AGENDA
Academic Planning and Priorities Committee

Wednesday, November 1, 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.

2.2. **Minutes**

    MOTION: That APPC approve the minutes of October 4, 2023 APPC meeting as presented.

3. **PROVOST'S REPORT**

4. **BUSINESS ITEMS**

4.1. **Interim Procedures – Expedited Program Review Process**

    MOTION:That the APPC has reviewed the interim Expedited Approval Process and approve as presented.

4.2. **Expedited Program - Post-baccalaureate diploma, Digital Communication and Promotion**

    Full Program Proposal located here:
    - S:\Public\UFVinfo\APPC
    - Blackboard – Organization "COM-APPC (Senate Committee – APPC)"

    MOTION: That the APPC has reviewed the proposal for the Digital Communication and Promotion post-baccalaureate diploma, and the proposed program's budgetary analysis and recommends it to Senate for development.

5. **INFORMATION ITEMS**

5.1. **Senate Items – October 20, 2023**
    - Program Suspension renewal: Graduate cert in Program Evaluation

6. ADJOURNMENT and NEXT MEETING
Next Meeting: November 29, 2023; 2:30-4:30pm; Room A225

UNIVERSITY
OF THE FRASER VALLEY

Minutes
Academic Planning and Priorities Committee
Wednesday, October 4, 2023 - 2:30 PM
Abbotsford Campus, Room A225

Present: Tracy Ryder Glass (Chair), Al Wiseman, Alisa Webb, Awneet Sivia, Betty Poettcker, Chris Campbell, Claire Carolan, David McGuire, David Johnston, Garry Fehr, Gillian Hatfield, Jackie Hogan, Liana Thompson, Mark Brosinski, Michael Hitch, Nathan Bialas, Nicola Mooney, Pedro Montoya-Pelaez, Samantha Hannah, Shirley Hardman, Sylvie Murray, Teresa Kisilevich, Vlad Dvoracek, Zina Lee, Rashad Mammadov (guest), Melinda Saretzky (recorder)

Regrets: Camille Callison, Gerry Palmer, Shel Stefan, Sundeep Hans, Vandy Britton

1. **CALL TO ORDER and TERRITORIAL ACKNOWLEDGEMENT**

   Quorum was confirmed and territorial acknowledgment was given.
   First meeting of APPC and SBC amalgamation, welcome to the many new and returning members.

2. **APPROVALS**

   2.1. **Agenda**

   MOTION: That APPC approve the agenda as presented.
   N. Mooney/2nd C. Campbell.
   Carried.

   2.2. **Minutes - APPC**

   MOTION: That APPC approve the minutes of May 17, 2023 APPC meeting as presented.
   S. Murray/2nd P. Montoya-Pelaez.
   Carried.

   2.3. **Minutes - SBC**

   MOTION: That APPC approve the minutes of the June 8, 2023 Senate Budget Committee meeting as presented.
   T. Kisilevich/2nd J. Hogan.
   Carried.

3. **PROVOST'S REPORT**

4. **BUSINESS ITEMS**

    4.1. **Vice-Chair Election**

    MOTION**:** That APPC approve Jackie Hogan as Vice Chair of APPC with a term of Oct 5, 2023 – August 31, 2024.
    S. Hannah/2nd M. Hitch.
    1 abstention.
    Carried.

    4.2. **Formation of Expedited Program Review subcommittee**

    So far, there could be two programs coming through the expedited program review process, the committee would review the proposals and make a recommendation to Senate on behalf of the APPC.

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

    MOTION**:** That APPC approve Gillian Hatfield, Nathan Bialas, Zina Lee as members of the Expedited Program Review Standing Subcommittee with a term of October 5, 2023 – August 31, 2024.
    N. Mooney/2nd S. Murray.
    Carried.

    4.3. **New Program – Stage 1 - Journalism minor and extended minor**

    The Academic Planning and Priorities Committee (APPC) (while also assuming the role of Senate Budget Committee due to the amalgamation of both committees) reviewed the Stage 1 Program Proposal for the Journalism minor.

    The Ministry had determined that this program be submitted as a new degree. The Journalism minor and extended minor concept paper was approved by Senate in June 2020 and therefore the Stage 1 proposal requires a review on both a program and budget lens before it goes to the Ministry (DQAB) for review. The feedback received confirms that students are interested journalism as a personal interest, even though Freelance journalism is on the decline. One reason may be due to the multitudes of misinformation circulating and while there is not a specific course dedicated to this, the courses focus on the ethical nature of true journalism. The program working group believes this program will attract other students such as Science and does not believe it will detract from other programs. The support letters reflect the agencies that expressed

interest in this program. Organizations need a hub to reach out to and it was the hope of the PWG that this program could be that hub.

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.
N. Mooney/2nd S. Murray.
Carried.

4.4. Program Suspension Renewal - Graduate Certificate, Program Evaluation

The program suspension renewal requires budget consultation from the Academic Planning and Priorities Committee (APPC), assuming the role of Senate Budget Committee due to the amalgamation of both committees and noted that there is not budget impact because the program has been in suspension since September 2021.

The revisions to the program are ongoing and changes are expected to come forth for approval by the end of the year, changes will open up the admission requirements with the expectation to remove some Stats requirements.

MOTION: That the APPC has reviewed the Graduate Certificate, Program Evaluation program suspension renewal proposal and confirms the budget implications are accurately reflected.
N. Mooney/2nd J. Hogan.
Carried.

4.5. Update on Institutional Learning Outcomes project – Awneet Sivia

An update was given to APPC on the status of the Institutional Learning Outcomes project (ILO's). The review started in 2022 and changes include language to reflect the current Institution plans, such as ISP, Mission, Values, Goals, SEM, EDI, and Indigenization. There are now eight ILO's instead of nine. They have been reviewed by the Senate Teaching and Learning Committee, approved by the President, Provost, and Vice Provost and are ready to go to Senate for approval with the hopes to share it publicly in November.

There is an ILO Lunch and Learn scheduled for Nov 29th and implementation of ILO's will be a yearlong process, which will include curriculum development. Any new programs in development starting with 2024 will need to be updated with the new ILO's.

The Provost congratulated Teaching and Learning on this incredible task

Academic Planning and Priorities Committee
October 4, 2023

of updating the ILO's and the APPC recognized the robust consultation that was had.

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**
    S. Murray/2nd N. Mooney.
    Next Meeting: November 1, 2023; 2:30-4:30pm; Room A225

UNIVERSITY
OF THE FRASER VALLEY
PROGRAM DEVELOPMENT & QUALITY ASSURANCE

MEMO

TO: Tracy RyderGlass Acting Provost & VP Academic, Chair, APPC; APPC members
FR: Claire Carolan, Associate Director, Program Development & Quality Assurance
CC: Al Wiseman, University Secretary; Melinda Saretzky, Assistant to the Provost
RE: Requested Temporary Amendment to Policy 21b, Procedures for Expedited Program Approval
DATE: October 10, 2023
Attached: Proposed Interim Expedited Program Approval Process
                Existing Expedited Program Approval Process

PDQA requests that the attached interim set of revised procedures for Expedited Approval be put into place until such time that Policy 21b, Procedures for Expedited Program Approval can be reviewed and updated.

Consultation
On October 6, 2023, PDQA consulted the Acting Provost & VP Academic and the University Secretary regarding the following:

With the amalgamation of SBC and APPC the Procedures for Expedited Program Approval runs into complications at steps 6 and 7.

> 6. **UEC Screening, CWC, UEC and Senate Budget Committee:** The proposal package is submitted to UEC Screening Subcommittee who reviews it prior to submission to campus-wide consultation for information and to UEC for recommendation to APPC (the Screening Subcommittee may recommend that UEC vote on the proposal by e-mail). Analysis of the proposed program's budgetary implications is submitted to the Senate Budget Committee also for recommendation to APPC. (Senate Budget Committee may exempt specific Departments from review under the expedited process. The program proposal from an exempt Department goes to SBC for information.)
>
> AND
>
> 7. **APPC:** 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.

In step 6, the proposal will now go to APPC instead of SBC for budgetary review, which may make step 7 redundant.

Recommendation:
Present APPC an interim set of revised temporary procedures for expedited program approval until the full procedures can be reviewed.

1

Attachments:

Included with this memo are:

1. Proposed Interim Expedited Program Approval Process
2. Existing Expedited Program Approval Process (highlighted sections have been amended).

MOTION:

[THAT] APPC has reviewed the interim Expedited Approval Process and approved as presented.

2

Procedures for Expedited Program Approval

Part I: Determination of whether a program meets the criteria for Expedited Approval Process

1. **Formation of PWG and development of proposal:** Dean of the program area approves a Program Working Group (PWG) to develop the program and new courses or major revisions to existing courses, if needed.

   The PWG must consult with academic areas potentially affected by, or with expertise on, the proposed new program.

2. **Program Development Office (PDO) verification:** The PDO verifies that the proposal package (including budgetary analysis, as approved by Dean and Budget Office) is complete and in compliance with UFV and Ministry guidelines for approval of new programs.

3. **Faculty/College Council and Dean:** The proposal package is submitted to the Faculty/College Council and Dean for review and approval.

4. **University-wide notification**: All academic and relevant service areas are notified of the proposed program and are given five business days to respond. The purpose of the notification is to ensure that implications that the new program may have for other academic units, programs, and services are identified. Comments received and the PWG's responses are included in the proposal package.

5. **Vice-Provost and APPC approves for Expedited review:** The Dean and Budget office submit a Memo to the Vice-Provost, or delegate, explaining how the proposed program meets the criteria for expedited process as stated in Policy 21.

   The Vice-Provost makes one of the following recommendations:

   a. The proposed program meets the criteria for expedited process and can proceed through the rest of the expedited screening process.
   b. The proposed program does not meet the criteria for expedited process, therefore cannot proceed through the rest of the expedited screening process.

   The Vice-Provost's recommendation is submitted to the APPC chair and vice-chair for confirmation.

   The Dean may appeal a recommendation not to follow the expedited process (b. above) to the APPC Expedited Review standing subcommittee, whose decision is final.[1]

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[1] APPC Expedited Review Standing Subcommittee is comprised of the Chair of APPC, the Vice-Chair, and three faculty members, where possible from different Faculties/College.

approved September 2015

Part II: Review of Program Proposal under the Expedited Approval Process

The Board of Governors' approval of the proposed program is required and can be requested at any point after UEC Screening Subcommittee's review is completed.

6. **UEC Screening, CWC, UEC and Senate Budget Committee:** The proposal package is submitted to UEC Screening Subcommittee who reviews it prior to submission to campus-wide consultation for information and to UEC for recommendation to APPC (the Screening Subcommittee may recommend that UEC vote on the proposal by e-mail). Analysis of the proposed program's budgetary implications is submitted to the Senate Budget Committee also for recommendation to APPC. (Senate Budget Committee may exempt specific Departments from review under the expedited process. The program proposal from an exempt Department goes to SBC for information.)

7. **APPC:** 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.

8. **Senate:** The Senate reviews the proposal, along with the APPC Expedited Review Standing Subcommittee's, UEC's, and, when applicable, SBC's recommendations, for approval.

9. **External Approval:** If external approval is required, the Program Proposal is sent to the Office of the Provost and Vice-President, Academic for external submission (typically, through posting on the Post-secondary Institution Proposal System for 30 days).
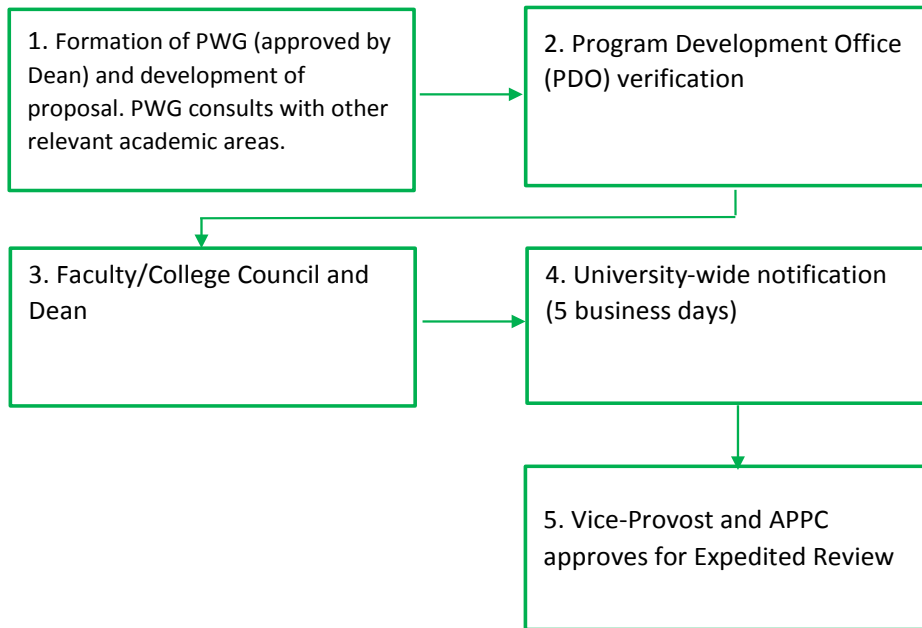

Policy 21 excerpt on the Expedited Program Approval Process

8. The criteria for applying the expedited program approval process to a new program are as follows:
   8.1. The expedited program approval process may be requested for a new undergraduate program if at least one of the following circumstances applies:
   - There is funding available from an external source, with time constraints.
   - There is a sudden emergent need in the community for a narrow, focused theme, and there is a funding source.
   - There is a request for a partnership with a time constraint, and there is a funding source.
   - There is a clearly demonstrable opportunity for revenue generation to meet a specific demand, with time constraints.
   - There is an opportunity for capital or infrastructure injection, with time constraints.

   In addition,
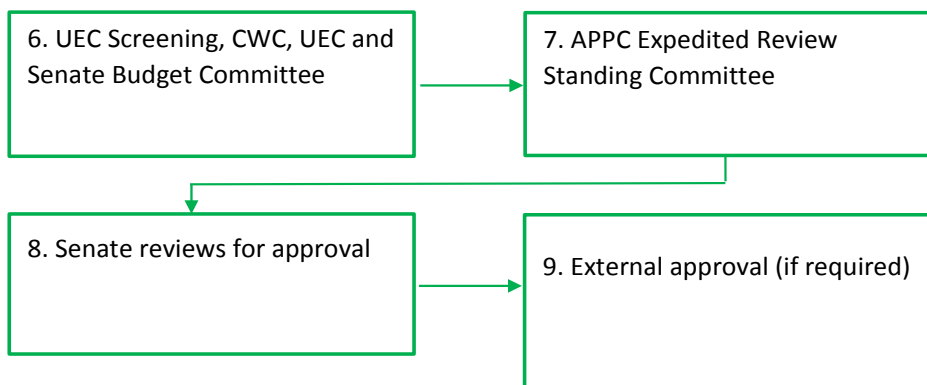   8.2. The program must be sustainable.
   8.3. The program must be consistent with the strategic goals of UFV.
   8.4. The program must be consistent with program priorities of UFV.
   8.5. There are minimal adverse implications for other faculties, programs, and services.

PART I: DETERMINATION OF WHETHER A PROGRAM MEETS THE CRITERIA FOR THE EXPEDITED PROGRAM APPROVAL PROCESS

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┌─────────────────────────────┐        ┌─────────────────────────────┐
│ 1. Formation of PWG         │        │ 2. Program Development      │
│ (approved by Dean) and      │───────▶│ Office (PDO) verification   │
│ development of proposal.     │        │                             │
│ PWG consults with other     │        │                             │
│ relevant academic areas.    │        │                             │
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│ 3. Faculty/College Council  │        │ 4. University-wide          │
│ and Dean                    │───────▶│ notification                │
│                             │        │ (5 business days)           │
└─────────────────────────────┘        └─────────────────────────────┘

                                        ┌─────────────────────────────┐
                                        │ 5. Vice-Provost and APPC    │
                                        │ approves for Expedited      │
                                        │ Review                      │
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PART II: REVIEW OF PROGRAM PROPOSAL UNDER THE EXPEDITED PROGRAM APPROVAL PROCESS

The Board of Governors' approval of the proposed program is required and can be requested at any point <u>after UEC Screening Subcommittee's review</u> is completed (in step 6).

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│ 6. UEC Screening, CWC, UEC  │        │ 7. APPC Expedited Review    │
│ and Senate Budget Committee │───────▶│ Standing Committee          │
└─────────────────────────────┘        └─────────────────────────────┘

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│ 8. Senate reviews for       │        │ 9. External approval        │
│ approval                    │───────▶│ (if required)               │
└─────────────────────────────┘        └─────────────────────────────┘
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September 2015

Interim Procedures for Expedited Program Approval, October 2023

Part I: Determination of whether a program meets the criteria for Expedited Approval Process

1. **Formation of PWG and development of proposal:** Dean of the program area approves a Program Working

   Group (PWG) to develop the program and new courses or major revisions to existing courses, if needed.

   The PWG must consult with academic areas potentially affected by, or with expertise on, the proposed new program.

2. **PDQA verification:** PDQA verifies that the proposal package (including budgetary analysis, as approved by Dean and Budget Office) is complete and in compliance with UFV and Ministry guidelines for approval of new programs.

3. **Faculty/College Council and Dean:** The proposal package is submitted to the Faculty/College Council and Dean for review and approval.

4. **University-wide notification**: All academic and relevant service areas are notified of the proposed program and are given five business days to respond. The purpose of the notification is to ensure that implications that the new program may have for other academic units, programs, and services are identified. Comments received and the PWG's responses are included in the proposal package.

5. **Vice-Provost and APPC approves for Expedited review:** The Dean and Budget office submit a Memo to the Vice-Provost, or delegate, explaining how the proposed program meets the criteria for expedited process as stated in Policy 21.

   The Vice-Provost makes one of the following recommendations:

   1. The proposed program meets the criteria for expedited process and can proceed through the rest of the expedited Pre-check process.
   2. The proposed program does not meet the criteria for expedited process, therefore cannot proceed through the rest of the expedited Pre-check process.

   The Vice-Provost's recommendation is submitted to the APPC chair and vice-chair for confirmation.

   The Dean may appeal a recommendation not to follow the expedited process (b. above) to the APPC Expedited Review standing subcommittee, whose decision is final.[1]

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[1] APPC Expedited Review Standing Subcommittee is comprised of the Chair of APPC, the Vice-Chair, and three faculty members, where possible from different Faculties/College.

Interim Procedures for Expedited Program Approval, October 2023

1

Part II: Review of Program Proposal under the Expedited Approval Process

The Board of Governors' approval of the proposed program is required and can be requested at any point after UEC Pre-check Subcommittee's review is completed.

6. **UEC Pre-check & CWC:** The proposal package is submitted to UEC Pre-check Subcommittee who reviews it prior to submission to campus-wide consultation for information. (The Pre-check Subcommittee may recommend that UEC vote on the proposal by e-mail).

7. **UEC:** UEC will review the proposal for recommendation to APPC.

8. **APPC:** APPC receives UEC's recommendation, and the program proposal including an analysis of the proposed program's budgetary implications for review and makes a recommendation to Senate. [2]

9. **Senate:** The Senate reviews the proposal, along with the UEC and APPC recommendations, for approval.

10. **External Approval:** If external approval is required, the Program Proposal is sent to the Office of the Provost and Vice-President, Academic for external PSIPS submission for 30 days and/or the Degree Quality Assessment Board.

Policy 21 excerpt on the Expedited Program Approval Process

7.1 The expedited program approval process may be requested for a new undergraduate program if at least one of the following circumstances applies:

- There is funding available from an external source, with time constraints.
- There is a sudden emergent need in the community for a narrow, focused theme, and there is a funding source.
- There is a request for a partnership with a time constraint, and there is a funding source.
- There is a clearly demonstrable opportunity for revenue generation to meet a specific demand, with time constraints.
- There is an opportunity for capital or infrastructure injection, with time constraints.

In addition,

7.2 The program must be sustainable.
7.3 The program must be consistent with the strategic goals of UFV.
7.4 The program must be consistent with program priorities of UFV.
7.5 There are minimal adverse implications for other faculties, programs, and services.

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[2] The original procedure noted that the Senate Budget Committee (SBC) could exempt specific departments from budgetary review under the expedited process. This exemption is not applicable under the newly amalgamated APPC.

Interim Procedures for Expedited Program Approval, October 2023   2

MEMO

TO: APPC
FR: Claire Carolan, Associate Director, PDQA
RE: College of Arts Program Proposal - Post-baccalaureate diploma, Digital Communication
        and Promotion
DATE: October 28, 2023

In October of 2021, all deans, directors, and department heads were invited by the Provost and
VP Academic to propose ideas for the development of post-baccalaureate diplomas for
consideration under the expedited program development process (UFV policy 21b – Procedures
for Expedited Program Approval).

In acceptance of this invitation, the College of Arts is proposing a post-baccalaureate diploma
in **Digital Communication and Promotion** for development.

The proposal has met the first six steps of the typical expedited approval process:

1. Formation of PWG and Development of Proposal
2. PDQA verification
3. Faculty/College Council and Dean review and approval
4. University Wide Notification
5. Vice Provost and APPC Chair confirmation
6. UEC Screening (Pre-Check), CWC and UEC.

The program proposal was approved by UEC on October 27, 2023.

However, due to the SBC/APPC amalgamation, an interim policy 21b Expedited Program
Approvals, is now in effect. As such:

The proposal is now in interim Step 8:

APPC: APPC receives UEC's recommendation, and the program proposal including an analysis of the
proposed program's budgetary implications for review and makes a recommendation to Senate. [1]

The suggested motion is:

[THAT] APPC has reviewed the proposal for the Digital Communication and Promotion post-
baccalaureate diploma, and the proposed program's budgetary analysis and recommends it to
Senate for development.

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[1] The original procedure noted that the Senate Budget Committee (SBC) could exempt specific departments from
budgetary review under the expedited process. This exemption is not applicable under the newly amalgamated
APPC.

1

UNIVERSITY
OF THE **FRASER VALLEY**

MEMORANDUM

TO: APPC, Senate, Board of Governors

FROM: Tracy Ryder Glass, Acting Provost & VP, Academic

DATE: October 5, 2023

RE: Program Suspension renewal –Program Evaluation Graduate certificate

Effective immediately, and for the reasons outlined in the attached proposal dated September 28, 2022 and as per the Suspension and Discontinuance Policy (222), I have approved the two-year suspension renewal for the Program Evaluation Graduate certificate. The revisions to the program are ongoing and changes are expected to come forth for approval by the end of the year.

Please add this to your agendas for information.

Attachments:

- Memo from APPC
- Memo - PDQA suspension renewal request memo
- Memo - College of Arts suspension renewal request memo
- Memo - Provost & VP Academic program suspension approval
- Memo - College of Arts program suspension request

UNIVERSITY
OF THE FRASER VALLEY

MEMORANDUM

TO: James Mandigo, Chair, Senate

FROM: Tracy Ryder Glass, Chair, Academic Planning and Priorities Committee

DATE: October 5, 2023

RE: Program Suspension renewal –Program Evaluation Graduate certificate

At its October 4, 2023 meeting, the Academic Planning and Priorities Committee (APPC) assumed the consultation role of Program Suspension proposals due to the amalgamation of the Senate Budget Committee to the APPC. The APPC reviewed the Program Evaluation Graduate certificate Program Suspension renewal and concluded that there were no budgetary implications.

The following motion was moved and seconded:

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