, for example, memo from the department.



Section 3 - Program Suspension

Program suspension proposals can be submitted at any time for a maximum of two academic years, and may be renewed only once. Ideally, the decision will be made and communicated at least four months before the usual start date of the program. Areas must also be attentive to other UFV deadlines, such as admissions and the academic calendar.

Procedures (minimum 3-4 months)

To ensure UFV deadlines are met, program suspensions must be approved by the provost by March (for September), September (for January), and December (for May).

1. Initiate

- Program suspension is typically initiated by the dean (and AVP REGS, if a graduate program), making note of the submission deadlines
- The provost or the APPC can also initiate

2. Complete Proposal

- Dean or program area completes the proposal
- Documents required: memo (sample template provided); and supporting documents, if applicable (see Proposal Components section below for more details)

3. Consult with Areas

- Must include: department/school, Faculty/College Council, Senate Budget Committee, and, if applicable, the AVP REGS

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits the proposal to the provost for review and decision (cc: assistant to the provost, department head/director, other relevant assistants, and if applicable, the AVP REGS)
- Provost reviews and responds with decision

5. Submit to Committees

- If approved, the provost submits a supporting memo with the proposal to the following committees for information: APPC, Senate, Board, and will also notify the Office of the Registrar, UEC/GSC, and SBC of the decision and effective date

6. Execute Communication Plan

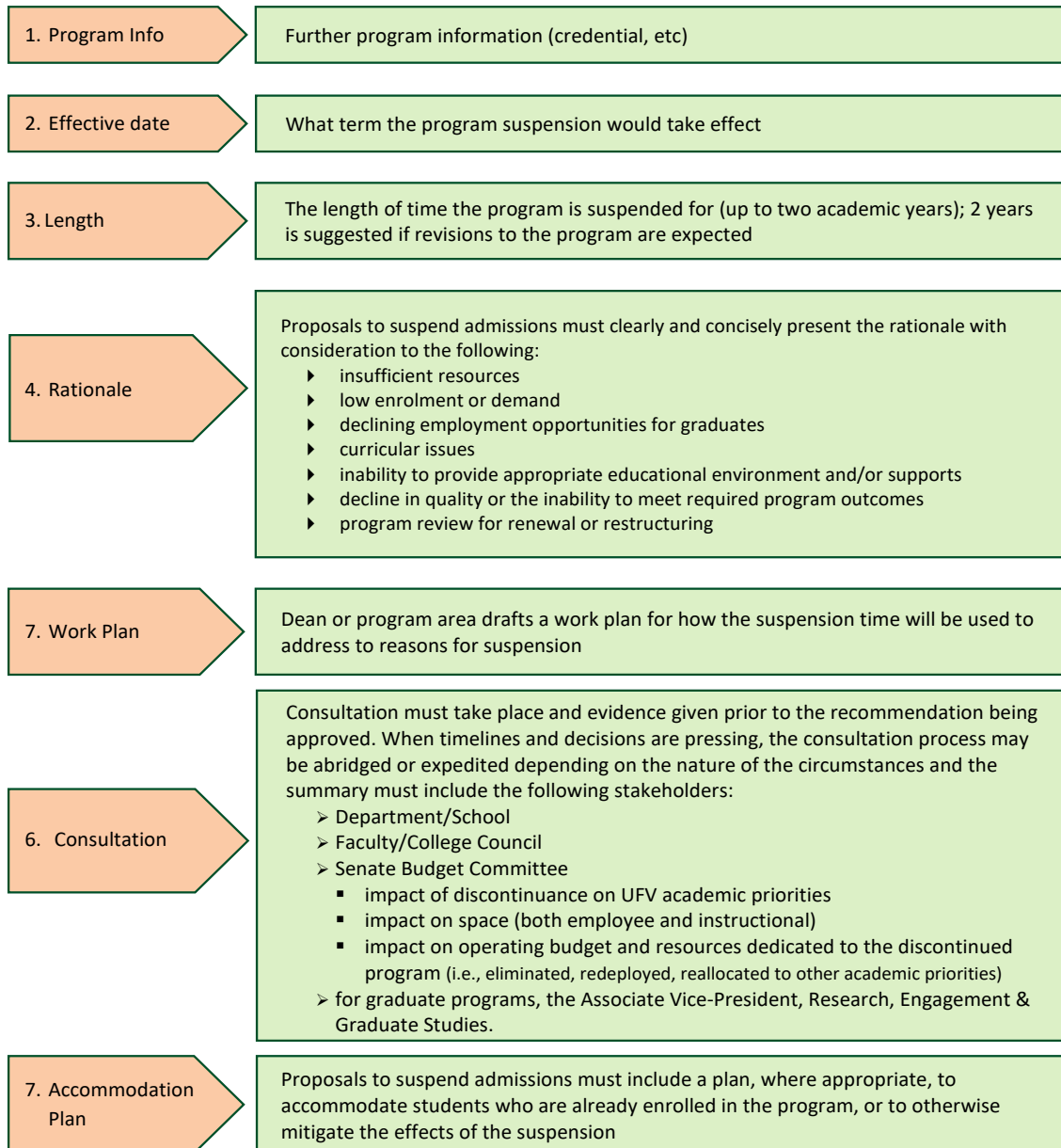
- After approval, the dept head/director executes the communication plan as soon as possible and as stated in the proposal

7. Next Steps

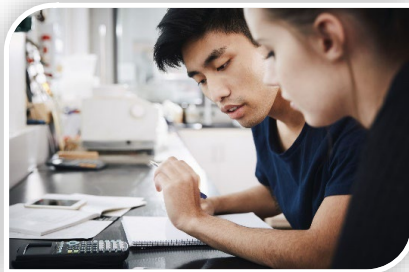
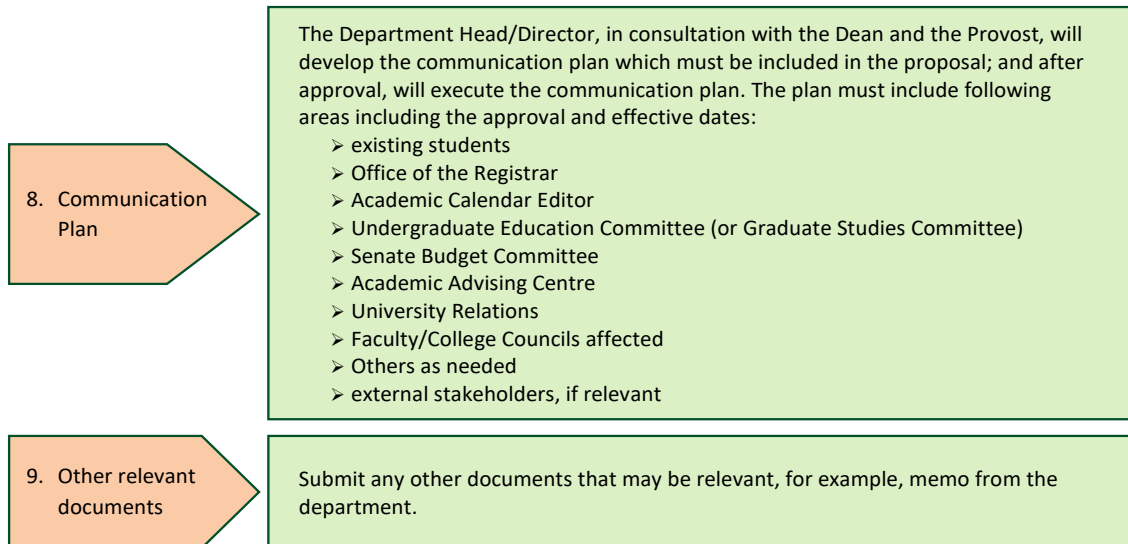
- Program will be reinstated (see Section 5) at the end of the suspension period unless a proposal is submitted to either:
 1. renew suspension (See Section 4); or
 2. discontinue the program (see Section 2).

Proposal Components - Program Suspension

Memo template available.



Proposal Components - Program Suspension -continued



Section 4 – Program Suspension Renewal

Requests for program suspension renewals must be submitted before the end date of the first suspension. A decision to continue suspension should be made and communicated at least four months before the usual start date of the program. Areas must be attentive to other UFV deadlines, such as admissions and the academic calendar. Program suspensions may be renewed only once and for a maximum of 2 years.

Procedures (minimum 3-4 months)

Program suspension renewals follow the same deadlines as program suspensions. To ensure UFV deadlines are met they must be approved by the provost by March (for September), September (for January), and December (for May).

1. Initiate

- Dean's office, with, if applicable, the AVP REGS, will initiate intention for the program before the initial program suspension period ends, noting the submission deadlines

2. Complete Proposal

- Dean or program area completes the proposal
- Documents required: memo (sample template provided); and supporting documents, if applicable (see Proposal Components section below for more details)

3. Consult with Areas

- Must include: department/school, Faculty/College Council, Senate Budget Committee, and if applicable, the AVP REGS

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits proposal to the provost for review and decision (cc: department head/director, assistant to the provost, other relevant assistants, and, if applicable, the AVP REGS)
- Provost reviews and responds with decision (if not approved, make note of direction from the Provost)

5. Submit to Committees

- If approved, the provost will submit a supporting memo with the proposal to the following committees for information: APPC, Senate, Board and will also notify the Office of the Registrar, UEC/GSC, and SBC of the decision and effective date.

6. Execute Communication Plan

- After approval, the department head/director executes the communication plan as soon as possible as stated in the proposal.

7. Next Steps

- Program will be reinstated at the end of the suspension period (see Section 3), unless a proposal is submitted to discontinue the program (see Section 2)

Proposal Components - Program Suspension Renewal

Memo template available.

1. Program Info	Further program information (credential, etc)
2. Effective date	What term the program suspension would take effect
3. Length	The length of time the program is suspended for (up to two academic years); 2 years is suggested if revisions to the program are expected
3. Rationale	Proposals to suspend admissions must clearly and concisely present the rationale with consideration to the following: <ul style="list-style-type: none"> ▶ insufficient resources ▶ low enrolment or demand ▶ declining employment opportunities for graduates ▶ curricular issues ▶ inability to provide appropriate educational environment and/or supports ▶ decline in quality or the inability to meet required program outcomes ▶ program review for renewal or restructuring
5. Work Plan	Dean or program area drafts a work plan for how the suspension time will be used to address to reasons for suspension
4. Consultation	Consultation must take place and evidence given prior to the recommendation being approved. When timelines and decisions are pressing, the consultation process may be abridged or expedited depending on the nature of the circumstances and the summary must include the following stakeholders: <ul style="list-style-type: none"> ➢ Department/School ➢ Faculty/College Council ➢ for graduate programs, the AVP, REGS
7. Accommodation Plan	Proposals to suspend admissions must include a plan, where appropriate, to accommodate students who are already enrolled in the program, or to otherwise mitigate the effects of the suspension
5. Communication Plan	The Department Head/Director, in consultation with the Dean and the Provost, will develop the communication plan which must be included in the proposal; and after approval, will execute the communication plan. The plan must include following areas including the approval and effective dates: <ul style="list-style-type: none"> ➢ Existing students ➢ Office of the Registrar ➢ Academic Calendar Editor ➢ Undergraduate Education Committee (or Graduate Studies Committee) ➢ Senate Budget Committee ➢ Academic Advising Centre ➢ University Relations ➢ Faculty/College Councils affected ➢ Others as needed ➢ External stakeholders, if relevant
6. Other relevant documents	Submit any other documents that may be relevant, for example, memo from the department.

Section 5 - Program Reinstatement

After program suspension, the program will be reinstated unless a proposal is submitted to either (a) continue the suspension for up to two-more years or (b) discontinue the program. Suspensions may be renewed only once. Ideally, the decision will be made and communicated at least four months before the usual start date of the program. Areas must be attentive to other UFV deadlines, such as admissions and the Academic Calendar.

Procedures (minimum 2-3 months)

To ensure UFV deadlines are met, program reinstatements must be approved by the provost by March (for September), September (for January), and December (for May).

1. Initiate

- The Dean's office will communicate an implementation plan for the program before the program suspension period ends, noting the submission deadlines, and if applicable, the AVP REGS

2. Complete Proposal

- Dean or program area completes the proposal.
- Proposal should directly address reasons for suspension and steps taken to address any issues (e.g., low enrolment, curriculum revitalization, major program changes etc.)
- Documents required: memo (sample template provided); and supporting documents, if applicable (see Proposal Components section below for more details)

Consultation

- Agreement between the department/school and the Faculty/College Council (for graduate programs, AVP, REGS)
- Appropriate stakeholders as necessary in consultation with PDQA, (e.g., SBC, UEC, GSC, etc.)

4. Submission

- Dean submits to PDQA at pdqa@ufv.ca
- PDQA submits the proposal to the provost for review and decision (cc: department head/director, assistant to the provost, other relevant assistants, and if applicable, the AVP REGS)
- Provost reviews and responds with decision

5. Submit to Committees

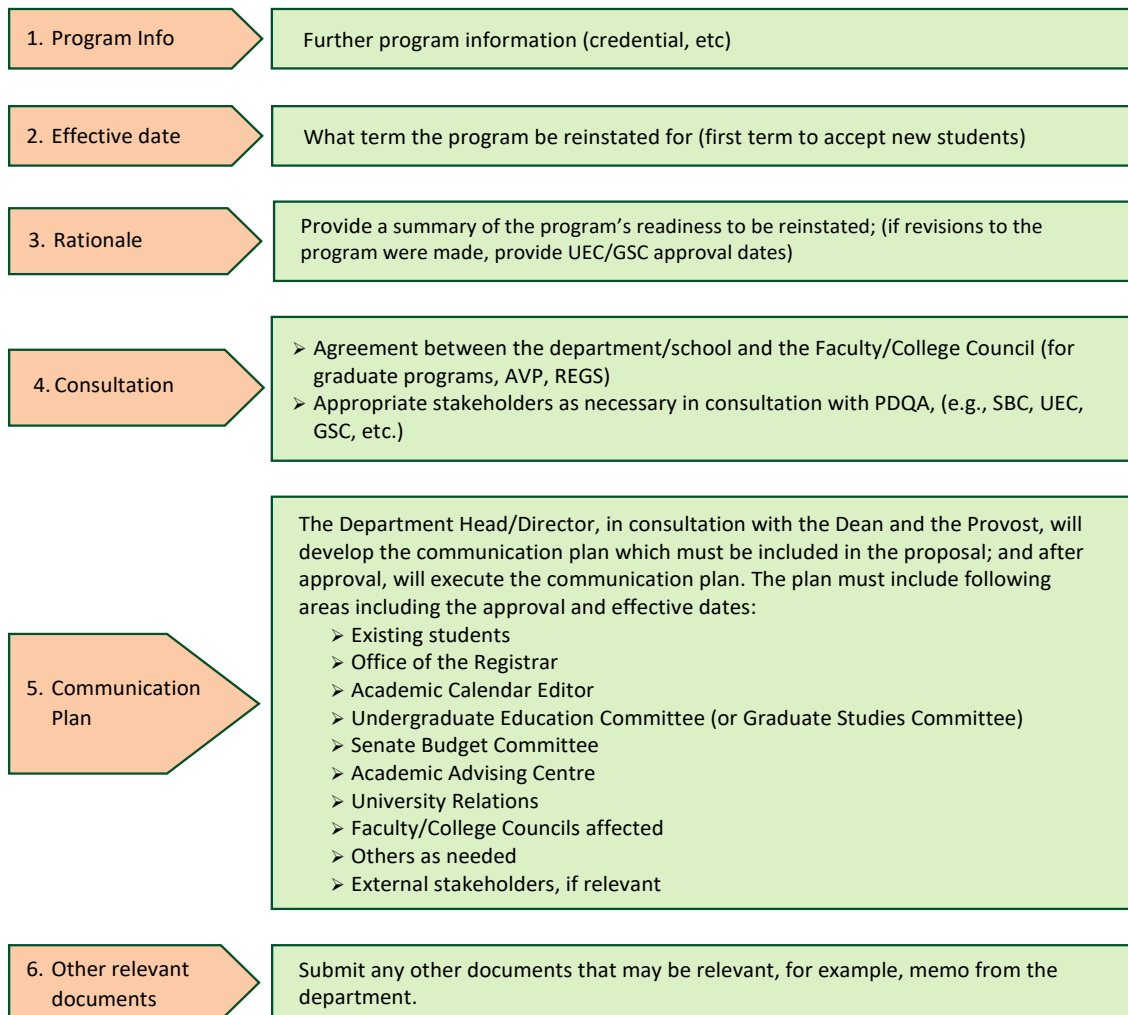
- If approved, the provost will submit a supporting memo with the proposal to the following committees for information: APPC, Senate, and the Board; and will also notify the Office of the Registrar, UEC/GSC, and SBC of the decision and effective date.

6. Execute Communication Plan

- After approval, the the department head/director executes the communication plan as soon as possible and as stated in the proposal.

Proposal Components - Program Reinstatement

Memo template available.





MEMO

TO: APPC/James Mandigo

RE: APPC Subcommittee for expedited program approval process

DATE: May 30, 2022

The Program Development and Quality Assurance office requests APPC assistance with the following:

PDQA anticipates the need for an APPC Expedited Review Standing Committee in October or November of the Fall 2022 semester. There are currently three post-baccalaureate diploma programs in development (two in Professional Studies, one in College of Arts) that will likely be ready for review using the Expedited Program Approval procedures in accordance with policy 21 (b), Undergraduate Course and Program Approval.

Step 7. of [the current procedures](#) notes the following: APPC Expedited Review Standing Subcommittee receives UEC's and, when applicable, SBC's recommendation and makes a recommendation to Senate. The program proposal goes to APPC for information.

Kind regards,

Claire

Claire Carolan PhD

Associate Director, Program Development and Quality Assurance



Academic Planning and Priorities Committee

2022/23 Meeting Schedule

**Wednesdays
2:30 – 4:30 pm**

Meeting Date	Agenda Deadline at noon	Location
September 7	Aug 30	TBD
October 5	Sept 27	TBD
November 2	Oct 25	TBD
December 14	Dec 6	TBD
January 25	Jan 17	TBD
February 22	Feb 14	TBD
March 22	Mar 14	TBD
April 19	Apr 11	TBD
May 17	May 9	TBD
June 14	June 6	TBD