

AGENDA

Academic Planning and Priorities Committee

Wednesday, October 4, 2023 - 2:30 PM
Abbotsford Campus, Room A225A225

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 - APPC**

MOTION: That APPC approve the minutes of May 17, 2023 APPC meeting as presented.

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- 2.3. Minutes - SBC**

MOTION: That APPC approve the minutes of the June 8, 2023 Senate Budget Committee meeting as presented.

- 3. PROVOST'S REPORT**
- 4. BUSINESS ITEMS**

- 4.1. Vice-Chair Election**

MOTION: That APPC approve _____ as Vice Chair of APPC with a term of Oct 5, 2023 – August 31, 2024.

- 4.2. Formation of Expedited Program Review subcommittee**

Committee Composition

- Chair and Vice-Chair
- 3 faculty members
- Term Oct 5, 2023 - August 31, 2024

MOTION: That APPC approve _____ as members of the Expedited Program Review Standing Subcommittee with a term of October 5, 2023 – August 31, 2024.

Procedure: <https://www.ufv.ca/senate/standing-committees/appc/expedited-program-approval-process/>

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4.3. New Program – Stage 1 - Journalism minor

Full program proposal and concept paper are available in either of these locations:

- S:\Public\UFVinfo\APPC
- Blackboard – Organization “COM-APPC (Senate Committee – APPC)”

MOTION: That the APPC has reviewed the Journalism minor program proposal and confirms the cost of implementation is adequately reflected in the analysis, verifies that it meets UFV standards and criteria for new academic program and recommends moving forward for Ministry review.

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4.4. Program Suspension Renewal - Graduate Certificate, Program Evaluation

MOTION: That the APPC has reviewed the Graduate Certificate, Program Evaluation program suspension renewal proposal and confirms the budget implications are accurately reflected.

4.5. Update on Institutional Learning Outcomes project – Aweenet Sivia

5. INFORMATION ITEMS

5.1. Senate Items – June 2, 2023

- Restructuring of SLUEC
- Chemistry Program Review
- MSW BSW Program Review

5.2. Board Items – June 8, 2023

- Restructuring of SLUEC
- Program Report and Plan
- Program Discontinuance – Bachelor of Science in Nursing, Fast Track
- Program Discontinuance – Hospitality Event Planning certificate
- Program Discontinuance – Associate of Arts, Theatre option
- New School of Communication

5.3. Senate Items – Sept 15, 2023

- SBC report re: University’s properties, buildings, and structures

6. ADJOURNMENT and NEXT MEETING

Next Meeting: November 1, 2023; 2:30-4:30pm; Room A225



**Draft Minutes
Academic Planning and Priorities Committee**

Wednesday, May 17, 2023 - 2:30 PM
Abbotsford Campus, Room A225

Present : Tracy Ryder Glass (Chair), Aiden Haagensen, Awneet Siva, Camille Callison, Claire Carolan, Dale McCartney, David Johnston, Deanna Devitt, Derek Ward-Hall, Garry Fehr, Gerry Palmer, Lin Long, Nathan Bialas, Pedro Montoya-Pelaez, Shirley Hardman, Sundeep Hans, Vlad Dvoracek, Sarah McLean (Recorder)

Guests: Curtis Magnuson, Lucy Lee, James Mandigo

Regrets: Al Wiseman, Alisa Webb, Betty Poettcker, Claire Carolan, David McGuire, Karn Dhillon, Lin Long, Nathan Bialas, Nicola Mooney, Peter Geller, Rupinder Sandhu, Shelley Canning, Shelley Stefan, Sylvie Murray, Vandy Britton,

1. CALL TO ORDER and TERRITORIAL ACKNOWLEDGEMENT

T. Ryder-Glass called the meeting to order at 2:39pm and gave a territorial acknowledgement. S. Hans acknowledged that it is International Day Against Homophobia, Biphobia, and Transphobia today, May 17.

2. APPROVALS

2.1. Agenda

MOTION:

That APPC approve the agenda as presented.

G. Palmer/P. Montoya-Pelaez

CARRIED

2.2. Minutes

MOTION:

That APPC approve the minutes of April 19, 2023 as presented.

D. Ward-Hall/G. Palmer

CARRIED

3. BUSINESS ITEMS

3.1. Restructuring of School of Land Use and Environmental Change

Dr. L. Lee, Dean, Faculty of Science defended the motion to reconfigure the School of Land Use and Environmental Change (SLUEC) in response to caution offered regarding the vitality and importance of interdisciplinarity and explained two smaller departments under one house

will promote autonomy and will still allow for collaboration, advancement, and growth.

MOTION:

THAT APPC approve and recommend to Senate the restructuring of the School of Land Use and Environmental Change into two new departments.

G. Palmer/D. Ward-Hall

CARRIED

3.2. Strategic Enrolment Management (SEM) Operation Plan

D. Johnston, Registrar and AVP, Enrolment presented the Strategic Enrolment Management Operational Priorities Plan for 2023/24, highlighting SEM framework, strategy, and goals, and the top 5 actions resultant of the SEM Planning Tool before unfolding actions within the Plan organized by three areas of focus: Admissions, Retention, and Indigenization and EDI.

Acting President and Vice-Chancellor, Dr. J. Mandigo clarified the Plan is a multi-year plan and is in response to what was heard from the UFV community. The floor opened to questions and comments where discussion ensued on the topic of international diversification.

3.3. Strategic Enrolment Management (SEM) 2030-31 Targets

V. Dvoracek, AVP Institutional Research and Planning presented the Strategic Enrolment Management 2030/31 targets, highlighting demographics of the Fraser Valley College Region and UFV FTEs, and domestic and international FTE enrolment forecast planning. It was noted by 2030 domestic FTEs will increase 17% and international targets will sit 33% higher than pre-COVID. He emphasized the seven-year plan is the first of its kind for the University and explained targets are by program and by headcount, which will give direction and inform the annual budget.

The floor opened to questions and comments where it was clarified this is an iterative process – the Plan will be reviewed each year to ensure alignment with institutional goals and will also feed into capital planning and inform long-term investments. Discussion ensued on strategic and targeted program funding.

4. PROVOST'S REPORT

T. Ryder-Glass gave thanks to the committee for its participation in an e-vote on the APPC/SBC amalgamated Terms of Reference.

5. INFORMATION ITEMS

5.1. E-vote: APPC Terms of Reference

An electronic vote was conducted from April 25-28, 2023 due to the timing urgency of requiring Senate approval and because substantive discussion has already occurred, the APPC Chair and Vice-Chair have determined that the following electronic vote was necessary before the next meeting.

Academic Planning and Priorities Committee
May 17, 2023

MOTION: That the Academic Planning and Priorities Committee approve and recommend to the Senate Governance Committee for approval the amalgamated APPC/SBC Terms of Reference as presented.

Quorum was achieved with 14 votes received and motion was carried.

5.2. Senate Items - April 14, 2023

- Program Suspension - English Language Studies
- Program Suspension – Migration and Citizenship Graduate certificate and diploma
- Program Suspension – Bachelor of Integrated Studies, Applied Management Concentration

5.3. Senate Items – May 5, 2023

- New School of Communication
- 2023 Program Report and Plan
- APPC Annual Report
- Program Discontinuance - Associate of Arts, Theatre option
- Program Discontinuance - Hospitality Event Planning certificate
- Program Discontinuance - Bachelor of Science in Nursing Three-year Fast Track option

6. ADJOURNMENT and NEXT MEETING

T. Ryder-Glass/G. Fehr

CARRIED

Next Meeting: June 21, 2023



MINUTES
Senate Budget Committee
Thursday, June 8, 2023 - 10:00 AM
Abbotsford Campus - Room A225/Zoom

Present: Al Wiseman, Carol Dickson (Zoom), Chris Campbell, Chris Schinckus, Jackie Hogan (Chair), Liana Thompson, Mark Brosinski, Manjot Benning (Zoom), Moninder Grewal, (Zoom) Nicole Adams, Ruwan Karunanayaka (Zoom), Tracy Ryder-Glass, and Zina Lee
Regrets: Betty Poettcker, Joel Feenstra, Marnie Wright, Teresa Arroliga-Piper, Vlad Dvoracek
Guests: Mark Goudsblom
Recorder: Sarah McLean

1. WELCOME and TERRITORIAL ACKNOWLEDGEMENT

Before giving a territorial acknowledgment, J. Hogan welcomed everyone to the meeting and thanked the committee for accommodating the change in meeting schedule and acknowledged this marks the final SBC meeting (before SBC-APPC amalgamation).

2. ITEMS for ADOPTION

2.1. Agenda - June 8, 2023

MOTION:

THAT the Senate Budget Committee adopt the agenda as presented.
Z. Lee/M. Benning
CARRIED

2.2. Minutes - April 20, 2023

MOTION:

THAT the Senate Budget Committee approve the minutes as presented.
T. Ryder-Glass/C. Dickson
CARRIED

3. BUSINESS

3.1. 2024-25 Draft Budget Principles and Financial Environment

M. Brosinski, Director, Budgets & Resource Planning reviewed the 2024/25 Financial Planning Environment before presenting the 2024/25 Draft Budget Principles, enclosed in the agenda package, noting the principles remain unchanged from the year prior and will guide development of the 24/25 annual consolidated budget.

The floor opened to questions/comments:

A question was raised regarding the province's new initiative, the *Future Ready Action Plan*, where it was clarified the focus is currently towards technology programming as well as short-term programs not currently eligible

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June 8, 2023

for funding, mainly in Continuing Education.

MOTION:

THAT the Senate Budget Committee recommends the 2024-25 Draft Budget Principles to Senate as presented.

C. Schinckus/C. Campbell

CARRIED

4. DISCUSSION

4.1. Capital Projects and Plan

M. Goudsblom, AVP, Campus Planning & Facilities Management presented on institutional capital projects and plans, providing a high-level overview of the draft Five-Year Capital Plan submission to the Ministry before providing an update on major capital projects including: completion of D-bldg 3rd floor; CEP building 1041 upgrades (in progress), Mission campus renovation (in progress), GDD relocation (completed 2022); Dining Hall expansion (in design); Student Housing (in validation), and the Multi-Media Performance Lab (in design). A timeline highlighting target completion dates was shared in addition to photos and renderings.

A department head committee member extended thanks for all the work completed and in progress and reported there is great faculty enthusiasm for D3 renovations.

5. INFORMATION ITEMS

5.1. SBC-APPC amalgamation update

A. Wiseman provided an update on the SBC-APPC amalgamation noting Senate approved the amalgamation in April and an initial Terms of Reference for the amalgamated committee received Senate approval in May.

6. ADJOURNMENT

J. Hogan acknowledged today's meeting serves as the final meeting for the Senate Budget Committee and extended thanks and appreciation to committee members for their commitment and service over the years.

The meeting was adjourned at 11:08am.



MEMO

TO: APPC

FR: Claire Carolan, Associate Director, PDQA

RE: College of Arts new program proposal – Journalism Minor

DATE: September 20, 2023

The College of Arts has submitted a new program proposal for a minor in Journalism.

The following documents are being submitted to APPC in accordance with UFV policy 21, Undergraduate Course and Program Approval for verification that it meets the standards and criteria required before being forwarded to the Ministry of Post-Secondary Education and Future Skills for posting to PSIPS (Post-Secondary Institution Proposal System), DQAB (Degree Quality Assessment Board) review and Minister's decision on the proposed program.

Please find attached the following documents:

- 1) Full Journalism minor program proposal
- 2) Journalism minor program proposal appendices
- 3) Journalism minor program proposal approvals process tracking sheet



**Program Development
Review, Recommendation & Approvals Tracking Sheet**

Proposed Program Name: Journalism
Credential: minor
PWG Chair(s): Rashad Mammadov
Dean: Sylvie Murray
Approval Process Type: Regular Stage 1

Concept Paper Approval: (SALT review March 20, 2020)

Determination of Degree: 2022-01-10

Finance:
 Budget A & B Analysis
 Received: 2023-03-15

Library Assessment:
 Received: 2023-02-09

Faculty/College Council
 Recommendation Date: January 13, 2023

Recommendations for Revision	Response
Rationale for the higher than required number of upper-level credit requirements	Provided a rationale for the higher than required number of upper-level credit requirements, stating that due to the removal of the extended minor option from the proposal, there was a need to move two upper-level courses from extended minor to the minor.
	Replaced the canceled <i>CMNS 300: Introduction to the Practice of Journalism</i> with the newly developed <i>CMNS 201: Foundations of Journalism Practice</i> as a journalism foundations prerequisite in <i>CMNS 311: Investigative Reporting</i> and <i>CMNS 499: Special Topics in Journalism Practice</i> .

APPC:
Meeting Date:

Recommendations for Revision	Response

PSIPS 30-day Peer Review

Posting date:

Recommendations for Revision	Response

DQAB

Posting Date:

Recommendations for Revision	Response

UEC Screening

Submission Date:

Meeting Date:

Recommendations for Revision	Response

CWC

Meeting Date:

Recommendations for Revision	Response

UEC

Meeting Date:

Recommendations for Revision	Response

APPC

Meeting Date:

Recommendations for Revision	Response

Senate

Submission Date:

Meeting Date:

Recommendations for Revision	Response

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NOTE: Proposals may be required to return to PSIPS and DQAB for final approval at this point.

Recommendations for Revision	Response



MEMO

TO: Tracy RyderGlass, Acting Provost & Vice President Academic
FR: Claire Carolan, Associate Director, PDQA
CC: Melinda Saretzky, Assistant to the Provost
RE: Suspension Renewal, Graduate Certificate, Program Evaluation
DATE: September 8, 2023

Dear Tracy,

Please find attached for your review and approval a memo from Dr. Sylvie Murray, Dean, College of Arts, requesting a program suspension renewal of an additional two years for the Graduate Certificate in Program Evaluation in accordance with [policy 222, Suspension and Discontinuance](#).

This program was approved for two-year suspension by Dr. James Mandigo on April 6, 2021, at the request of then College of Arts Dean Dr. Jacqueline Nolte. The original suspension memos are attached for your convenience.

Attachments:

- Memo – Program Suspension Renewal
- Memo – Program Suspension Request
- Memo – Program Suspension Approval



MEMO

To: Tracy RyderGlass, Acting Provost and VP, Academic

From: Sylvie Murray, Dean, College of Arts

Cc: Melinda Saretzky, Assistant to the Provost & VP Academic, Garry Fehr, AVP Research and Graduate Studies; Claire Carolan, Associate Director, PDQA

Subject: Renewal - Program Suspension: Graduate Certificate, Program Evaluation, Graduate Studies, College of Arts

Date: August 23, 2023

SECTION 1 - Program Information

Graduate Certificate, Program Evaluation, Graduate Studies, School of Culture, Media and Society, College of Arts

The Graduate Certificate in Program Evaluation (PREV) in the School of Culture, Media and Society, College of Arts, offers a four-course graduate certificate aimed at evaluating projects, policies, programs, regulations, and other initiatives to determine their relevance, success, and cost-effectiveness. The program offers one course per semester in the Fall and Winter semesters. Students move through the program as a cohort. There has been one graduating class in 2019-20, and four students graduated at the end of Winter 2021. The program is offered exclusively online.

SECTION 2 - Effective Date

Fall 2023

SECTION 3 - Length of Suspension

Request suspension for:

- 1 year
 - 2 years
-

SECTION 4 – Rationale

The purpose of the program suspension extension is to complete a major program change including the work outlined in the original suspension rationale submitted by Dr. Jacqueline Nolte (please see attached). The original suspension began in the second year of the Covid-19 pandemic which has contributed in part to the delay. Additionally, there have been a number of faculty vacancies and hires during the suspension period.

SECTION 5 – Work Plan

This extension will be used to finalize revisions to course outlines and program prerequisites in relationship to revisions currently underway in Sociology. The Program Evaluation updates could be dependent on changes in Sociology and as such having the two programs move through the approval process at the same time is the most efficient.

Describe how this additional suspension time will be used to address the reasons for suspension.

SECTION 6 - Consultation

The College of Arts Council was consulted and approved renewal of the suspension at its March 24, 2023 meeting. The School of Culture, Media and Society agrees with the request for renewal. Dr. Garry Fehr, AVP Research and Graduate Studies, agrees with the request for renewal.



SECTION 7 - Accommodation Plan

Given that no student is currently enrolled in the program, no accommodation plan is necessary.

SECTION 8 - Communication Plan

The Academic Calendar currently states that ``the program is unavailable until further notice. See https://www.ufv.ca/calendar/current/GraduateStudies/GRAD_PREV.htm

No further communication is necessary.

SECTION 9 – Additional Relevant Information

If applicable, list here and attach any other supporting documents.



MEMORANDUM

TO: APPC, Senate, Board of Governors
FROM: James Mandigo, Provost & VP, Academic
DATE: April 6, 2021
RE: Program Suspension – Graduate certificate in Program Evaluation

For the reasons outlined in the attached memo from Jacqueline Nolte, Dean, College of Arts, dated March 22, 2021 and as per the Discontinuance Policy (222), I have approved the two-year suspension for the Graduate certificate in Program Evaluation offered through the College of Arts. The suspension is effective starting Fall 2021 and will be expected to be reinstated, at the latest, by Fall 2023. It was noted that the program working group will be working on reinstating the program for Fall 2022.

Attachment:

- Memo from College of Arts



MARCH 22, 2021

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

FROM: JACQUELINE NOLTE, COLLEGE OF ARTS

PROGRAM: GRADUATE CERTIFICATE IN PROGRAM EVALUATION, GRADUATE STUDIES, COLLEGE OF ARTS

SUBJECT: PROGRAM REINSTATEMENT
 PROGRAM SUSPENSION
 PROGRAM SUSPENSION RENEWAL
 PROGRAM DISCONTINUANCE

[SEE more detailed instructions in Program Suspension & Discontinuance Manual]

PROGRAM REINSTATEMENT

- 1) Confirm the term that the program is to be reinstated for;
- 2) Provide a summary of the program’s readiness to be reinstated; (if changes to the program were made, provide UEC approval dates)
- 3) Attachments: (All supporting documents, eg. Memo from the Department)

PROGRAM SUSPENSION or SUSPENSION RENEWAL

- 4) Program information (credential, department/school, etc.);

The Graduate Certificate in Program Evaluation (PREV) in the College of Arts offers a four course graduate certificate aimed at evaluating projects, policies, programs, regulations, and other initiatives in order to determine their relevance, success, and cost-effectiveness. The program offers one course per semester in the Fall and Winter semesters. Students move through the program as a cohort. There has been one graduating class in 2019-20. And there are four students that will graduate at the end of Winter 2021. The program is offered exclusively online.

- 5) What term would the program suspension would take effect;

The suspension would come into effect for September 2021.

- 6) Length of time the program is suspended for (up to two academic years);

The program would be suspended for two years, until September 2023 at the latest. The aim of the PREV working group is to have the program revised in time for an intake in September 2022, but as Covid continues to teach us, a two-year suspension will provide the option of a back-up plan should the program revisions need additional time.

- 7) A rationale for suspension that is clear and comprehensive;

To date the program has had two cohorts. Both cohorts have had 8-12 students and have never registered at full capacity. The second cohort started off with a solid number of students, but because of Covid saw a high attrition rate. This was not due to the program plan, but more to the fact that the

students were mainly working in the health care field and were called to frontline duty, which was stressful and exhausting. The students that left the program simply did not have time to continue. Four students have continued. Two students work in health care administration, one in non-profit, and one in higher-education administration. They are completing their final course now (Winter 2021). Those that left the program last winter have expressed interest in returning to the program once Covid is better under control. However, the design of the program does not allow these students to rejoin a cohort in a timely manner.

Also based on formal and informal feedback from students it has become apparent that the course content is not directly meeting their workplace training needs. The original conception of the Program Evaluation Certificate was heavily focused on public policy evaluation, however the students attracted to the program are coming from the non-profit, higher-education and applied health care field. As a result, portions of the courses do not directly relate to the work they are aiming to do. Students have also expressed that the heavy workload of each course over a semester-long stretch is challenging for students working full time in high-stress occupations. Upon reflection, there are revisions that could be made to strengthen the program to better address the context students in the program are interested in.

In addition, we have learned that students would benefit from an experiential learning component to the program (e.g., capstone or community based evaluation project). This would enhance the program by incorporating applied practice to enhance the theory components.

Currently there are only two applicants for Fall 2021, with one of those two applications incomplete. Covid is still a major barrier in recruiting students, as non-profit and health care workers are still very much consumed by the pandemic. As a result of low projected enrolment for 2021-22 this suspension is being requested so that the time can be used to revise the program to better meet the needs of the students and the work environments they are striving to engage in.

This suspension will allow the PREV faculty team to redesign the certificate to include micro-courses that stack to equal credit courses. This will help to provide flexibility for students with demanding workloads and those that are wanting to return to complete the program. This approach could also attract community employers looking for specific training in individual areas of program evaluation such as cost-benefit analysis or designing logic models without having to invest in the full cohort approach.

These revisions would serve to increase enrolment by moving away from a strictly cohort model and toward a flexible ongoing intake model. The PREV team would also like time to explore aligning the program to the Centre for Health and Social Innovation (CHASI) so that students in the PREV program could benefit from a capstone project work supervised by a faculty member with expertise in an area of evaluation that directly relates to their interests or needs. The wide variety of faculty associated to CHASI have this expertise.

Finally, the PREV faculty team originally consisted of Yvon Dandurand, Adrienne Chan, Martha Dow, Katherine Watson, and Linda Pardy. Yvon and Adrienne have retired and Katherine will be retiring this spring. Time is needed for Martha and Linda to revise and reshape the certificate, and while interest for Fall 2022 is low for this next coming year now is the perfect opportunity.

- 8) The summary of consultation with stakeholders, including Faculty Council approval date;

The notice of the suspension was presented at College of Arts Council on March 26th. There were no comments or concerns raised. Dr. Garry Fehr and the Research, Engagement & Graduate Studies Office has received a copy of this suspension request. The faculty, including one sessional instructor that has taught in the program, have been consulted. In addition, ways to enhance the program have been discussed with the current students.

- 9) A plan to accommodate students already enrolled in the program or to otherwise mitigate the effects of the suspension.

Students currently in the program will graduate at the end of Winter 2021. There is only one student to notify in terms of the program not starting again until September 2022. The need to mitigate student disruption is low.

- 10) Attachments: (All supporting documents, eg. Memo from the Department)

PROGRAM DISCONTINUANCE

- 1) Program Information (credential, department/school, etc.);
- 2) The summary of consultation with stakeholders, including Faculty Council approval date;
- 3) Suggested motion:

MOTION:

That APPC recommends to Senate the discontinuance of the [PROGRAM] in the Faculty of [NAME OF FACULTY], effective [EFFECTIVE DATE].

- 4) Attach Program Discontinuance Proposal plus any other supporting documents.
- 5) Section III- Rationale and Section IV-Transition Plan of the Program Discontinuance Proposal document may be included in this memo or attached as a separate document.