

AGENDA

Academic Planning and Priorities Committee

Wednesday, January 25, 2023 - 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.

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2.2. Minutes

MOTION: That APPC approve the minutes of December 14, 2022 as presented.

3. BUSINESS ITEMS

3.1. Provost's Report

7 - 10

3.2. Amalgamating APPC and SBC

MOTION: That the APPC supports and recommends amalgamating the Senate Budget Committee and Academic Planning and Priorities Committee to the Senate Governance Committee.

4. INFORMATION ITEMS

11 - 13

4.1. New Program - Bachelor of Regional and Community Planning - Internal Stage 2

Remainder of the proposal located S:\Public\UFVinfo\APPC and Blackboard

14 - 18

4.2. Program Review Process Consultation

19 - 32

4.3. Expedited Program Review Subcommittee approvals - December 14, 2022

- New Program - Business Analytics Post Baccalaureate diploma
- New Program - International Business Post Baccalaureate diploma

Remainder of the proposals located S:\Public\UFVinfo\APPC and Blackboard

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4.4. APPC Vacancies, as of July 31, 2023

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4.5. APPC In-Camera Approval – December 14, 2022

- Teacher Education Program Review

4.6. Senate Items – January 13, 2023

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- Teacher Education Program Review
- Concept Paper – Masters of Science (MSc) in Computing Science
- Program Discontinuance - Mennonite Studies certificate
- New Program - Business Analytics Post Bacculaureate diploma
- New Program - International Business Post Bacculaureate diploma

5. ADJOURNMENT

Next Meeting: February 22, 2023; 2:30-4:30pm; A225



**Draft Minutes
Academic Planning and Priorities Committee**

Wednesday, December 14, 2022 - 2:30 PM

Abbotsford campus, Room A22

Present: Aiden Haagensen, Al Wiseman, Camille Callison, Claire Carolan, Dale McCartney, David Johnston, David McGuire, Deanna Devitt, Derek Ward-Hall, Garry Fehr, Gerry Palmer, Nathan Bialas, Nicola Mooney, Peter Geller, Rupinder Sandhu, Shel Stefan, Shelley Canning, Shirley Hardman, Sundeep Hans, Sylvie Murray, Tracy Ryder-Glass, Vandy Britton, and Vlad Dvoracek
Regrets: Awneet Sivia, Betty Poettcker, Kam Dhillon, Lin Long, and Pedro Montoya-Pelaez
Recorder: Melinda Saretzky

1. CALL TO ORDER and TERRITORIAL ACKNOWLEDGEMENT

Territorial acknowledgement was given.

To go deeper into the acknowledgement, it was suggested for everyone to now think about what it means to be in the territory.

2. APPROVALS

2.1. Agenda

MOTION:

That APPC approve the agenda as presented.
N. Mooney/2nd G. Palmer.
CARRIED.

2.2. Minutes

MOTION:

That APPC approve the minutes of September 7, 2022 as presented
N. Mooney/2nd S. Murray.
CARRIED.

3. BUSINESS ITEMS

3.1. Provost's Report

The Strategic Enrolment Management (SEM) Plan was approved by both Senate and Board and implementation is ongoing with some digital tools being created.

3.2. Concept Paper - Masters in Computing Science

Proposal located on Drive: H:\UFVinfo\APPC\ and in Blackboard.

Overview was given highlighting the Artificial Intelligence specialization, and it was noted that this program will attract different students than other institutions.

The APPC commended the program working group on their hard work.

Discussion and feedback:

- The Stage 1 Proposal will be updated to change the Research Methods to a mandatory course.
- It was noted that both the BSc Computing Science and Bachelor of Computer Information Systems (BCIS) degrees would be feeder programs, assuming students have enough credits, but not automatic for the BCIS.
- Lab space will be required, but online and hybrid courses are an option and the program can run with the current resources available.
- The Stage 1 proposal will recognize that further doctoral studies is possible.
- Indigenization will be reflected in the assessments and coding projects and increasing the number of Indigenous students is a priority.
- More emphasis to Indigenization within the learning outcomes will be considered.
- Computing ethics was raised noting the typical biases of computing. The proposal speaks to “social benefits of computing technologies” and it was noted that one instructor currently teaches ethics and there are plans to include ‘ethics’ in future hiring.
- Plans are in place to add Specializations
- The topic of Cybersecurity was raised, and it was noted that additional training for faculty and students are important and will be considered.

It was noted that this program generates low FTE’s, but the program aligns well with the BC Labour Market.

MOTION:

THAT APPC has reviewed the concept paper for the Master of Science (MSc) in Computing Science and recommends it to Senate for Stage 1 development.
S. Canning/2nd N. Bialas
CARRIED

3.3. Program Discontinuance: Mennonite Studies certificate

An overview was given noting that this program was created 10-12 years ago with community donors but this program is no longer attractive to students, despite changes that were made. There are very few students currently enrolled, and they courses are sustained by directed studies only. The Donors agreed to forward donations to School of Social Justice and Stewardship.

Discussion was had it was noted that the Mennonite studies will still be

Academic Planning and Priorities Committee
December 14, 2022

part of the Peace and Conflict Studies program to continue to honor the Mennonite community.

MOTION:

That APPC recommend to Senate the discontinuance of the Mennonite Studies certificate.

S. Murray/2nd N. Mooney.

CARRIED

3.4. Program Review Process Update

Overview was given noting that due to the increasing number of program reviews per year the process will be moved to Blackboard and will be an open-source code. The review will be able to feature audio and visual components and each program review team will have their own shell under a CRN.

Consultation and preparation included internal surveys, review of the changes to Stage 1 proposals, and other University processes.

- Discussion was had regarding what information would be submitted to APPC, and it was noted that the Deans summary information could be extracted and still submitted to APPC.
- Access to each module would be granted only to those who will need to see that information, for example, external reviewers would not need to see any administration information.
- Discussion was had regarding whether other areas of UFV, such as Teaching and Learning/Library should be added to the process
- A pilot project was suggested to test out the new process

Please provide additional feedback to Director, PDQA by mid-January.

4. INFORMATION ITEMS

4.1. Quality Assurance Process Audit (QAPA) annual update

4.2. Program Reinstatements

- Master of Arts (Criminology and Criminal Justice) degree
- Engineering Physics diploma (Mechatronics)
- Digital Manufacturing diploma

4.3. Faculty of Professional Studies Name change

E-vote Conducted Sept 27 – Oct 5, 2022

MOTION: That APPC recommend to Senate the name change of the Faculty of Professional Studies to the Faculty of Business and Computing.

Quorum was met.

CARRIED.

4.4. Senate Items – Oct 21, 2022 and Nov 18, 2022

**Academic Planning and Priorities Committee
December 14, 2022**

- Faculty of Professional Studies Name change
- Reinstatement - Master of Arts (Criminology and Criminal Justice) degree
- Reinstatement - Engineering Physics diploma (Mechatronics)
- Reinstatement - Digital Manufacturing diploma

4.5. Board Items – Oct 14-15, 2022 and Dec 1, 2022

- Faculty of Professional Studies Name change
- Strategic Enrolment Management Plan
- Reinstatement - Master of Arts (Criminology and Criminal Justice) degree
- Reinstatement - Engineering Physics diploma (Mechatronics)
- Reinstatement - Digital Manufacturing diploma

5. ANNOUNCEMENTS

Thanks to those who attended the Holiday Reception gathering on Dec 13, all are welcome in Chilliwack on Dec 15.

6. ADJOURNMENT

G. Palmer

Next Meeting: January 25, 2022; 2:30-4:30pm; A225



MEMO

To: APPC and SBC
From: Al Wiseman, University Secretary, Secretariat
Date: January 10, 2023
Re: Considering an amalgamation of APPC and SBC

The Senate Governance Committee discussed the question of amalgamating APPC and SBC on Oct. 25, 2022 (see attached memo that went to them in the agenda package for that meeting). After discussion with the two committee Chairs and to assist the two committees with their deliberations, I am providing a recommendation here. This will enable discussions to focus in more than they likely would otherwise.

1. The recommendation is to keep the committee known as APPC, add in SBC, and amend the terms of reference (ToR) to include items from the SBC ToR to capture all the work needed.
2. There are a few reasons/advantages for UFV to do this:
 - a. Although some universities follow the same approach as UFV, there are plenty of examples who handle planning, priorities, and budget under the umbrella of one committee.
 - b. The potential to reduce the number of Senators and non-Senators needed to fill out committee positions (currently 50, could be lowered by 10-20, tbd).
 - c. This would eliminate the inevitable conversations that happen at each committee re. things such as new programs. E.g. at SBC, there is an inevitable interest in discussing the academic merits or details of a program, while at APPC, there is sometimes interest in exploring the financials. This would eliminate duplicate discussions.
 - d. To build on 2.c., one advantage of this change is that the conversations on items like new programs would allow for an integrated discussion involving all aspects of the matter and potentially streamline the process: how does the recommendation fit with the Integrated Strategic or SEM plan? How much of a priority is this new program? What are the budgetary implications and are these in line with the plans noted above?
 - e. SBC has responsibility for input/consultation on the Capital Plan. However, it seems more sensible based on the factors noted in 2.d. to review this plan not just from a budgetary perspective but also through the lens of UFV's plans and academic priorities in the years to come.

- f. Taking this approach would enable SBC to be disbanded, and then the revised APPC new positions to be filled through the Secretariat based on Senate's standard procedures.

3. Process:

- a. Both committees consider this recommendation. They pass a motion to send to SGC to support it.
- b. SGC takes the recommendation to Senate for approval as this would be a change to Senate's Standing Committees which they previously established.
- c. Once/if Senate approves, SGC would provide some guidance on how to proceed which would essentially consider a timeline for moving forward and any information re. new ToRs for APPC.
- d. APPC, based on it's own determination, sets out a process and timeline for review of ToRs and sends back to SGC when ready.
- e. These ultimately go forward to Senate for approval.



MEMO

To: Senate Governance Committee
From: Al Wiseman, University Secretary, Secretariat
Date: October 25, 2022
Re: Considering an amalgamation of APPC and SBC

Over the past few years, APPC put significant effort into reviewing the committee's terms of reference which included work by a sub-committee and then further work by several more sub-committees. The Senate Budget Committee over the past year has done similar work to review their ToRs. Through these reviews, and after discussions with committee chairs, this seems like a good time to consider whether it is time to consider amalgamating the two committees into one.

1. Here are a few reasons to consider this action:
 - a. Inevitably, and understandably, the discussions that happen around new programs tend to result in each committee having some discussion that wanders into the purview of the other committee. So, for example, although SBC is called on just to review whether the projected financials related to a new program are accurately reflected, the discussion inevitably crosses over into how the program fits into the overall mix at UFV, and the academic merits of the program (APPC responsibilities). It may be worth considering a committee structure where these matters are discussed one time and with all the elements of necessary review handled at once.
 - b. It is not unusual at other universities to have these two Senate responsibilities combined in one committee (for example, see SFU's Senate Committee on University Priorities at <http://www.sfu.ca/senate/senate-committees/scup.html>.)
 - c. Amalgamating the two committees has the potential to reduce the number of employees and students needed to fill Senator and non-Senator positions. For example, APPC currently has 29 spots and SBC 21 spots. In combining the two, the committee membership does not need to be for 50 people (as a comparison, SFU's committee has 23 voting and 4 non-voting members). There already exists overlap between the two committees in both voting and non-voting memberships (my quick review suggests at least 4 people who serve on both committees). From time to

time that can be a challenge in filling vacancies on Senate committees and having less committees and positions to fill could be good.

2. To move this forward, the suggestion would be to ask both committees to discuss the basic idea and come back to SGC with a response when able to do so. While the discussion might naturally go to the question of what the membership might look like for one committee, I would recommend that a decision be made to amalgamate and then work on some proposed structures on which both committees could give input.
3. Once SGC has the initial response, they can determine whether to go ahead with next steps, which could include reporting the idea to Senate, establishing a timeline for amendment, and creating draft Terms of Reference and committee membership.



MEMO

TO: APPC/Senate
From: Claire Carolan, Associate Director PDQA
RE: Bachelor of Regional and Community Planning
DATE: January 17, 2023

Please be advised that the program proposal for a Bachelor of Regional and Community Planning has passed all required stages of review on the dates listed below and is preparing to move into the implementation stage with a planned program launch for Fall 2023. The Stage 1 proposal and appendices are being shared with APPC and Senate for information as outlined in the Procedures Appendix for Policy 21.

The program proposal was developed under the leadership of Dr. Cherie Enns, Associate Professor in SLUEC with notable support from Dr. Afia Raja, Assistant Professor (SLUEC), Dr. J Hughes, Associate Professor (Geography and the Environment), Dr. Michelle Rhodes, Director (Integrated and General Studies), Dr. Stefania Pizzirani, Assistant Professor (SLEUC) and Dr. Ian Affleck Associate Dean (Faculty of Science) in addition to many colleagues and advisors inside and outside of UFV.

The Stage 1 proposal was recommended for approval to the Minister of Advanced Education and Training Skills on July 1, 2022, by the Degree Quality Assessment Board (DQAB) and approved by Ministry on September 1, 2022, with no requirement for a Stage 2 review of program quality. The Education Officer for DQAB shared that “the Board found the consultations done with Indigenous groups and others to be exemplary for this program and a model for institutions to follow”. (Email communication September 1, 2022).

PDQA congratulates and thanks the program working group for their hard work and dedication to the development process.

Program Proposal approval dates:

Concept Paper:

Faculty Council/Dean: 01/31/20
Provost: 04/20/20
APPC: 05/13/20
Senate: 06/05/20
Board: 06/18/20

Stage 1 Proposal:

APPC: 01/28/21

SBC: 04/12/21

UEC Screening: 12/03/21

CWC: 12/08/21

UEC: 01/28/22

APPC: 02/16/22

Senate: 02/25/22

PSIPS response: 06/21/22

DQAB: 07/01/22

Ministry: 09/01/22



UEC MEMORANDUM

UEC Chair: Samantha Pattridge
Phone: 4070

UEC Assistant: Amanda Grimson
Phone: 4571

TO: Dr. James Mandigo, Academic Planning and Priorities Committee Chair

FROM: Samantha Pattridge, Undergraduate Education Committee Chair

DATE: January 13, 2023

RE: Bachelor of Regional and Community Planning

At its December 16, 2022 meeting, UEC voted to recommend approval of the new Bachelor of Regional and Community Planning.



MEMO

TO: James Mandigo, Provost, and Vice President Academic; Tracy RyderGlass, Vice-Provost

From: Claire Carolan, Associate Director PDQA

RE: Program Review Blackboard Shell Consultation and Research

DATE: January 18, 2023

The Program Review Blackboard shell was made accessible to forty-seven individuals (listed at the bottom of this memo) for review on December 19, 2022, with an invitation to explore its functions and templates and to provide feedback or ask questions before January 16. To date, eleven people have accessed the shell. Those people have been contacted directly to ask if they have questions or feedback. As of today, four of those responded that they do not have questions at this time, one is collating responses with colleagues. (Not including Teaching and Learning who have submitted a comprehensive list of recommendations for which we are grateful).

The Self Study template is structured on the open source published process and template developed by colleagues in the Program Review Office at Thompson Rivers University. The External Panel and Action Plan templates are derived from the TRU Self-Study template and the additional templates developed by me for UFV. I have also consulted with my program review/quality assurance peers at TRU, Cap U, KPU and VIU to check alignment with their processes.

Each of the templates was discussed and/or developed with the departments that they apply to as follows:

Step 1: Course Inventory Outline

Question: Purpose in the process, trigger for regular course outline update, provides backbone of program review process to be used in subsequent steps

Consulted: Registrar AVP Enrolment Management, Senior Associate Registrar, UEC Assistant/Calendar Editor

Step 2: Student Surveys

Question: Usefulness of student surveys in previous program review process, return on investment of time needed by PDQA staff and faculty to conduct surveys, student willingness to participate in surveys, quality of information gathered, whether the information is already gathered elsewhere.

Consulted: Program Facilitator, Registrar AVP Enrolment Management

Step 3: Library Assessment

Question: How to assess program/departmental use of available library resources, how to assess future need of resources, how to improve communication between departments and the library.

Consulted: University Librarian, Collections Librarian, Assessment Librarian and met with Library Council to review develop and review templates

Step 4: Program Learning Outcomes and Curriculum Mapping

Question: What tools could be provided to improve the quality of the curriculum mapping for program review and to make the process less time consuming while more effectively ensuring that the curriculum consistently aligns with the ministry degree level standards, ILOs, and ISP.

Consulted: Registrar AVP Enrolment Management re: suitability of curriculum mapping tool created by UCalgary and adapted for use in BC by UBCO. Met with VP Teaching & Learning, Teaching & Learning Specialist & Teaching and Learning team.

Step 5: Teaching and learning assessment

Question: How to assess program/departmental use of available teaching and learning resources to support program delivery

Consulted: VP Teaching & Learning and Teaching and Learning team

Step 6: Calendar Copy and Course Webpage review

Question: As the first point of contact for students, how accurate/accessible etc. is the calendar copy and program page

Consulted: Registrar AVP Enrolment Management, Senior Associate Registrar, UEC Assistant/Calendar Editor

Step 7: Curricular Efficiency Assessment

Question: How can program portfolio management improve the financial sustainability and faculty workload of the program.

Consultation: I undertook specific training in this area, I am the only Certified Academic Program Evaluator and Manager in Canada through a new program offered by Bay Path University in Massachusetts in partnership with Grey Associates.
Met with AVP, Resource Planning & Enterprise Risk and Director, Budgets & Financial Planning

Step 8: Labour Market Analysis

Question: How do we determine if the program is still meeting the needs of the labour market, is the credential the right fit to serve the current and/or emerging market.

Consultation: As above.

Step 9: Capacity report

Question: What is the current state of the program's physical and human resources to effectively deliver the program.

Consultation: As above re: Bay Path University and draws on previous program review process.

Further Consultation:

- Dean’s Council – January 16, 2023
- Teaching and Learning Team group response – January 16, 2023
- The Territorial Acknowledgement was reviewed by AVP Indigenous.
- The Equity, Diversity and Inclusion section was reviewed by Director of Equity, Diversity, and Inclusion.
- In March 2022, all faculty and deans who have participated in a UFV program review in the last five years were invited to participate in a confidential 18 question survey on Survey Monkey regarding aspects of the current program review process and their experience working with it. 56 people responded. 3.57% were deans, 37.5% department heads, 8.9% program director, 67.86 type B faculty, 7.14% contract/sessional faculty.
- The Associate Director, PDQA asked external reviewers in the 2022 program reviews for Anthropology, Visual Art, Art History, Theatre and Communications for confidential feedback on their experience with the UFV program review process.

Invited to provide feedback on the Blackboard Shell:

AVP, Institutional Research and Integrated Planning
Associate Dean, Faculty of Applied & Technical Studies
Teaching & Learning Specialist, Indigenization
Associate Dean of Students, College of Arts
AVP Indigenous
Teaching & Learning Specialist, Curriculum
Associate Dean, Faculty of Science
Dean, Faculty of Health Science
UEC Chair
Associate Professor, School of Creative Arts
Dean, FECHD
School Convenor, School of Social Justice and Global Stewardship
AVP Research and Graduate Studies
Assistant Professor, Chemistry
Associate Professor, Biology
Dean, College of Arts
AVP, Resource Planning & Enterprise Risk
Associate Dean of Faculty, College of Arts
Department Head, Associate Professor, Physics
VP Teaching & Learning
Associate Professor, School of Business

Senior Lead, Academic Strategic Programs and Projects
UEC Assistant/Calendar Editor
Director, Budgets & Financial Planning
UFV Board Member, Associate Professor, Registered Nursing

Educational Developer
Dean, Faculty of Science
AVP, International
Associate Professor, Teacher Education
Interim Dean, Faculty of Applied and Technical Studies
Vice-Provost
Learning Designer
University Secretary
Registrar AVP Enrolment Management
Associate Dean, FECHD
Provost
Assistant Professor, Arts Studies
Dean, Faculty of Business and Computing
Director of Equity, Diversity and Inclusion
Assistant Professor, Faculty of Health Sciences
UEC Assistant/Calendar Editor
Learning Designer

Additional Resources:

Access to Excellence: Managing Enrollment at the University of the Fraser Valley 2023-2030

Baker, D.N. The Quality Assurance of Degree Education in Canada. *Research in Comparative and International Education*, vol. 5, no. 2, 2020.

Degree Quality Assessment Board, British Columbia. Quality Review Degree Program Criteria – Public and Private Institutions. DRAFT.

Dickeson, R.C. *Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance*, Jossey-Bass, 2010.

Dyjur, P. et al. Curriculum Review: Curriculum Mapping. Taylor Institute Curriculum Review Series #4, *Taylor Institute for Teaching and Learning University of Calgary*, 2019.

Hoare, A. et.al. *Program Review Handbook: A Course-based Approach to Conducting Program Review*. Creative Commons License. 2021

Morriss-Olson, M. *Academic Entrepreneurship: The Art and Science of Creating the Right Academic Programs*. Academic Impressions, Denver CO, 2020.

Panthalookaran, V. Beyond Bloom's Taxonomy: Emergence of Entrepreneurial Education. *Higher Education for the Future* 9(1), 45-61, 2022

Post Graduate Certificate, Academic Program Evaluation and Management Program. Bay Path University, In partnership with Grey Associates. 2022

Prada, Laura, and Anita Chaudhuri. *Curriculum MAP : Demo for Instructors and Professionals in Higher Ed*. UBCO. BC Campus. August 30, 2022.

Pulling Together: A Guide for Indigenization of Post-Secondary Institutions

Stronger BC Economic Plan 2022

Truth and Reconciliation Calls to Action

UFV Equity, Diversity, and Inclusion Action Plan

UFV Integrated Strategic Plan

UNDRIP – United Nations Declaration on the Rights of Indigenous People

University Act [RSBC 1996} Chapter 468



MEMORANDUM
Academic Planning and Priorities Committee

APPC Chair: James Mandigo
APPC Assistant: Melinda Saretzky

TO: Dr. Joanne MacLean, Chair, Senate

FROM: Dr. James Mandigo, Chair, Expedited Program Review Standing Subcommittee, Academic Planning and Priorities Committee

CC: Dr. Chris Schinckus, Dean, Faculty of Business and Computing

DATE: January 3, 2023

RE: New Programs

- International Business Post Baccalaureate diploma
- Business Analytics Post Baccalaureate diploma

At its meeting on December 14, 2022, the Expedited Program Review Standing Subcommittee of the Academic Planning and Priorities Committee (APPC) followed the Expedited Program Review procedures in section 7. of the Procedures for Expedited Program Approval (policy 21) and voted to recommend approval of both the International Business Post Baccalaureate and the Business Analytics Post Baccalaureate diplomas.

Consultation included Program Development and Quality Assurance, Library, Faculty Council, University-Wide consultation, Campus Wide Consultation, Undergraduate Education Committee, and Senate Budget Committee. The Vice-Provost and APPC confirmed that they had satisfied the requirements and requested revisions made through the expedited screening process.

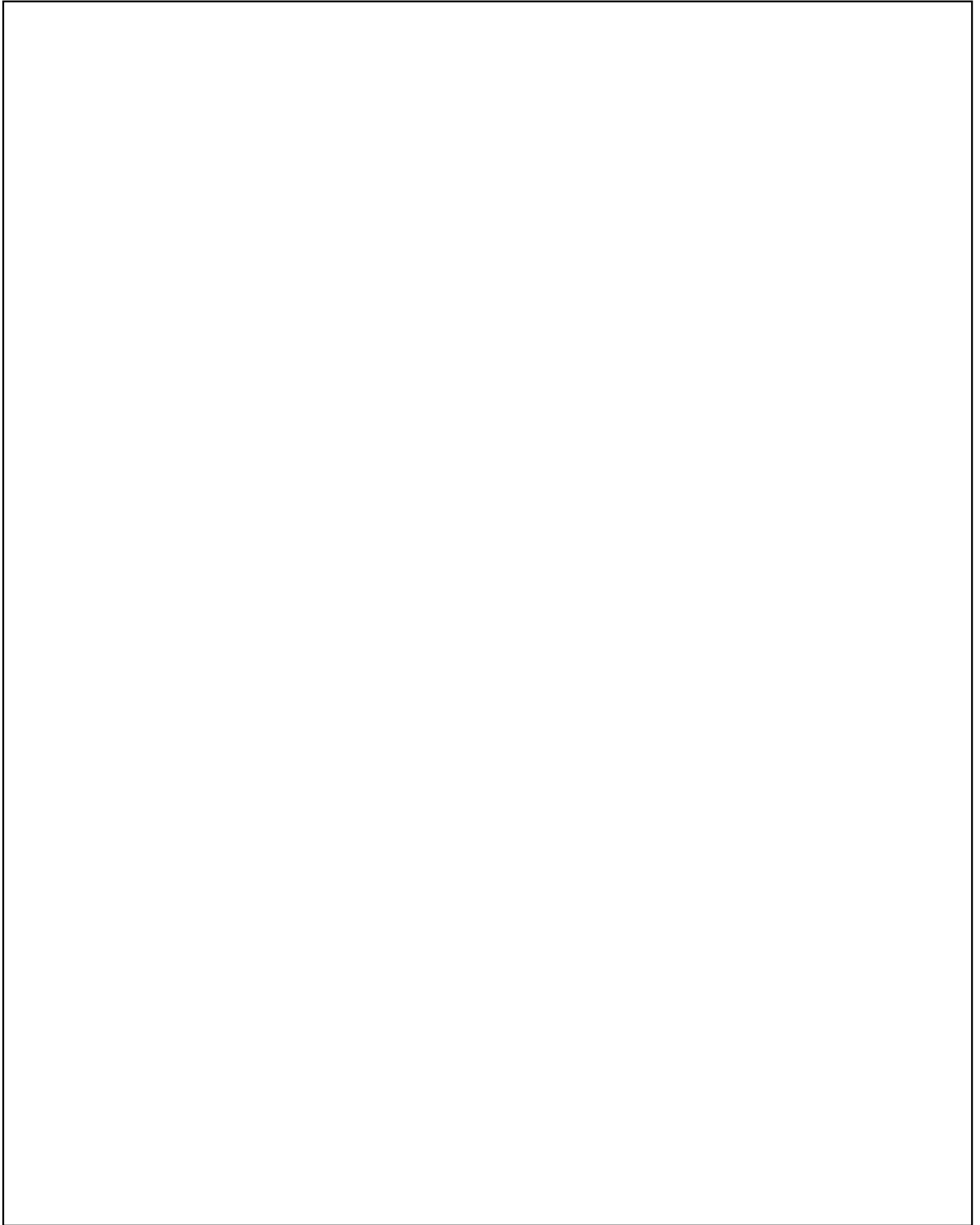
These programs adhere to UFV's mission of engaging learners, transforming lives, building community by providing local, regional, national, and global opportunities. Both programs also show a commitment to reconciliation, equity, and anti-racism in a variety of ways.

The subcommittee offered minor edits, as well as:

- Update proposals to reflect the new Faculty name of "Faculty of Business and Computing"
- Suggest to clarify workloads in the Budget Analysis, Part A, #3 of each of the appendices.

Suggested motions:

1. THAT Senate approve the International Business Post Baccalaureate diploma as submitted for submission to the Post-Secondary Institution Proposal System (PSIPS).
2. THAT Senate approve the Business Analytics Post Baccalaureate diploma as submitted for submission to the Post-Secondary Institution Proposal System (PSIPS).





MEMO

TO: APPC Expedited Program Approvals Subcommittee

From: Claire Carolan, Associate Director PDQA

RE: Post-Baccalaureate Diploma Proposals, Faculty of Professional Studies

DATE: December 2, 2022

Dear members of the APPC Expedited Program Approval Standing Committee,

Please find attached the proposals, appendices, and tracking sheets for two post baccalaureate diplomas 1) Business Analytics, 2) International Business submitted by the Faculty of Professional Studies for your review in accordance with section 7. of the Procedures for Expedited Program Approval (policy 21).

At the APC meeting in October 2021, the Provost requested proposals for post-baccalaureate diplomas to be processed through the expedited approvals process outlined in UFV policy 21b (Procedures for Expedited Approval). The attached proposals have been reviewed and/or recommended as follows:

1. Finance (Budget A & B Analysis) 2022-10-07
2. Library Assessment 2022-27
3. Faculty of Professional Studies Council 2022-10-14
4. University Wide Notification 2022-11-01 to 2022-11-08
5. Campus Wide Consultation 2022-11-01 to 2022-11-18
6. UEC Screening 2022-11-18
7. SBC 2022-11-24
8. UEC 2022-11-25
9. Vice-Provost 2022-11-25

The attached tracking sheets outline the revisions requested and made.

As you may be aware the various committee approvals have taken place slightly out of order out of necessity to meet Senate and PSIPS deadlines. Due to the necessary adaptation of the procedures, the Vice Provost's recommendation has been adjusted as follows. Had the process closely adhered to the procedures for policy 21b the Vice-Provost would make one of the following two recommendations:

- a. The proposed program(s) meets the criteria for expedited review process and can proceed through the rest of the expedited screening process.

b. The proposed program(s) does not meet the criteria for expedited process, therefore cannot proceed through the rest of the expedited screening process.

However, since the proposals had already been through most of the screening processes, I suggested the following two options for the Vice-Provost's response:

- a. The proposed program(s) has not satisfied the requested revisions made through the expedited screening process and cannot proceed to the APPC Expedited Process subcommittee.
- b. The proposed program(s) have satisfied the requested revisions made through the expedited screening process and can proceed to the APPC Expedited Process subcommittee.

The Vice-Provost responded with option b.

The suggested Motions are:

- 1. THAT the APPC Expedited Program Approvals Subcommittee has received recommendations from UEC and SBC; and reviewed the program proposal and appendices for the post-baccalaureate diploma in International Business as submitted and recommends the program to Senate.
- 2. THAT the APPC Expedited Program Approvals Subcommittee has received recommendations from UEC and SBC; and reviewed the program proposal and appendices for the post-baccalaureate diploma in Business Analytics as submitted and recommends the program to Senate.

The PDQA office respectfully requests your decision prior to January 2, 2023, to meet the deadline for submission to the January Senate meeting agenda.
Please do not hesitate to contact me with any questions or concerns.

Kind regards,

Claire

Claire Carolan, PhD
Associate Director, Program Development and Quality Assurance



SBC MEMORANDUM

TO: Dr. James Mandigo, APPC Chair
FROM: Jackie Hogan, Senate Budget Committee Chair
DATE: November 28, 2022
RE: Post-Baccalaureate Diploma Program Proposals: Business Analytics and International Business

At the November 24, 2022 Senate Budget Committee meeting, two post-baccalaureate program proposals came forward for review: Business Analytics Post-Baccalaureate Diploma and Business International Post-Baccalaureate Diploma.

D. McGuire, AVP, International, T. Ryder-Glass, Vice Provost and AVP Academic, and M. Brosinski, Director Budgets and Financial Planning spoke to the two program proposals noting that post-baccalaureate diploma programs are highly attractive to international students and up until now, UFV has been the only post-secondary institution in BC that does not offer post-baccalaureate diplomas. Additional comments were offered on the budget analysis as well as the requirements for computer lab space and library resource support.

The following two motions were carried:

MOTION:

THAT the Senate Budget Committee has reviewed the Business Analytics post-baccalaureate diploma program proposal and confirms the cost of implementation is adequately reflected in the analysis.

J. Feenstra/M. Benning

CARRIED

MOTION:

THAT the Senate Budget Committee has reviewed the International Business post-baccalaureate diploma program proposal and confirms the cost of implementation is adequately reflected in the analysis.

C. Campbell/ R. Karunanayaka

CARRIED



**Program Development – Expedited Process
Review, Recommendation & Approvals Tracking Sheet**

Proposed Program Name: International Business
Credential: post-baccalaureate diploma
PWG Chair: Kim Milnes
Dean: Chris Schinckus
Approval Process Type: Regular/**Expedited**

Finance:
 Budget A & B Analysis
 Received: 2022-10-07

Library Assessment:
 Received: 2022-10-27

Faculty/College Council
 Recommendation Date: 2022-10-14

University Wide Notification (5 business days)
 Posting Date: 2022-11-01

Recommendations for Revision	Response
My only real feedback and it is minor is that on the IB PDB there is a reference to BUS 420 as Virtual Communication – but this should be CMNS 420. BUS 420 is International Business – so I am not sure they want that course of the CMNS course.	PWG Response: Many thanks for this comment – yes, indeed, it is a typo. Sorry for that.
I am not sure if it is just me, but there seems to be an issue with the formatting in the letters of support from the Stó:lō Community Futures Corporation and Apply Board.	PDQA Response: Thank you – this has been reformatted
I scanned this and I see [the PWG] has centered Indigenizing and Decolonization – Is this your sense as well?	PDQA : Yes, I did feel like they had addressed Indigenization and decolonization. (. . .)If you are content with this then I will mark it as so on my list. R: Yes. I found it heartening.
We could be unnecessarily limiting the applicant pool by specifying “non-business” background in these post-baccalaureate programs.	TBD
I asked our FAA Advisors to have a look at these proposals because I didn’t think the Student Loan Eligibility statement was accurate. This has been	PWG Response:

<p>confirmed by our FAA team - these programs as currently presented will not be eligible for funding.</p> <p>The section from the policy manual that describes program eligibility is Section 2.3.1. Programs must offer a full-time course load of 100% each semester (15 credits), with no averaging between the semesters. UFV defines 100% course load at 15 credits.</p> <p>International students are not eligible for funding through StudentAidBC. Students must be a Canadian citizen, permanent resident, or protected person (with valid documentation) and be a BC resident for SABC funding. The “international exchange” funding criteria referred to is for BC residents/students studying in programs outside of Canada who want/need to access funding.</p>	<p>Thank for the comment. The proposal has been revised accordingly.</p> <p>These programs, by and large, are targeted for international students. UFV can figure out a way to create a few scholarships for domestic students if/when the need arises.</p>
<p>both proposals say that graduates must complete 45 upper-level credits. Yet neither program contains enough at the upper level to meet this requirement. Policy does not require the diploma to be all UL credits, so I expect this may be a cut and paste error. But wanted to draw your attention to it as it could be distraction for some as they review the proposals. Or I am misreading this . . .</p>	<p>PWG Response:</p> <p>This is indeed a cut and paste error. Apologies for that. The proposals have been corrected.</p>
<p>I believe there is a typo in the International Business proposal. What is included as BUS 420: Virtual Team Communication is actually a Communications course (CMNS 420: Virtual Team Communication).</p>	<p>Response:</p> <p>Many thanks for this comment – yes, indeed, it is a typo. Sorry for that.</p>

Campus Wide Consultation

Posting Date: 2022-10-28

Recommendations for Revision	Response
No recommendations given for this proposal	

UEC Screening

Submission Date: 2022-10-28

Meeting Date: 2022-11-18

Recommendations for Revision	Response
There are hidden pre-requisites in the admissions requirements. There are courses listed in the program that have (e.g., BUS 202, BUS 120, BUS 226, BUS 384, BUS 349, BUS 424)	PDQA response: Thank- you – this has been addressed in the proposal in the Admission and Transfer section and in the Calendar Copy
The proposal says that part-time study is possible	PDQA response: This is an error and has been corrected in the document
The proposal says that part-time study is possible	PDQA response: This is an error and has been corrected in the document
Entrance requirement. The calendar copy text lacks	PDQA response: updated post-consultation with the

clarity	Registrar
How to apply: It is hard to understand what they are trying to say here, recommend rewrite.	PDQA response: updated post-consultation with the Registrar
Basis for admission decision could use some way of ranking applications if we encounter capacity issues.	PDQA response: updated post-consultation with the Registrar
Continuance and probation: This section is problematic do they mean every course must have a C grade min? If so how does section B apply.	PDQA response: already addressed above.
Residency 15d) Incomplete but why are we considering allowing transfer credit?	PDQA response: updated post-consultation with the Registrar.
Maximum length of time to complete program 2 years, I do not think this is what is intended	PDQA response: this was an error – it has been corrected.
In the clean copy section, last paragraph it says “credit recognition can be offered to graduates with a UFV bachelor’s degree in business” the statement by itself does not make sense	PDQA response: updated post-consultation with the Registrar.

Vice-Provost Review & Recommendation

Date: 2022-11-25

Recommendations for Revision	Response
The proposed program(s) have satisfied the requested revisions made through the expedited screening process and can proceed to the APPC Expedited Process subcommittee.	PDQA: Thank you.

UEC

Meeting Date: 2022-11-25

Recommendations for Revision	Response
Unanimous recommendation for APPC subcommittee review	PDQA: Thank you.
Minor revisions to calendar copy requested by registrar re: residency, when to apply, transfer	PDQA: revisions made

SBC

Meeting Date: 2022-11-24

Recommendations for Revision	Response
Unanimous recommendation for APPC subcommittee review	PDQA: Thank you.

APPC Expedited Review Standing Committee

Meeting Date: 2022-12-14

Recommendations for Revision	Response
Update proposal documents to reflect new faculty name	PDQA: Updated
Edit Calendar Copy for section 6. Entrance requirements to match the text in the Business Analytics proposal.	PDQA: Change made. This section of the Calendar copy in both proposals (PBD BA & PBD ID) is now the same.
Request further clarification on faculty workload outlined in Budget A section 3 in the Appendices.	PDQA Response: To be addressed by Dean Schinckus at Senate meeting.
Recommendation for Senate approval	PDQA: Thank you.

Senate

Submission Date: 2023-1-5

Meeting Date: 2023-1-13

Recommendations for Revision	Response

PSIPS

Submission Date:

Approval Date:

Recommendations for Revision	Response



**Program Development – Expedited Process
Review, Recommendation & Approvals Tracking Sheet**

Proposed Program Name: Business Analytics
Credential: post-baccalaureate diploma
PWG Chair: Amir Hajbaba
Dean: Chris Schinckus
Approval Process Type: Regular/**Expedited**

Finance:
 Budget A & B Analysis
 Received: 2022-10-07

Library Assessment:
 Received: 2022-10-27

Faculty/College Council
 Recommendation Date: 2022-10-14

University Wide Notification (5 business days)
 Posting Date: 2022-11-01

Recommendations for Revision	Response
In the Business Analytics proposal, P3, third last paragraph says department of Statistics. This should say Dept of Mathematics & Statistics P10, second last paragraph says School of Mathematics, and this should be Dept of Mathematics & Statistics. In the appendix, P7 under Departments(s) involved. Department of Mathematics should be Mathematics & Statistics P31 under Summary, issue same as above, and under Rationale it says School of Mathematics. Change as above P32, after Dr. David Chu, change School of Mathematics to Department....	PWG Response: Good catch. The proposal has been revised accordingly.
I am not sure if it is just me, but there seems to be an issue with the formatting in the letters of support from the Stó:lō Community Futures Corporation and Apply Board.	PDQA Response: The letter has been re-formatted – thank you.

<p>Hi Claire, I scanned this and I see [the PWG] has centered Indigenizing and Decolonization – Is this your sense as well?</p>	<p>PDQA : Yes, I did feel like they had addressed Indigenization and decolonization. (. . .) If you are content with this then I will mark it as so on my list.</p> <p>R: Yes. I found it heartening.</p>
<p>We could be unnecessarily limiting the applicant pool by specifying “non-business” background in these post-baccalaureate programs.</p>	<p>TBD</p>
<p>I asked our FAA Advisors to have a look at these proposals because I didn’t think the Student Loan Eligibility statement was accurate. This has been confirmed by our FAA team - these programs as currently presented will not be eligible for funding.</p> <p>The section from the policy manual that describes program eligibility is Section 2.3.1. Programs must offer a full-time course load of 100% each semester (15 credits), with no averaging between the semesters. UFV defines 100% course load at 15 credits.</p> <p>International students are not eligible for funding through StudentAidBC. Students must be a Canadian citizen, permanent resident, or protected person (with valid documentation) and be a BC resident for SABC funding. The “international exchange” funding criteria referred to is for BC residents/students studying in programs outside of Canada who want/need to access funding.</p>	<p>PWG Response:</p> <p>Thank for the comment. The proposal has been revised accordingly.</p> <p>These programs, by and large, are targeted for international students. UFV can figure out a way to create a few scholarships for domestic students if/when the need arises.</p>
<p>both proposals say that graduates must complete 45 upper-level credits. Yet neither program contains enough at the upper level to meet this requirement. Policy does not require the diploma to be all UL credits, so I expect this may be a cut and paste error. But wanted to draw your attention to it as it could be distraction for some as they review the proposals. Or I am misreading this . . .</p>	<p>PWG Response:</p> <p>This is indeed a cut and paste error. Apologies for that. The proposals have been updated accordingly</p>

Campus Wide Consultation

Posting Date: 2022-10-28

Recommendations for Revision	Response
<p>This is just some technical stuff I've noticed.</p> <ul style="list-style-type: none"> Page 4 of CLEAN COPY claims 48 credits, but it's only 47. 	<p>PWG Response:</p> <p>Thank- you, corrections have been made.</p>

- In Appendices, Calendar Copy #8, bullet points shouldn't refer to "you" but to "applicant(s)", for consistency.
- In Appendices, Calendar Copy #15a, what does this mean: "a minimum CGPA of 2.00 must be maintained in the courses when considered separately"? CGPA is Cumulative GPA, so it always refers to all courses that a student has taken so far in a program.
- In Appendices, Calendar Copy #15d, "...at UFV" is missing from the end of the first sentence.
- In Appendices, Calendar Copy #15e, the requirement of 45 upper-level credits is obviously wrong.
- In Budget Analysis Part A, middle of page 8, there are several issues with a few paragraphs. I've highlighted below.

Upper-level courses (3xxx) and (4xxx) have a class size of 25 (no, not all) while lower-level courses (1xxx and 2xxx) have a class size of 36 (no, not all). Each course has 45 contact hours (no, not all).

Admission to the program requires completion of 48 upper-level credits (Note that UFV's BSc requires only 44 upper-level credits) with a minimum GPA of 2.5 on the last 18 credits of university-level-courses attempted. The degree can be completed in four full-time semesters. Part-time study and prior learning assessment and recognition (PLAR) are also possible. Program completion will require 48 upper-level credits with a cumulative GPA of 2.0 from the prescribed upper-level courses in the program. (copied from elsewhere in error?)

UEC Screening

Submission Date: 2022-10-28

Meeting Date: 2022-11-18

Recommendations for Revision	Response
There are hidden pre-requisites in the admissions requirements. There are courses listed in the program that have (e.g., BUS 202, BUS 120, BUS 226, BUS 384, BUS 349, BUS 424)	PDQA response: Thank- you – this has been addressed in the proposal in the Admission and Transfer section and in the Calendar Copy
The proposal says that part-time study is possible	PDQA response: This is an error and has been corrected in the document
Entrance requirement. The calendar copy text lacks clarity	PDQA response: updated post-consultation with the Registrar
How to apply: It is hard to understand what they are trying to say here, recommend rewrite.	PDQA response: updated post-consultation with the Registrar
Basis for admission decision could use some way of ranking applications if we encounter capacity issues.	PDQA response: updated post-consultation with the Registrar
Continuance and probation: This section is problematic do they mean every course must have a C grade min? If so how does section B apply.	PDQA response: already addressed above.
Residency 15d) Incomplete but why are we considering allowing transfer credit?	PDQA response: updated post-consultation with the Registrar.
Maximum length of time to complete program 2 years, I do not thing this is what is intended	PDQA response: this was an error – it has been corrected.
In the clean copy section, last paragraph it says “credit recognition can be offered to graduates with a UFV bachelor’s degree in business” the statement by itself does not make sense	PDQA response: updated post-consultation with the Registrar.

Vice-Provost Review & Recommendation

Date: 2022-11-23

Recommendations for Revision	Response
The proposed program(s) have satisfied the requested revisions made through the expedited screening process and can proceed to the APPC Expedited Process subcommittee.	PDQA: Thank you.

UEC

Meeting Date: 2022-11-25

Recommendations for Revision	Response
Unanimous recommendation for APPC subcommittee review	PDQA: Thank you.
Minor revisions to calendar copy requested by registrar re: residency, when to apply, transfer	PDQA: revisions made

SBC

Meeting Date: 2022-11-24

Recommendations for Revision	Response
Unanimous recommendation for APPC subcommittee review	

APPC Expedited Review Standing Committee

Meeting Date: 2022-12-14

Recommendations for Revision	Response
Update proposal documents to reflect new faculty name	PDQA: Updated
Request further clarification on faculty workload outlined in Budget A section 3 in the Appendices.	PDQA Response: To be addressed by Dean Schinckus at Senate meeting.
Recommendation for Senate approval	PDQA: Thank you.

Senate

Submission Date: 2023-1-5

Meeting Date: 2023-1-13

Recommendations for Revision	Response

PSIPS

Submission Date:

Approval Date:

Recommendations for Revision	Response



MEMO

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

From: Secretariat office

Date: January 4, 2023

Re: Vacant Positions on APPC as of July 31, 2023

Terms of office will be ending on July 31, 2023 for the following members on APPC:

- Dale McCartney – Faculty
- Lin Long - Faculty
- Deanna Devitt – Staff
- Aiden Haagensen – Student Senator

The Secretariat office will make a call to senators in early February to fill positions on APPC and other standing committees, followed by call to non-senators, from February 21 to March 14, 2023. An Expression of Interest form will be made available at that time.



MEMORANDUM

Academic Planning and Priorities Committee

APPC Chair: James Mandigo

APPC Assistant: Melinda Saretzky

TO: Dr. Joanne MacLean, Chair, Senate

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

CC: Dr. Allyson Jule, Dean, Faculty of Education, Community and Human Development
Dr. Claire Carolan, Associate Director, Program Development and Quality Assurance

DATE: January 3, 2023

RE: Teacher Education Program Review

The Teacher Education Program Review within the Faculty of Education, Community, and Human Development underwent a program review in 2021-22. The Academic Planning and Priorities Committee reviewed all of the documentation related to the program review and accepted them at its December 14, 2022 meeting and recommend to Senate for approval.

The APPC recognized this excellent program review and notes that the external reviewers provided minimal recommendations, all of which have a reasonable action plan. The reviewers recognized that “there is a strong curriculum embedding a social justice lens, EDID, and Indigenous ways of knowing.” Discussion was had regarding some improvements that could be made, which include social justice, utilization of current resources, hiring of Indigenous faculty, review of how FTE’s are counted, and work/life balance for instructors. It was also noted that discussions are in place for potential five-year Bachelor of Education program which could potentially help with the Ministry’s current mandate regarding labour shortages through International recruitment.

SUGGESTED MOTION:

THAT Senate accept the Dean’s Summary Report of the Teacher Education Program Review as presented.

Attachments:

- Dean’s Summary Report

Remainder of the documents located:

- UFV Drive: H:\UFVinfo\APPC\TED Program review
- Blackboard: COM-APPC (Senate Committee – APPC)