

AGENDA

Academic Planning and Priorities Committee

Wednesday, May 22, 2024 - 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 April 24, 2024 APPC meeting as presented.
- 3. PROVOST'S REPORT**
- 4. BUSINESS ITEMS**
 - 4.1. Program Discontinuance – Criminology extended minor**

MOTION: That APPC recommend to Senate approval of the discontinuance of the Criminology extended minor.
 - 4.2. Program Report and Plan**

MOTION: That APPC recommend to Senate the approval of the 2024 Program Report and Plan to the Board of Governors, with the inclusion of the program extensions.
 - 4.3. Budget Principles and Financial Planning Environment 2025-26**

MOTION: THAT the APPC recommends the 2024-25 Budget Principles to Senate as presented.
- 5. INFORMATION ITEMS**
 - 5.1. Program Development and Quality Assurance - update**
 - 10-year program review schedule
 - QAPA update
 - 5.2. APPC Annual Report**
 - 5.3. APPC 2024-2025 Meeting Schedule**

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5.4. APPC In-camera approvals

- Bachelor of Computer Information Systems Program review

5.5. Senate Items

- APPC Terms of Reference
- Bachelor of Computer Information Systems Program review
- Applied Geographic Information Systems associate certificate
- Reinstatement – Power and Place associate certificate
- Program Review Progress Reports
 - Sociology
 - English Language Studies
 - Adult Basic Education

6. ADJOURNMENT and NEXT MEETING

Next Meeting: June 19, 2024; 2:30-4:30pm; Room A225



Draft Minutes
Academic Planning and Priorities Committee

Wednesday, April 24, 2024 - 2:30 PM
Abbotsford Campus, Room A225

Present: James Mandigo (Chair), Al Wiseman, Awneet Sivia, Chris Campbell, David Johnston, David McGuire, Gerry Palmer, Liana Thompson, Mark Brosinski, Michael Hitch, Nathan Bialas, Nicola Mooney, Pedro Montoya-Pelaez, Samantha Hannah, Sundeep Hans, Sylvie Murray, Teresa Kisilevich, Tracy Ryder Glass, Vlad Dvoracek

Guests: Afia Raja, Mariano Mapili

Regrets: Betty Poettcker, Camille Callison, Garry Fehr, Gillian Hatfield, Jackie Hogan, Jassu Parmar, Shawn Geniole, Shel Stefan, Shirley Hardman, Vandy Britton, Vibhu Dikshit, Zina Lee

1. CALL TO ORDER and TERRITORIAL ACKNOWLEDGEMENT

Quorum confirmed and territorial acknowledgement given.
The new UFV Chancellor is Jo-Anne Archibald.

2. APPROVALS

2.1. Agenda

MOTION: That APPC approve the agenda as presented.
G. Palmer/2nd P. Montoya-Pelaez.
Carried.

2.2. Minutes

MOTION: That APPC approve the minutes of March 27, 2024 APPC meeting as presented.
G. Palmer /2nd C. Campbell.
Carried.

3. PROVOST'S REPORT

Enrolment numbers show that UFV is still in a growth period and discussion was had regarding the challenges and opportunities it presents. The discussion touches on infrastructure challenges, the importance of the SEM plan, and the use of online classes. There is also talk about the post-secondary funding forum, research into why UFV is experiencing growth, and the importance of careful planning. The discussion also touches on the limits of the number of students, the availability of evening and weekend classes, and the need for

additional resources. There is also mention of the impact of immigration caps and the need for institutions to be more autonomous while still within their mandate.

4. BUSINESS ITEMS

4.1. New Program – Applied Geographic Information Systems (GIS) associate certificate

The program proposal notes that the Applied Geographic Information Systems (GIS) associate certificate is a 10-14 credit program that will typically be completed concurrently within a four-year degree or two-year diploma. This program will provide an advantage to UFV graduates who seek employment where GIS is a regular part of the job and where GIS-ready applicants are most desired. Those who graduate with general GIS credentials will be able to use GIS as a tool in any field they would like to work in and will be able to provide proof of on-the-job training.

The budgetary analysis notes that there is no significant budgetary impact expected by the initial offering of the GIS associate certificate, however, should demand increase, the Budget Analysis Template Part B reflects anticipated cost increases to offer additional sections of program required courses. Program growth would not be cost recovery as costs exceed revenues.

The APPC notes that the program name may be confused with the currently suspended GIS certificate program and suggests considering a name change.

It was noted that the program will be reviewed against the newly revised Institutional Learning Outcomes at a later date.

MOTION: That the APPC has reviewed the new Applied Geographic Information Systems (GIS) associate certificate program proposal, including the budgetary analysis, and recommend approval to Senate.
Michael/2nd Gerry.
Carried.

5. INFORMATION ITEMS

5.1. Program Reinstatement – Power and Place Associate certificate

5.2. Program Suspension and Discontinuance Procedures – revised
Approved by the APPC Chair, Vice-Chair and Assistant on April 17, 2024.
Most changes due to the amalgamation of the SBC and APPC.

5.3. Program Review Progress Reports

- Sociology Program Review Progress Report
- English Language Studies
- Adult Basic Education

Academic Planning and Priorities Committee
April 24, 2024

5.4. Board Items – March 28, 2024

- New School of Education

5.5. Senate Items – April 12, 2024

- Criminology Program review
- Human Services Program Review Progress Report

5.6. APPC In-camera approvals

- Philosophy Program review – February 28, 2024
- Criminology Program review – March 27, 2024

6. ADJOURNMENT and NEXT MEETING

Next Meeting: May 22, 2024; 2:30-4:30pm; Room A225



MEMO

To: Dr. James Mandigo, Provost and Vice-President Academic, Chair, Academic Planning and Priorities Committee

cc: Melinda Saretzky, Executive Assistant to the Provost office (APPC Admin Support)
Sylvie Murray, Dean, College of Arts
Sumitra Robertson, College of Arts, Assistant to the Dean

From: Tracy Ryder Glass, Vice Provost Academic (on behalf of Program Development & Quality Assurance)

Re: Program Discontinuance: Criminology Extended Minor, School of Criminology and Criminal Justice, Faculty of Social Sciences, College of Arts

Date: May 10, 2024

In accordance with UFV Policy 222, Suspension and Discontinuance, the School of Criminology and Criminal Justice, Faculty of Social Sciences, College of Arts requests the discontinuance of the **Criminology Extended Minor**.

Attached to this memo is the rationale for the request as put forward by the College of Arts. This program was not under suspension but discontinuance was discussed by the School of Criminology and Criminal Justice during their 2022/2023 Program Review and subsequently at the April 19, 2024, College of Arts Faculty Council meeting.

On behalf of the College of Arts, PDQA is submitting this request for APPC review and recommendation. To assist, included in this package is a memo from the budget office noting budgetary implications.

Suggested **MOTION:**

[THAT] APPC has reviewed the budgetary implications of the College of Arts request to discontinue the Criminology Extended Minor and recommends discontinuance to the Provost.



MEMO

To: James Mandigo, Provost & VP Academic, & APPC Chair
From: Mark Brosinski, Director, Budgets & Resource Planning
CC: Sylvie Murray, Dean, College of Arts
Date: 05/10/2024
Re: Budget Assessment: Program Discontinuance – Criminology Extended Minor

The Budget & Resource Planning office reviewed the program discontinuance proposal for the Criminology (Crim) extended minor for its impact to the university's operating budget. As identified in the discontinuance proposal, there is minimal difference between the Crim extended minor and minor programs with only 2 additional lower-level courses required for the extended minor as the programs currently exist. It would be expected that most students who would have otherwise taken the Crim extended minor would instead take the Crim minor program. Currently the extended minor is taken by BA and BIS students, both programs require 120 credits to fulfill graduation requirements. Thus, whether students take the minor or extended minor has an overall negligible impact to total credits enrolled in by students. It may result in fewer enrolments in the lower-level Crim courses, however at the lower levels courses tend to fill well and allocations of course offerings should be manageable within the College of Arts overall to minimize cost impact. The proposed discontinuance would have minimal - to - no impact to administrative, student support or instructional resource needs or budgets.



MEMO

To: James Mandigo, Provost and Vice-President Academic

From: Sylvie Murray, Dean, College of Arts

Cc: Zina Lee, Director, School of Criminology and Criminal Justice
Melinda Saretzky, Executive Assistant, Provost and Vice-President Academic
pdqa@ufv.ca

Subject: Program Discontinuance: Criminology Extended Minor, School of Criminology and Criminal Justice, Faculty of Social Sciences, College of Arts

Date: MAY 2, 2024

SECTION 1 - Program Information

The School of Criminology and Criminal Justice extended minor is comprised of 18 credits at the lower level and 15 credits at the upper level. A formal request for approval is made to the School of Criminology and Criminal Justice and all lower-level requirements must have been completed with a minimum GPA of 2.50.

SECTION 2 - Effective Date

Fall 2025

SECTION 3 - Consultation

- ▶ School of Criminology and Criminal Justice: As part of our 2022/2023 Program Review, the School was asked to examine the extended minor option. As part of the self-study report, the School recommended discontinuing the extended minor because it does not provide additional knowledge and skills beyond the minor. The School is proposing changes to its requirements for a minor, which will result in very little differentiation between the minor and extended minor.
 - ▶ College of Arts Council: This proposal was approved for discontinuance at the April 19 College of Arts Council.
 - ▶ The Budget Office has provided a memo stating the discontinuance will not have a significant impact on the budget (attached).
 - ▶ Academic Priorities and Planning Committee: This proposal will be presented to APPC on May 22.
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SECTION 4 – Rationale

There is a small, consistent demand for the CRIM extended minor. Data provided by Institutional Research and Planning indicated the number of extended minors has increased recently: 7 in 2017/18; 10 in 2018/19; 24 in 2019/20; 19 in 2020/21, and 29 in 2021/22. However, there is more enrolment in the CRIM minor: 12 in 2017/18; 24 in 2018/19; 29 in 2019/20; 38 in 2020/21; and 44 in 2021/22. In addition, as noted above, the School is proposing changes to its minor such that there will be considerable overlap between its minor and extended minor. As such, we believe there is no added value to offering the extended minor.

There are sufficient resources to deliver both the minor and extended minor. We predict that with the discontinuance of the extended minor, students will gravitate towards the minor and the School has the capacity to meet any increased demand. Because the School has the capacity to meet any increased demand for the minor and there will likely be little financial impact.

There are no reputational consequences for discontinuing the extended minor. Many BC post-secondary institutions do not offer an extended minor, which would align our program more closely with other post-secondary institutions.

SECTION 5 - Principles

As noted in Section 4, the School has applied the relevant discontinuance principles.

SECTION 6 - Accommodation Plan

N/A; there is no need to develop an accommodation plan, as the extended minor is not a full program credential.

SECTION 7 - Communication Plan

The Director will communicate the discontinuance to the Office of the Registrar and Academic Calendar Editor.

SECTION 8 – Additional Information

N/A

2024 Program Report and Plan

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

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

Senate Approved –
Board Approved –

A. Progress on UFV Approved New Programs

	Senate	Ministry Approval	Start Date
Faculty of Applied and Technical Studies			
Engineering Common Core certificate ⁱ	January 19, 2024	Exempt	September 2024
College of Arts			
Digital Communication & Promotion post-baccalaureate diploma	November 19, 2023	Exempt PSIPS complete March 2, 2024	September 2024
Film Production post-baccalaureate diploma	TBD	TBD	TBD
Game Production post-baccalaureate diploma	TBD	TBD	TBD

B. Programs in Development

	Concept Paper (Senate Approved)	Proposed Approval Date Full Program Proposal (at Senate)
College of Arts		
Indigenous Research Assistant Certificate	In progress	November 2023 1 st Extension: February 2025
Intercultural Studies associate certificate	June 2020	Original: March 2022 1 st Extension: April 2023 2 nd Extension: April 2024 3 rd Extension: September 2024
Journalism minor and extended minor ⁱⁱ	June 2020	Original: April 2023 1 st Extension: April 2024 2 nd Extension: February 2025
Dialogue for Social Change associate certificate	In Progress	TBD
Faculty of Education, Community, and Human Development (FECHD)		
Teaching English Language Learners, post-baccalaureate certificate	June 2021	Original: January 2023 1 st Extension: January 2024 Proposal paused
5-Year Concurrent BA/BSc/Bed	In Progress	TBD
Inclusive Education 5+ certificate	In Progress	TBD

Faculty of Business and Computing	Concept Paper (Senate Approved)	Proposed Approval Date Full Program Proposal (at Senate)
BBA Aviation (non-pilot pathway)	in progress	Original: June 2024 1 st Extension: February 2025
BBA Agriculture	in progress	Original: June 2024 1 st Extension: February 2025
Leading Productively in Aerospace and Engineering microcredential	Exempt	Ministry funding awarded
MSc. Computing Science	January 2023	Original: January 2024 1 st Extension: February 2025
Master of Innovative Finance	in progress	Original: June 2024 1 st Extension: February 2025
Information Systems post-baccalaureate diploma ⁱⁱⁱ	In progress	February 2025

Faculty of Science

Data Science post-baccalaureate diploma	Exempt (expedited program approval process)	November 2023 Retracted August 2023
Applied GIS Mapping associate certificate (Revised and submitted as a microcredential re: PESF Ministry call for proposals)	Exempt	Original: February 2023 1 st Extension: Dependent on PESF Ministry decision – Declined as a microcredential at the Ministry. Resubmitted as an Associate Certificate. Currently in the approvals process. 2 nd Extension: February 2025
MSc. Biotech	in progress	January 2026
Science Communications minor/extended minor	in progress	Original: January 2025 1 st Extension: February 2026

Faculty of Applied and Technical Skills

Trades Explore certificate	in progress	Original: November 2023 Update: Program Working Group pending
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C. Programs Recently Discontinued or Suspended

Discontinued	Board Approval
Philosophy extended minor	June 2024 - pending

Currently Suspended	Effective
Applied Ethical & Political Philosophy minor (AEPP)	July 2022 (2-year)
BIS Applied Management concentration	March 2023 (2-year)
English Language Studies	March 2023 (2-year)
Indigenous Arts certificate	March 2022 (1-year renewal)
Migration and Citizenship Graduate diploma and certificate	March 2023 (2-year)
Physical Geography honours	March 2024 (2-year)
Physical Geography major	March 2024 (2-year)
Physical Geography minor	March 2024 (2-year)
Geographic Information Systems certificate	March 2024 (2-year)
Mindfulness Based Teaching and Learning certificate	November 2023 (2-year)
Program Evaluation Graduate certificate	October 2023 (2-year renewal)

Reinstated	Effective
Master of Arts (Criminal Justice)	September 2023 <small>(Student intake for Fall 2023 was temporarily closed due to low enrolment. Intake re-opened for Fall 2024 admission)</small>
Power and Place certificate ^{iv}	April 2024 <small>(student intake was temporarily suspended due to ongoing major program change – planned intake for Summer 2024)</small>

D. Program Reviews

Program Reviews Completed	Senate Completion Date
Philosophy (College of Arts)	March 2024
Criminology (College of Arts)	April 2024
Computing Information Systems (Faculty of Business and Computing)	May 2024

Program Reviews - Fall 2023 (external reviews in progress)	Site Visit Schedule
Health Care Assistant (Faculty of Health Sciences)	External site visit completed. Final action plan/dean's summary due March 2024.
Teaching English as a Second Language	February 28 & 29, 2024

Economics	March 7 & 8, 2024
Workplace Task certificate	TBD

Program Reviews - Winter 2024 (self-studies in progress)

Adult Education (FECHD)	Fall 2024
Bachelor of Agriculture Science (Faculty of Science)	Fall 2024 (deferred TBD)
Bachelor of Science (Faculty of Science)	Fall 2024
Legal Administrative Assistant (FECHD)	Fall 2024
Paralegal (FECHD)	Fall 2024
Political Science (College of Arts)	Fall 2024
Veterinary Administrative Assistant (FECHD)	Fall 2024
Applied Bioinformatics Certificate (Faculty of Science)	Fall 2024 (deferred to Fall 2026)
Bachelor of Science in Nursing & LPN Access (Faculty of Health Sciences)	Fall 2024
Biochemistry (Faculty of Science)	Fall 2024 (deferred to Fall 2026)
Certified Dental Assistant (Faculty of Health Sciences)	External site visit completed. Final action plan/dean’s summary due March 2024.
English (College of Arts)	Winter 2024 (deferred to Fall 2024)
Mindfulness-Based Teaching and Learning Graduate Certificate (FECHD)	Winter 2024 (Program suspended)

E. Program Review Progress Reports

Progress Reports – Completed	Senate
General Studies Diploma (College of Arts)	March 2024
Modern Languages (College of Arts)	March 2024
Psychology (College of Arts)	March 2024
Human Services (Faculty of Education, Community, and Human Development)	April 2024
Latin American Studies (College of Arts)	TBD

Progress Reports – In Progress

Expected Completion

Adult Basic Education (FECHD)	September 2024
English Language Studies (FECHD)	September 2024
Information Studies (FECHD)	Deferred to next review cycle
Sociology (College of Arts)	May 2024
Anthropology (College of Arts)	July 2024
Art History (College of Arts)	July 2024
Communications (College of Arts)	July 2024
Theatre (College of Arts)	July 2024
Visual Arts (College of Arts)	July 2024
Chemistry (Faculty of Science)	July 2024
Teacher Education (FECHD)	July 2024
Aviation (Faculty of Business and Computing)	July 2024

F. Departmental Information

See next page for preliminary historical department data.

- ⁱ Formerly Engineering Transfer program
- ⁱⁱ Formerly Freelance Multimedia Journalism minor & ext. minor
- ⁱⁱⁱ Previously submitted as an Expedited program
- ^{iv} Formerly Indigenous Maps, Films, Rights and Land Claims Associate Certificate

Faculty	Department	2020-21					2021-22					2022-23					2023-24				
		Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Applied and Technical Studies	Physics	89.6	8.8	20	71%	98.3	99.9	11.5	20	74%	111.5	87.7	17.4	19	69%	105.1	96.7	21.7	22	76%	118.5
	Trades	583.4	3.3	12	N/A	586.7	808.6	2.4	14	N/A	811.0	795.4	1.0	14	N/A	796.4	783.0	1.7	14	N/A	784.7
	Trades Continuing Studies	54.0	0.0	10	N/A	54.0	97.8	0.1	11	N/A	97.9	106.0	0.1	10	N/A	106.0	91.4	0.0	9	N/A	91.4
Applied and Technical Studies Total		726.9	12.1	13	71%	739.0	1006.3	14.1	14	74%	1020.3	989.1	18.4	13	69%	1007.5	971.2	23.4	13	76%	994.6

Faculty	Department	2020-21					2021-22					2022-23					2023-24				
		Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Business and Computing	Business	489.2	171.0	27	88%	660.2	452.6	168.9	27	90%	621.5	419.4	221.2	27	88%	640.5	427.0	339.1	28	92%	766.1
	Computing	225.0	249.8	29	82%	474.8	231.8	249.0	29	84%	480.8	271.0	327.3	27	76%	598.2	324.9	457.9	29	83%	782.8
Business and Computing Total		714.2	420.8	28	86%	1135.0	684.4	417.9	28	87%	1102.3	690.3	548.4	27	83%	1238.8	751.9	796.9	28	88%	1548.8

Faculty	Department	2020-21					2021-22					2022-23					2023-24				
		Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Educ, Comm & Human Dev.	Adult Education	87.0	5.3	23	83%	92.4	87.8	7.8	24	85%	95.6	71.8	4.5	23	82%	76.3	62.1	10.1	22	79%	72.2
	Applied Business Technology	50.8	0.0	25	98%	50.8	49.0	0.0	25	95%	49.0	37.5	0.0	20	76%	37.5	35.2	0.0	19	72%	35.2
	Child, Youth, & Family Studies	127.9	8.4	22	75%	136.3	139.9	6.8	21	70%	146.6	123.5	6.1	20	64%	129.5	127.3	6.0	22	71%	133.2
	Continuing Education	281.1	0.2	16	N/A	281.3	257.5	0.8	14	N/A	258.3	230.5	1.2	14	N/A	231.8	302.3	1.3	15	N/A	303.6
	Education	144.5	2.7	30	98%	147.2	141.6	0.4	29	95%	142.0	132.4	1.1	29	96%	133.5	170.6	2.0	31	95%	172.5
	English Language Studies	28.6	20.1	16	78%	48.7	16.4	4.1	9	43%	20.5	23.6	8.4	11	77%	32.0	2.2	0.8	N/A	N/A	3.0
	Information Studies	72.5	2.7	29	85%	75.2	70.6	1.3	29	84%	71.9	64.9	1.2	28	80%	66.0	75.8	2.0	29	82%	77.8
	Social Work and Human Services	224.2	7.4	24	84%	231.6	218.7	3.8	24	85%	222.5	196.7	4.5	24	82%	201.2	202.5	11.0	21	78%	213.6
	Upgrading & University Prep	286.4	7.8	23	94%	294.1	218.3	6.5	22	87%	224.8	208.1	10.4	21	84%	218.5	218.3	24.7	21	90%	243.0
	Educ, Comm & Human Dev. Total		1303.0	54.5	22	88%	1357.5	1199.8	31.4	20	84%	1231.3	1088.9	37.4	20	82%	1126.3	1196.3	57.9	20	84%

Faculty	Department	2020-21					2021-22					2022-23					2023-24				
		Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Health Sciences	Certified Dental Assistant	19.9	0.0	20	88%	19.9	23.2	0.0	22	93%	23.2	23.4	0.0	23	98%	23.4	21.6	0.0	22	91%	21.6
	Health Care Assistant	28.0	0.0	14	55%	28.0	43.4	0.0	22	91%	43.4	59.7	0.0	29	92%	59.7	57.5	0.0	30	93%	57.5
	Kinesiology	402.0	34.3	30	91%	436.3	364.8	16.1	31	87%	380.9	334.6	12.9	29	84%	347.5	363.3	21.4	31	88%	384.7
	Nursing	277.4	0.0	35	87%	277.4	285.6	0.0	38	95%	285.6	270.1	0.0	37	92%	270.1	301.6	0.0	33	92%	301.6
	Practical Nursing	29.3	0.0	14	82%	29.3	31.2	0.0	13	79%	31.2	28.5	0.0	14	84%	28.5	27.4	0.1	12	74%	27.5
Health Sciences Total		756.7	34.3	28	86%	791.0	748.1	16.1	29	89%	764.2	716.3	12.9	29	88%	729.3	771.4	21.5	29	88%	792.9

Faculty	Department	2020-21				2021-22				2022-23				2023-24							
		Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Humanities	Communications	200.3	114.8	22	88%	315.0	206.5	92.6	23	90%	299.1	196.1	112.8	23	90%	308.9	213.3	153.5	25	95%	366.9
	Creative Arts											1.7	1.7	N/A	N/A	3.4	3.6	1.1	N/A	N/A	4.7
	English	387.0	21.3	26	89%	408.3	352.6	25.8	25	88%	378.4	344.4	43.0	25	89%	387.4	368.9	68.0	26	95%	436.9
	Graphic Design	70.7	28.2	21	82%	98.9	65.3	21.7	17	70%	87.0	72.0	29.1	19	80%	101.1	80.3	33.6	21	85%	113.9
	History	222.3	37.8	26	83%	260.2	201.2	17.6	23	78%	218.8	187.4	19.2	26	82%	206.7	182.6	30.6	27	85%	213.2
	Modern Languages	104.3	33.4	19	70%	137.6	93.1	17.4	16	58%	110.5	94.1	28.6	15	58%	122.6	80.2	28.6	15	57%	108.9
	Philosophy	127.9	15.3	25	90%	143.2	142.8	10.2	25	91%	153.0	143.5	9.6	25	92%	153.1	143.6	17.9	26	93%	161.5
	Theatre	51.5	45.1	20	64%	96.6	48.1	28.0	20	70%	76.1	53.3	41.1	21	76%	94.4	64.5	58.0	23	84%	122.5
	Visual Arts	148.8	140.6	28	83%	289.4	154.7	81.3	22	84%	236.0	170.9	75.0	22	85%	245.9	166.8	133.7	23	90%	300.5
Humanities Total		1312.8	436.5	24	84%	1749.3	1264.3	294.5	22	82%	1558.7	1263.4	360.2	23	83%	1623.6	1303.9	525.0	24	88%	1828.9

Notes:

For Humanities Faculty, Creative Arts Department:
 - Includes SOCA courses

Faculty	Department	2020-21				2021-22				2022-23				2023-24							
		Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Science	Agricultural Technology	47.4	11.1	23	79%	58.6	38.8	3.8	18	69%	42.6	46.6	7.6	19	70%	54.2	43.3	10.4	20	75%	53.7
	Biology	284.8	20.7	29	96%	305.5	276.9	23.9	26	89%	300.7	246.6	26.5	27	89%	273.1	242.8	35.2	26	88%	278.0
	Chemistry	152.7	10.3	27	89%	163.0	131.4	11.5	24	79%	143.0	117.9	18.8	24	76%	136.7	121.0	18.0	26	83%	139.0
	Geoscience	55.1	10.9	24	84%	66.0	66.1	10.1	22	81%	76.2	54.1	9.5	21	75%	63.6	57.2	14.6	22	76%	71.8
	Mathematics and Statistics	355.9	70.5	29	82%	426.4	335.0	71.5	28	79%	406.5	297.6	83.1	27	76%	380.7	315.5	150.0	31	87%	465.5
	Planning, Geog, and Environ Studies	146.0	40.2	29	88%	186.2	129.2	21.0	27	84%	150.1	121.3	28.6	28	85%	149.9	105.6	41.7	27	81%	147.2
Science Total		1041.9	163.7	28	87%	1205.6	977.4	141.7	26	82%	1119.1	884.1	174.1	26	80%	1058.2	885.3	270.0	27	84%	1155.2

Faculty	Department	2020-21				2021-22				2022-23				2023-24							
		Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Social Science	Arts Integrated Studies	104.8	64.2	28	86%	169.0	122.0	60.4	27	79%	182.3	112.6	99.5	29	89%	212.1	114.3	155.0	33	97%	269.3
	Criminal Justice	469.3	77.2	29	90%	546.5	424.9	30.3	30	88%	455.1	387.7	26.1	30	89%	413.9	379.0	36.4	30	89%	415.4
	Culture, Media, and Society	309.0	120.6	29	83%	429.7	298.4	76.0	29	83%	374.4	285.9	67.8	29	84%	353.6	299.1	104.6	31	89%	403.7
	Economics	115.6	49.2	33	96%	164.8	118.2	49.4	32	89%	167.7	104.2	54.7	31	91%	158.9	107.6	85.2	32	92%	192.7
	Graduate Studies	2.0	0.0	N/A	N/A	2.0															
	Indigenous Studies	34.8	1.4	26	90%	36.3	38.3	1.1	20	74%	39.5	35.7	0.2	20	65%	35.9	38.2	2.3	23	71%	40.5
	Political Science	70.6	8.0	24	74%	78.6	67.3	5.7	25	75%	73.0	68.0	7.5	23	71%	75.5	70.9	13.1	25	77%	84.0
	Psychology	373.8	19.3	30	89%	393.0	386.8	27.4	30	90%	414.2	381.7	32.2	28	90%	413.9	417.5	41.6	28	91%	459.1
Social Justice and Global Stewardship	22.1	4.2	31	89%	26.3	34.0	7.5	29	87%	41.5	31.0	5.8	26	81%	36.8	45.5	16.4	30	88%	61.9	
Social Science Total		1501.9	344.2	29	87%	1846.2	1490.0	257.7	29	86%	1747.7	1406.9	293.7	28	86%	1700.6	1472.0	454.6	30	89%	1926.6

Notes:

For Social Science Faculty, Graduate Studies Department:
 - Includes 700 level Program Evaluation courses

Others		2020-21					2021-22					2022-23					2023-24				
Faculty	Department	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
Division Undeclared	Cooperative Education	3.9	3.7	N/A	N/A	7.6	11.2	1.4	N/A	N/A	12.6	9.7	2.2	N/A	N/A	11.9	9.1	3.3	N/A	N/A	12.4
	Undeclared	1.7	0.0	N/A	N/A	1.7	2.1	0.0	N/A	N/A	2.1	2.1	1.1	N/A	N/A	3.2	4.3	0.6	N/A	N/A	4.9
Others Total		5.6	3.7			9.3	13.3	1.4			14.7	11.8	3.3			15.1	13.4	3.9			17.3

Notes:

For Division Undeclared Faculty, Undeclared Department:

- Includes PLA-In-Progress

	2020-21					2021-22					2022-23					2023-24				
	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE	Dom FTE	Int'l FTE	Avg Class Size	Fill Rate	Total FTE
UFV Total	7363.0	1469.8	25	86%	8832.8	7383.6	1174.8	24	84%	8558.4	7050.9	1448.5	24	83%	8499.4	7365.2	2153.3	25	87%	9518.5

General Notes:

- The current structure and departmental ownership of courses is applied to historical data.
- In Banner, some graduate programs are listed within the department and some are indicated as Graduate Studies. We follow this.
- We have excluded Chandigarh activity, both UIGE and FVI.
- Challenges, Directed/Independent Studies, Practicums and Labs excluded from Average Class Sizes and Fill Rates.
- The calculation of average class size accounts for double, triple, quadruple sections.
- The fill rate in a department or a faculty is defined as the average fill rate of sections within that department or faculty.
- Small numbers have been suppressed for Average Class Sizes and Fill Rates whenever a department generates less than 10 FTE in a given Fiscal Year.
- Data extracted on April 8, 2024.

Prepared by Institutional Research and Planning



MEMO

To: James Mandigo, Provost & VP Academic, & APPC Chair
From: Mark Brosinski, Director, Budgets & Resource Planning
CC: Nicole Adams, CFO
Date: 05/14/2024
Re: UFV Financial Planning Environment and Budget Principles 2025-26

UFV's annual budget development cycle begins with a review of the university's Budget Principles considering the current financial environment. The attached document includes a brief overview of the current financial environment, including summary of direction and mandates from the provincial government. There are no recommended changes to the Budget Principles at this time. I request that the Academic Planning and Priorities Committee of Senate to review and recommend the budget principles to Senate.

UFV

**Financial Planning
Environment and Budget
Principles 2025-26**

ufv.ca

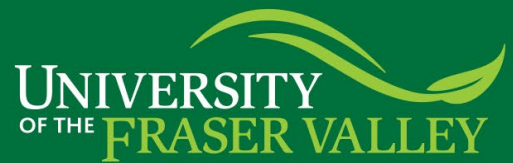


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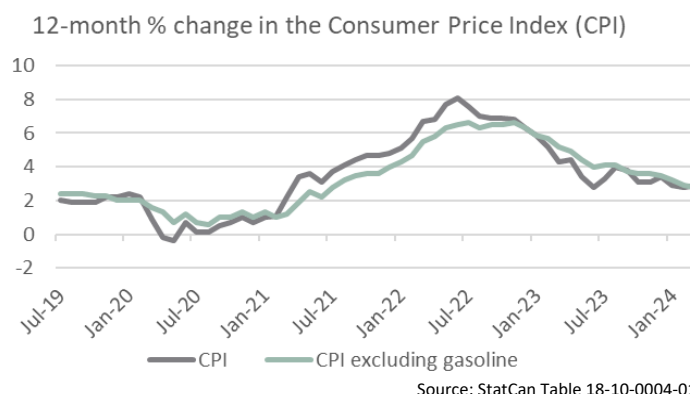


2025-26 Financial Planning Environment

The Financial Planning Environment provides an overview of the economic, political, environmental, and legislative context within which the university operates. This context evolves as global, national, provincial, and regional events unfold. The university will adapt plans as environments change.

Economic Environment

- Inflation is easing in most advanced economies and are expected to return to central bank targets in 2025.¹
 - Canada’s Inflation rate peaked to a 31 year high of 8.1% in June 2022, well above the Central Bank’s target rate. It has since declined to 2.9% as of March 2024².
 - Bank of Canada (BoC) projects CPI will ease to 2.5% in the second half of 2024 and then gradually reach the target CPI of 2% by the end of 2025.
 - Risks to inflation projections include potential sharp rise to housing prices; elevated cost pressures from wage growth and declining productivity; and continuing or worsening geopolitical tensions that could impact international trade and disrupt supply chains.



- Central Banks, globally, have instituted restrictive monetary policies to reduce inflation levels back to their targets. This has resulted in increased borrowing costs.
 - The BoC Policy Rate is currently held at 5% since July 13, 2023.
 - BoC monetary policy easing will likely be gradual given the risks to economic outlook and the slow path for the returning of inflation to target.³
 - The Bank estimate for the neutral rate of interest in Canada to be between 2.25% and 3.25%. Indicating that even as interest rates decline, they’re likely to stay elevated for longer.

¹ [Monetary Policy Report - April 2024 \(bankofcanada.ca\)](https://www.bankofcanada.ca/monetary-policy-report-april-2024/)

² <https://www150.statcan.gc.ca/n1/daily-quotidien/240416/dq240416a-eng.htm>

³ <https://www.bankofcanada.ca/2024/04/summary-governing-council-deliberations-fixed-announcement-date-april-10-2024/>



- UFV is susceptible to the economic impact of supply chain and international trade-related uncertainties and risks. Global supply chains still face challenges related to geopolitical conflicts, inflationary pressures, and climate change weather events⁴. Ability to source materials and equipment in a timely manner remains a continued challenge.
- The labour market in B.C. has remains tight.
 - Unemployment has ranged between 4.5% in January 2023 increasing to 5.5% in March 2024⁵.
 - There will be 998,000 job openings in B.C. between 2023 and 2033, with roughly 75% of those jobs requiring some form of post-secondary education or training⁶.
 - Top 5 industries for job opening are in healthcare and social assistance; professional, scientific, and technical services; retail trade; educational services; and construction.
 - UFV’s compensation grids are provincially mandated, and the university is challenged to recruit and retain employees against private industry and the broader post-secondary sector in this labour market.



Source: StatCan Table 14-10-0287-01

- UFV’s current Collective Agreement with the Faculty and Staff Association ends March 31, 2025.
 - Bargaining mandates, including compensation, for all colleges, special-purpose teaching universities, and institutes in British Columbia are determined by the Post-Secondary Employers’ Association (PSEA). The current collective agreement was bargained under the B.C. public sector Shared Recovery Mandate. UFV was delegated authority to bargain within the parameters of this mandate.
 - Bargaining mandate for the next collective agreement is yet to be determined.
- Population projections in the Fraser Valley college region show that the typical university age groups are projected to increase in population from their levels in 2023 to 2030⁷, with the

⁴ <https://kpmg.com/xx/en/home/insights/2022/12/the-supply-chain-trends-shaking-up-2023.html>

⁵ <https://www150.statcan.gc.ca/n1/daily-quotidien/240510/dq240510a-eng.htm>

⁶ https://www.workbc.ca/sites/default/files/2023-11/MPSEFS_11803_BC_Jobs_LMO_2023_FINAL.pdf

⁷ Source: B.C. Stats Population Estimates Application February 2024 update by selected college regions, accessed May 14, 2024 (<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>)



20-24 age group increasing by 25%. To support the population growth projected for the region, UFV’s Strategic Enrolment Management Plan (SEM)⁸ 2023-2030 includes planned domestic enrolment growth of 20% by 2030 and international enrolments making up 25% of the overall student population.

International Context

- The Immigration, Refugees and Citizenship Canada (IRCC) implemented a cap⁹ on the number of new international student permit applications accepted for the next two years.
 - The cap on new study permits will be decrease by 35% from 2023 levels and will be re-assessed at the end of 2025.
 - New international students will need a provincial attestation letter to complete their study permit application¹⁰ to ensure they are accounted for within the province’s allocation.
 - The number of study permit applications accepted will be based on a “net zero first year growth model”¹¹ to balance with the number of expiring study permits in 2024.
 - The allocation of study permit applications to provinces is based on proportion of provincial and territorial population. For 2024 the total number of study permit applications allocated is 552,000, of that B.C. is allocated 83,000 applications.
 - Allocations for 2025 have not been set and the government of Canada will continue to work collaboratively with provinces and territories, which could result in mid-year adjustments for 2024.

- The Province of B.C. is distributing their provincial attestation letters 53% to public post-secondary institutions and 47% to private institutions¹².
 - This allocation will allow public post-secondary institutions with sustainable international enrolment to maintain their international student programs.
 - Private institutions that have pursued unsustainable growth will see the biggest impact. Private institutions will receive 27% fewer study permit applications than in 2023.

- The Province of B.C. announced changes to strengthen the quality standards for international education¹³. The province will:
 - Pause approvals for any new post-secondary institution seeking to enroll international students.
 - Implement enhanced compliance and enforcement of education quality standards.
 - Establishing a minimum language requirement for international students attending a

⁸ https://www.ufv.ca/media/assets/institutional-research/planning/strategic-initiatives/UFV2022_SEMPlanReport-Summary.pdf
⁹ <https://www.canada.ca/en/immigration-refugees-citizenship/news/2024/01/canada-to-stabilize-growth-and-decrease-number-of-new-international-student-permits-issued-to-approximately-360000-for-2024.html>
¹⁰ <https://www.canada.ca/en/immigration-refugees-citizenship/news/notices/international-student-program-reform-more-information.html>
¹¹ <https://www.canada.ca/en/immigration-refugees-citizenship/news/2024/04/minister-miller-issues-statement-on-international-student-allocations-for-provinces-and-territories.html>
¹² <https://news.gov.bc.ca/releases/2024PSFS0006-000270>
¹³ <https://news.gov.bc.ca/releases/2024PSFS0002-000094>



- private institution.
 - Increase tuition transparency throughout the duration of a student’s program.
- Local, provincial, and national health authorities, along with the World Health Organization continue to monitor and track potential infectious diseases and other health issues. The health and safety of students and employees is a priority. The university will continue to be guided by recommendations from the Provincial Health Authority and the Ministry of Post-Secondary Education and Future Skills in responding to any disease outbreaks or health issues.
- Potential risks to international mobility are posed by global conflicts, geopolitical tensions, civil unrest, natural disasters, political instability, and global health emergencies. These may come as travel advisories or change in government policies that restrict mobility between countries.

Government Mandates and Legislation

- The next B.C. provincial general election is scheduled for October 19, 2024. Priorities and directions of a newly elected government will not be known until well into the budget planning process for 2025/26. The next Canadian federal election is expected to take place on or before October 20, 2025.
- The B.C. provincial Budget 2024¹⁴ did not identify any major new operating investments for the post-secondary sector. It does include funding to continue the Future Ready Action Plan from the Budget 2023 provincial budget and to fund the compensation negotiated under the Share Recovery Mandate that included an average 13.75% general wage and cost-of-living adjustment over 3 years.
 - Provincial budget is projecting annual deficits for the period of the fiscal plan.
 - While real Gross Domestic Product (GDP) is projected to be positive and increase to 2.4% by 2026/27, the taxpayer-supported debt-to-GDP ratio is expected to grow to 27.5%.

Summary - B.C. Budget and Fiscal Plan 2024/25-2026/27

(\$ millions)	Budget		
	Estimate 2024/25	Plan 2025/26	Plan 2026/27
Annual deficit	\$ (7,911)	\$ (7,773)	\$ (6,288)
Total accumulated taxpayer-supported debt	\$ 88,639	\$ 109,182	\$ 126,499
Real GDP growth (economic forecast)	0.8%	2.3%	2.4%
Taxpayer-supported debt-to-GDP ratio	21.0%	24.8%	27.5%

¹⁴ https://www.bcbudget.gov.bc.ca/2024/pdf/2024_Budget_and_Fiscal_Plan.pdf



- Operating grant funding is not expected to increase for general student seat growth or general inflationary costs. However, targeted funding may be available for additional student seats in priority programs (health, technology, early childhood education, and trades) and for resources to support students and their success that align with the Ministry’s key strategies to achieve their goals.

- UFV activities are expected to align with government goals, priorities, and accountabilities included in the Budget Letter¹⁵, Mandate Letter¹⁶, and Ministry of Post-Secondary Education and Future Skills 2024/25 – 2026/27 Service Plan¹⁷. Common themes in these documents include:
 - Meaningful reconciliation and educational opportunities for Indigenous Peoples
 - Diversity, Equity & Inclusion
 - Provide a quality education experience for international students
 - Climate Change action
 - Focus on career preparedness and labour market alignment to further a strong and sustainable economy in B.C.
 - Data protection and effective cybersecurity practices

- In May 2023 B.C. Government announced new investments in skills training and education to help build a stronger economy as part of the Stronger BC: Future Ready Action Plan¹⁸. These investments include funding to reduce financial and support barriers to education, adding capacity to programs related to high demand employment fields, provide access to reskilling and upgrading, and coordinate workforce development in human services and manufacturing industries. This plan continues to be supported in the B.C. Budget 2024.
 - Doubling student loan maximums; aligning repayment terms with the federal government’s Repayment Assistance Plan - increasing the income threshold before students are required to start their debt repayment and reducing annual loan repayments to 10% of annual household income from 20%.
 - Expanding the tuition free education access for former youth in care by removing the age requirement.
 - More graduate scholarships and internships – particularly in STEM related fields.
 - New future skills grant to provide access to up to \$3,500 to cover tuition and fees in eligible short-term programs to reduce financial barriers. Producing 8,500 newly trained workers over the next 3 years. Additional support will be provided to develop and enhance micro-credential programs and establishing a TradeUpBC continuing education initiative for journeypersons to continue learning throughout their careers.
 - Adding 4,000 new student housing beds in high demand regions in addition to the 8,000 already added from the Homes for B.C.¹⁹ 10-year housing plan.

¹⁵ <https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/budget-letters/budget-letter-University-of-the-fraser-valley.pdf> (2023/2024)

¹⁶ https://www.ufv.ca/media/assets/board-governors/MinistryMandateLetters_UFV_2022.pdf Available June 2024

¹⁷ <https://www.bcbudget.gov.bc.ca/2024/sp/pdf/ministry/psefs.pdf>

¹⁸ <https://strongerbc.gov.bc.ca/jobs-and-training>

¹⁹ https://www.bcbudget.gov.bc.ca/2024/pdf/2024_Budget_and_Fiscal_Plan.pdf



- Funding 3,000 new tech-relevant spaces above the 2,900 previously added.
- Doubling the number of veterinary medicine seats to 40 in support of livestock management and food security in B.C.
- Investment to train and recruit more teachers with a focus on rural and remote communities.
- Coordinate workforce development in human services by providing additional seats in programs, providing upskilling, and coordinating workforce development in the broader care economy that includes the spectrum of human services from childcare to elder care and healthcare to education.
- Support Indigenous Peoples through reducing barriers and provide stable funding to address First Nations workforce training priorities, including language revitalization.
- Domestic student tuition and mandatory fees are guided by the Ministry's Tuition Limit Policy²⁰.
 - B.C. has the 5th lowest average undergraduate tuition in Canada and is 10% less than the national average²¹.
 - UFV's tuition is 20% lower than the average research university in B.C.²²
 - New tuition fees can be set in the first year of a new program or after a major program revision approved by the Ministry, after which increases are limited by government tuition limit policy.
- UFV is a part of the Administrative Services Collaborative (ASC)²³ for the B.C. public post-secondary sector. It coordinates the collaboration of public post-secondary institutions in B.C. to find efficiencies and improve effectiveness of support services. ASC is partnered with BCNET to offer joint procurement agreements. UFV takes advantage of these opportunities of joint procurement contracts where it benefits the university.
- Government funding for capital and maintenance projects include a cost-sharing commitment and the university will need to dedicate funding for capital improvements as part of its comprehensive financial planning. UFV major capital projects underway that will impact 2025/26 include:
 - Abbotsford cafeteria expansion and renovation to double the current dining hall size to accommodate the new student housing spaces being added. Expected completion summer 2025.
 - New student housing to add 398 additional beds on the Abbotsford campus. Expected occupancy fall 2025.
- Sustainability and a green economy are priorities for Canada, B.C. and UFV.
 - The Government of Canada released its *2030 Emissions Reduction Plan: Canada's*

²⁰ <http://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/tuition-limit-policy>

²¹ <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3710004501>

²² <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/data-research/cost-of-post-secondary-education>

²³ https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/asc/asc_strategic_plan_2023.pdf



Next Steps for Clean Air and A Strong Economy.

- The plan includes \$9.1 billion in funding, including new investments for projects for the reduction of oil and gas use, electrification of the transportation sector, and building improvements and retrofits.²⁴
- The B.C. government’s climate plan²⁵ outlines significant greenhouse gas emission reduction measures. The university is expected to align operations with the CleanBC plan.
 - Target public sector building emissions reduction of 50% by 2030
 - Target public sector fleet emissions reduction of 40% by 2030
- Recent disasters created by extreme weather events locally, including heat dome, drought, wildfires, and flooding, highlight the need for crisis planning, flexibility, and further efforts to reduce climate change.
- Skilled Trades B.C. Act²⁶ came into effect in summer 2022.
 - This created a new designated trades certification and implemented a mandatory trades system known as “Skilled Trades Certification”. In 2023, seven trades were phased into the new system and in 2024, an additional three trades will be introduced.
 - Increased demand for trades training is expected with the mandatory Skilled Trades Certification system phased in.

²⁴ <https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/climate-plan-overview/emissions-reduction-2030/plan.html>

²⁵ https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_roadmap_2030.pdf

²⁶ <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/42nd-parliament/3rd-session/bills/first-reading/gov04-1>



Budget Planning Principles

The Consolidated Budget Plan is the mechanism for allocating resources to achieve the University’s Integrated Strategic Plan – IYAQAWTWXW (House of Transformation) 2021-2026²⁷, approved in February 2021. It ensures financial resources are aligned with the institution’s priorities and areas of focus.

Budget Principles

The following principles are used to guide budget decisions.

1. **We will be transparent and accountable in our decision making.** Budget decisions will be evidence based and will be guided by a consultative process.
2. **We will align resources with our strategic goals.** Budget allocations will be aligned with university strategic goals and related supporting plans. We will selectively invest in those areas that are strategically important to the University.
3. **We will develop a budget that considers the relationship between support costs and instructional delivery.** Faculty and support services will be aligned with consolidated enrolment plans.
4. **We will encourage revenue generating activities, mindful of our capacity and constraints in keeping with our budget principles and strategic goals.** Entrepreneurial activities will be encouraged where a net gain is projected within an acceptable risk-tolerance level.
5. **We will support the long-term financial sustainability of the University.** UFV must ensure that the rate of future cost growth is in line with the rate of revenue growth. Opportunities that increase efficiency while maintaining quality will be given priority.
6. **We will recognize the importance of comprehensive programming,** mindful of the need to respond to strategic directions and student needs.
7. **We will take a strategic perspective in our hiring decisions.** Position changes will be mindful and respectful of the impact on individuals, departments and institutional priorities. Vacancies will not be filled automatically allowing for limited resources to be allocated according to institutional priorities.
8. **We will promote relevance and quality in academic and service planning.** Programs and support services will reflect our commitment to excellence and student success for all students.
9. **We will develop the budget in a manner that manages risk to the University.** An annual contingency will be maintained as a provision for enrolment declines, emergency response, unforeseen expenditures, and the ability to take advantage of strategic opportunities.

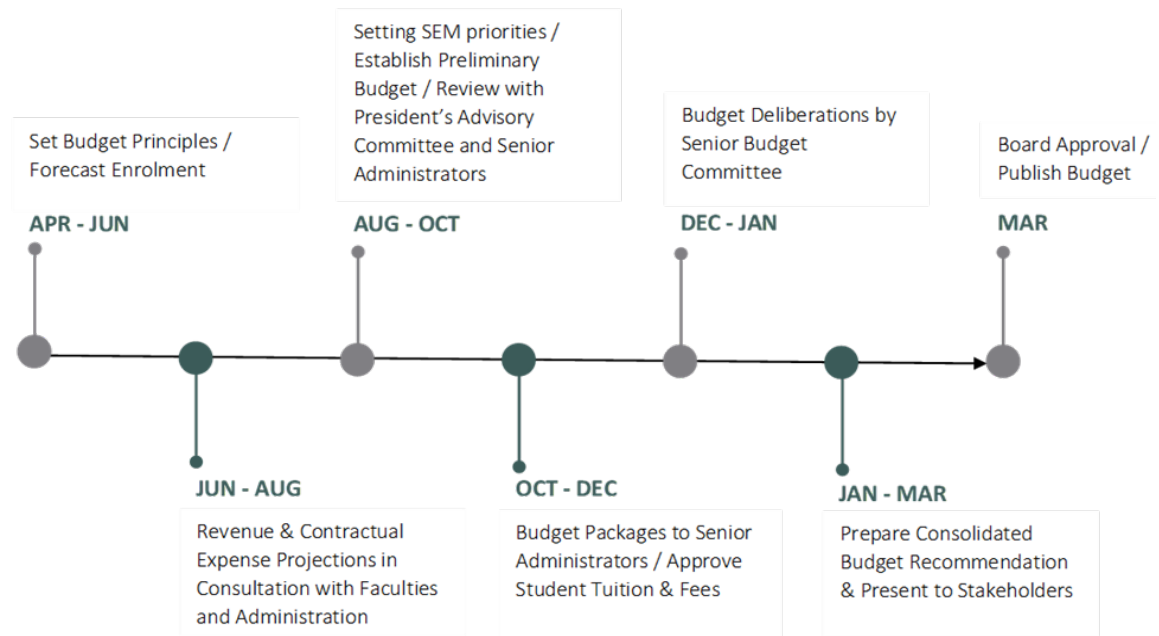
²⁷ https://www.ufv.ca/media/assets/strategic-planning/UFV-integrated-strategic-plan-2021-2026_p2.pdf



Budget Development Timeline

The budget planning cycle begins with a review of the University’s Budget Principles and Financial Planning Environment, then involves working with faculties and administrative units to forecast enrolment plans and project preliminary cost estimates. The Senior Budget Committee deliberates on necessary budget decisions to align budget investments with the University’s strategic priorities. Budget recommendations are reviewed with various stakeholder groups and governance committees before going before the Board of Governors for approval.

Figure 1: Budget Development Timeline





MEMO

To: Academic Planning and Priorities Committee
From: Tracy Ryder Glass, Vice Provost Academic
(on behalf of Program Development & Quality Assurance)
Date: March 14, 2024
Re: 10-year Program Review Schedule update

To ensure the ongoing currency of UFV programs and the quality of UFV learning outcomes the Ministry of Post-secondary Education Skills and Training requires evidence that a program review and assessment procedure is in place. This evidence includes a procedure for periodic review of programs, “normally every five years” ([Degree Program Review Criteria and Guidelines, 2017](#)).

The UFV 10-year Program Review Schedule 2023-2032 was part of the (ongoing) Program Review process renewal. The 2023-2032 schedule has been updated in consultation with the Deans to accommodate changes in faculty and leadership. All programs fall within a 5–6-year window except for those that align with external accrediting bodies.

UFV’s [Academic Program Review policy 189](#) is currently under review. The draft for the updated program review policy includes a mid-cycle review requirement for newly launched programs or those reinstated following program suspension as recommended in Affirmation 12 in the [UFV Quality Assurance Process Audit Institution Response, April 2021](#). These mid-cycle reviews have been tentatively included in the schedule to allow for workload planning in the Program Development and Quality Assurance Office.

Continuing Education programs have been included for the first time in the 10-year Program Review Schedule in response to Affirmation 8.

Please direct any questions or concerns to pdqa@ufv.ca

Updated May 2024

**Program Review Ten-Year Schedule
2023-2032**

No previous review or first full review.

Linked to external accreditation.

Review deferred due to program suspension, reschedule on reinstatement.

Midcycle review pending approval of policy 189, Academic Program Review.

Continuing Education

Winter 2023 February – June

Program	Faculty
Criminology & Criminal Justice	College of Arts
Philosophy	College of Arts
Health Care Assistant	Health Sciences
Computer Information Systems	Business and Computing
Medical Office Assistant	FECHD

Fall 2023 September – January

Program	Faculty
Economics	College of Arts
Teaching English as a Second Language	FECHD
Bachelor of Science in Nursing & LPN Access	Health Sciences
Certified Dental Assistant	Health Sciences
Mindfulness Based Teaching and Learning graduate certificate	FECHD

Winter 2024 February – June

Program	Faculty
Political Science	College of Arts
Bachelor of Agricultural Science (deferred for curriculum revision)	Science
Bachelor of Science (Assoc. of Science)	Science
Library External Review	Library
Legal Administrative Assistant	FECHD
Paralegal Diploma	FECHD
Veterinary Administrative Assistant	FECHD
Workplace TASK Certificate	FECHD

Fall 2024 September – January

Program	Faculty
Biology (major, extended minor, minor, hons)	Science
English (major, extended minor, minor, hons)	College of Arts
Adult Education (BA, minor, ILD & WE assoc. cert)	FECHD
Applied Business Technology	FECHD
BBA, International Business (major & minor) (add post-bacc diploma in next round)	Business & Computing

This schedule aligns with the Ministry guidelines requiring program review every 5-6 years.

Updated May 2024

Winter 2025 February – June

Program	Faculty
Bachelor of Media Arts	College of Arts
Migration and Citizenship (program suspended March 2023-2025)	College of Arts
BSc. Computing Science	Business & Computing
Kinesiology: full degree, BIO minor, KIN minor (BA, BSc., BGS)	Health Sciences
Automation & Robotics diploma	Applied & Technical Studies
Digital Manufacturing diploma	Applied & Technical Studies
Electronics Technician certificate	Applied & Technical Studies
Child, Youth & Family Studies*	FECHD
Master of Education	FECHD
Medical Imaging	FECHD
Medical Office Assistant	FECHD

Fall 2025 September – January

Program	Faculty
Indigenous Studies (BA, certificate, in 2030 add Power & Place assoc. cert.)	College of Arts
Peace & Conflict Studies (BA, major, minor)	College of Arts
Latin American Studies	College of Arts
Media & Communications Studies (BFA, ext. minor, minor)	College of Arts
Graphic and Digital Design (BFA, ext. minor, minor, diploma)	College of Arts
Management post-baccalaureate certificate	Business & Computing
Physics	Applied & Technical Studies
Public Relations	FECHD
Human Resources Management	FECHD

Winter 2026 February – June

Program	Faculty
Geography (Geoscience) (BSc. major, extended minor, minor, honours)	Science
Geography (Planning Geography & Environmental Studies) (BA major, extended minor, minor)	Science
History (BA, major, ext. minor, minor, honours)	College of Arts
Global Development Studies (BA, major, ext. minor, minor)	College of Arts
BBA Marketing, Professional Sales (full degree, diploma, certificate)	Business & Computing
Professional Sales minor	Business & Computing
Licensed Practical Nursing	Health Sciences
English Language Studies (program suspended March 2023-2025)	FECHD
Bookkeeping	FECHD
Management Skills	FECHD

*External accreditation was awarded by CACEJ for the period 2022/09/15 to 2029/09/14. This will be an internal review only.

This schedule aligns with the Ministry guidelines requiring program review every 5-6 years.

Updated May 2024

Fall 2026 September – January

Program	Faculty
Bachelor of Community and Regional Planning (midcycle)	Science
Chemistry (major, minor, honours & Biochemistry major)	Science
Mathematics & Statistics (part I) (major, extended minor, minor, honours)	Science
Halq'eméylem Language (intermediate proficiency certificate, graduate certificates/diploma*)	College of Arts
Spanish minor	College of Arts
French (major, ext. minor, minor)	College of Arts
Social Work & Human Services (master's, bachelor's, diploma, certificate)	FECHD
Records Management	FECHD

Winter 2027 February – June

Program	Faculty
Mathematics & Statistics (part II) (Mathematics minor, Statistics option; Applied Statistics minor; Data Analytics certificate)	Science
Psychology (major, extended minor, honours)	College of Arts
Sociology (major, ext. minor, minor, SOC/ANTH major)	College of Arts
BBA: HR, Operations, Organizational Studies (degree, diploma, certificate)	College of Arts
Information Studies	FECHD
Activity Assistant	FECHD

Fall 2027 September – January

Program	Faculty
Modern Languages program (German, Japanese, Mandarin, Punjabi, Russian)	College of Arts
Anthropology (major, ext. minor, minor)	College of Arts
Bachelor of Integrated Studies	College of Arts
General Studies diploma	College of Arts
Nursing Unit Clerk	FECHD

Winter 2028 February – June

Program	Faculty
Art History (BA, BFA, minor, extended minor)	College of Arts
Visual Art (BFA, major, extended minors, diploma)	College of Arts
Theatre (BA, BFA, ext. minor & minor, diploma)	College of Arts
BBA, Aviation	Business & Computing
Health Care Assistant	Health Science
Bachelor of Education/Teacher Education Program	FECHD
Dental Office Receptionist	FECHD

This schedule aligns with the Ministry guidelines requiring program review every 5-6 years.

Updated May 2024

Fall 2028 September – January

Program	Faculty
Communications major	College of Arts
Journalism minor	College of Arts
Digital Communication & Promotion post-baccalaureate diploma	College of Arts
Criminology & Criminal Justice (major & masters)	College of Arts
Philosophy (major, minor, honours)	College of Arts
Civic Governance (tentative)	FECHD
Computer Information Systems (degree, diploma, certificate & Coding Skills assoc. cert.)	Business & Computing

Winter 2029 February – June

Program	Faculty
Bachelor of Regional and Community Planning	Science
Bachelor of Science	Science
Teaching English as a Second Language	FECHD
Business Administration	FECHD
Legal Administrative Assistant	FECHD
Paralegal Diploma	FECHD
Economics (major, minor)	College of Arts
English (major, extended minor, minor, hons)	College of Arts
Political Science (major, ext. minor, minor)	College of Arts
BBA: Accounting, Finance, Financial Mgt (post-bacc diploma, diploma, cert)	Business & Computing
Certified Dental Assistant	Health Science
Library External Review	Library

Fall 2029 September – January

Program	Faculty
Biology (major w/concentrations, honours, extended minor, & minors)	Science
Management post-baccalaureate certificate	Business & Computing
BBA, International Business (major, minor, post-baccalaureate certificate)	Business & Computing
Bachelor of Science in Nursing	Health Sciences
*Licensed Practical Nursing	Health Sciences
Adult Education (BA, minor, ILD & WE assoc. cert)	FECHD
Applied Business Technology	FECHD

Winter 2030 February – June

Program	Faculty
Agriculture Science (degree, diploma, certificates)	Science
Engineering Common Core Certificate	Applied & Technical Skills
History (BA, major, ext. minor, minor, honours)	College of Arts
Global Development Studies (BA, major, ext. minor, minor)	College of Arts
Veterinary Administrative Assistant	FECHD
Workplace TASK Certificate	FECHD

This schedule aligns with the Ministry guidelines requiring program review every 5-6 years.

Updated May 2024

Fall 2030 September – January

Program	Faculty
Bachelor Media Arts	College of Arts
Migration and Citizenship (tentative, program suspended March 2023-2025)	College of Arts
Child, Youth & Family Studies	FECHD
Master of Education	FECHD
Medical Imaging	FECHD
Medical Office Assistant	FECHD
BSc. Computing Science	Business & Computing
Kinesiology: full degree, BIO minor, KIN minor (BA, BSc., BGS)	Health Sciences
Automation & Robotics diploma	Applied & Technical Studies
Digital Manufacturing diploma	Applied & Technical Studies
Electronics Technician certificate	Applied & Technical Studies

Winter 2031 February – June

Program	Faculty
Mathematics & Statistics (part I) (Mathematics minor, Statistics option; Applied Statistics minor; Data Analytics certificate)	Science
Indigenous Studies (BA, certificate, in 2030 add Power & Place assoc. cert.)	College of Arts
Peace & Conflict Studies (BA, major, minor)	College of Arts
Latin American Studies	College of Arts
Media & Communications Studies (BFA, ext. minor, minor)	College of Arts
Management post-baccalaureate certificate	Business & Computing
Physics	Applied & Technical Studies
Public Relations	FECHD
Human Resources Management	FECHD

Fall 2031 September – January

Program	Faculty
Graphic and Digital Design (BFA, ext. minor, minor, diploma)	College of Arts
History (BA, major, ext. minor, minor, honours)	College of Arts
Geography (Geoscience) (BSc. major, extended minor, minor, honours) (pending 2024 suspension)	Science
Geography (Planning Geography & Environmental Studies) (BA major, extended minor, minor)	Science
Mathematics & Statistics (part II) (Mathematics minor, Statistics option; Applied Statistics minor; Data Analytics certificate)	Science
BBA Marketing, Professional Sales (full degree, diploma, certificate)	Business & Computing

This schedule aligns with the Ministry guidelines requiring program review every 5-6 years.

Updated May 2024

Professional Sales minor	Business & Computing
English Language Studies (program suspended March 2023-2025)	FECHD
Bookkeeping	FECHD
Management Skills	FECHD

Winter 2032 February – June

Program	Faculty
Chemistry (major, minor, honours & Biochemistry major)	Science
Halq'eméylem Language (intermediate proficiency certificate, graduate certificates/diploma*)	College of Arts
Spanish minor	College of Arts
French (major, ext. minor, minor)	College of Arts
Information Studies	FECHD
Social Work & Human Services (master's, bachelor's, diploma, certificate)	FECHD
Records Management	FECHD

Fall 2032 September – January

Program	Faculty
Agriculture Science (degree, diploma, certificates)	Science
Psychology (major, extended minor, honours)	College of Arts
Sociology (major, ext. minor, minor, SOC/ANTH major)	College of Arts
BBA: HR, Operations, Organizational Studies (degree, diploma, certificate)	College of Arts
Activity Assistant	FECHD

This schedule aligns with the Ministry guidelines requiring program review every 5-6 years.



QAPA Institutional Response Implementation PDQA Update

The April 2021 *Quality Assurance Process Audit: Institution Responses* to the 2020 *Quality Assurance Audit* contains fifteen (15) affirmations or action items for UFV to “consider to further advance the evolution and growth of its quality assurance processes.” This report is an update on the Winter 2024 status of the affirmations, building on the Summer 2022 update. [The most recent information is in blue text.](#)

[UFV’s next Quality Assurance Process Audit should take place in 2027. The next progress review and update of the current Institutional Response should take place in approximately eighteen months and be submitted to the Provost in Fall of 2025.](#)

1. Continue to support the newly instituted role for a Student Voices Coordinator to assist programs with student led focus groups. The QAPA Panel “believes this new role will enhance the student voice and lead to new insights regarding the student experience that will enhance quality.”

Action: The PDQA office will continue development of the Student Voices initiative by supporting the work of the coordinator, assessing the outcomes of project now underway, and seeking further support for the project in 2021/22.

Progress:

Summer 2022:

In Fall 2020, the PDQA office launched a pilot project to create a position for a Student Voices Coordinator through UFV’s work study program. The first iteration of the project went smoothly with the Student Voices Coordinator facilitating student focus groups for use in the BIS program and Sociology program reviews. The work study position was expanded to two Student Voices Coordinators in Fall 2021. The second iteration was less successful, likely for an array of reasons including the Sumas Prairie flood and ongoing pandemic complications. Student-led focus groups were conducted for Anthropology, Aviation, Communications, Art History, Theatre, and Visual Arts with varying levels of success.

In general, UFV students seemed to be experiencing “survey fatigue” in 2021/22. Participation was low despite incentives offered for participation. There were also three distinctly different individuals in the Student Voices Coordinator role at different points in their own studies with various additional commitments that possibly affected the overall success of the focus groups.

Funding for a single work study student in this role has been approved for 2022/23. As the program review process has changed – this role may also be revised.

Winter 2024:

[A third iteration of this work study position was held by a 4th year student moving on to the Teacher Education Program. The start of the workstudy coincided with the start of the “Changemaker” project. Given that the previous year did not provide much in the way of useful “Student Voice” data, PDQA offered to share the workstudy student with N. Bourget to have a student investigate how to engage](#)

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Program Development and Quality Assurance
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students in the Changemaker work. The student conducted informal interviews with peers over several months, met regularly with the AD/PDQA and N. Bourget to share findings and ideas and submitted a final report that was shared in meetings by N. Bourget. The “Student Voices” workstudy was not pursued for the 2023/24 school year as the role they would play was unclear.

2. Continue work on definitions and guidelines for program types and incorporate further work on micro-credentials.

Action: The PDQA office will work with the Registrar and the Advising Centre to draft definitions and guidelines for program types, including consideration of micro- credentials. The goal will be to have a draft version ready for committee review during the 2021-22 academic year, with a final version in place in 2022-23.

Progress:

Summer 2022:

A Microcredentials working group was formed in fall of 2021 chaired by Dr. Tracy RyderGlass, Vice-provost. The group (Ian Affleck, Claire Carolan, Peter Geller, David Johnston, Carolyn MacLaren, Linda Pardy, Samantha Pattridge, Michelle Rhodes, Amanda Roberts, Awnet Sivia, Liana Thompson, Maureen Wideman) met five times. A third draft of a microcredentials program policy is currently being reviewed and revised. Compared with other BC post-secondary institutions, UFV is slow to implement microcredentials. The following BC PSEs are offering programs in a wide range of topics: BCIT (30+), CapilanoU (25+), ECUAD (2), SFU (8), TRU (2), VCC (7), UBCO (2), UVIC (35+). UNBC is offering programs in partnership with OCAD.

Winter 2024:

A Microcredentials Program policy was drafted and widely circulated for feedback through Policy Consult and was submitted for Senate review and approval on March 11, 2024.

3. Consider some standardized entrance requirements to match to credential definitions.

Action: The PDQA office will consult with the Registrar and Advising Centre to investigate the viability of developing standardized entrance requirements.

Progress:

Summer 2022:

Not started.

Winter 2024:

This work falls outside of the scope of the PDQA Office, however the AD/PDQA and the Registrar have been working on an update of policy 64, Credentials that may assist in developing some clarity on standardized entrance requirements.

4. Ensure external review teams address alignment with Internationalization and Indigenization in recommendations.

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Action: The PDQA office will revise the External Review Report template and guidelines prior to the initiation of the 2021 cycle of program reviews to ensure external review teams are encouraged to address key strategic priorities such as Indigenization and Internationalization.

Progress:

Summer 2022:

PDQA is redeveloping the program review process. A completely revised system is scheduled to be in place January 2023. Action item 4 will be incorporated into the changes.

Winter 2024:

A new program review process housed in Blackboard was launched in Spring of 2023. The process is a collection of templates developed to provide guidance for the program working groups on what kinds of data to collect for the self-study. The self-study template (mostly recently updated in January 2024) contains 48 questions for the teams to respond to. Following are the questions directly related to Internationalization and Indigenization:

- Describe the typical international student in this program; is the international student demographic reflective of a diversity of national identities? What efforts are being made to ensure a more diverse international community of learners?
- What are the achievement rates (retention, persistence, completion) of students in the program? List the three most recent years for each category below. (Please use the information from the Data Book for your department which can be found in the “Additional Resources” tab) (three categories, Indigenous, Non-indigenous, International)
- Describe formal partnerships, collaborations, and other relationships with stakeholders or rightsholders, for example:
 - Indigenous communities
 - professional industry partnerships
 - departments and service units internal to the university
 - municipal, regional, provincial, or federal government
 - peer institutions

The template for the External reviewer report includes the following prompt in the section “Student Achievement”.

Comment on the extent to which the program is meeting student needs and supporting outcome attainment.

- Does the program have the appropriate expertise and resources to support student achievement?
- Are the admission requirements supportive of access and success for all students?

Is sufficient effort being made to close equity gaps including timely and successful program completion for Indigenous and other marginalized learners?

The AVP Xwexwilmexwawt and internal/external panelists have indicated that their meetings during the site visit are not useful. Conversations are needed with them and T&L to ensure that the Indigenization work that is being done by the programs is recognized, reviewed, discussed, and is reflected in the External Panel Report and Action Plan.

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5. Establish a subcommittee of APPC to provide a comprehensive and detailed consideration of the program reviews and follow up.

Action: APPC will investigate the formation of a program review subcommittee, including membership and terms of reference. If there is consensus to proceed, a reasonable timeline would be to have the subcommittee in place to provide guidance and oversight for the 2022-23 cycle of program reviews.

Progress:

Summer 2022:

PDQA is redeveloping the program review process. A completely revised system is scheduled to be in place January 2023. Action item 5 will be investigated once the new system is in place.

Winter 2024:

This was discussed with Provost Cabinet in Fall of 2021, and they disagreed on the need for an additional subcommittee on top of APPC review of program reviews and progress reports at the time. No further action has been taken. The new program review process has generated its first Action Plan/Dean's Summaries and Progress Reports are still on the previous process. The updated Action Plan/Dean's Summary templates are intended to provide an easy to follow and update five-year plan outline for programs and deans.

6. Refine program development process to align with the current DQAB submission process.

Action: PDQA and the relevant standing committees of Senate will continue to monitor the program development process to ensure it effectively aligns with the DQAB's process, addresses standards and criteria for degree quality, program need and feasibility, and provides efficient review and approval timelines.

Progress:

Summer 2022:

The 2019 revised program development process has proven to be labour intensive, time consuming, and does not align with the DQAB submission process. DQAB has explained that UFV submissions have been too long and did not meet their Stage 1 requirements. Additionally, the UFV process creates internal confusion as the internal Stage 1 and Stage 2 are not reflective of the DQAB Stage 1 and Stage 2. As such an updated draft of the Program Development guide has been written and shared with the Vice Provost, UEC Chair, UEC co-chair, and UEC Assistant (UEC owns the document) for review and feedback. In addition to the updated manual, a revised concept paper template and approval process have been drafted for review.

Winter 2024:

The above noted draft was pulled from circulation the next day as PDQA was notified that DQAB was finalizing institutional consultation on an update of the Degree Quality Assessment Standards (UFV did not participate in the consultation). The update was expected to be put into use in Spring of 2023. To date the update has not been put into effect, however DQAB has advised UFV to not hold off on updating our own internal processes and policies related to program development and review. PDQA

drafted an updated program development process that is separate from course development and combines undergraduate and graduate processes in a single document (this option was discussed with the University Secretary and GSC).

The document has been shared to date with GSC, UEC, and Dean's Council. Discussion has not occurred yet with UEC. Limited feedback has been received.

*The policies and procedural guidelines for Undergraduate Course and Program Development (Appendix to policy 21), Academic Program Review (policy 189) and Suspension and Discontinuance (Appendix to policy 222) require updating to reflect the amalgamation of SBC and APPC.

7. Investigate a shorter timeline for program development; specifically, a more efficient concept paper template and approval process.

Action: UFV will investigate the Board's role in approving concept papers as part of the response to Recommendation 14 below.

Action: The PDQA office will refine the concept paper templates and investigate the procedures for internal review to identify ways to streamline the concept paper approval process. This work to be completed by Fall 2021.

Progress:

Summer 2022:

Further to section 6, the concept paper process has been redrafted and amendments to the approval process are outlined in the updated Program Development guide draft.

Winter 2024:

Further to section 6, an updated concept paper template has been completely re-drafted a second time in consultation with the Director, Budgets and Financial Planning, AVP Resource Planning and Enterprise Risk and CFO and VP Administration. The Provost approved use of the template by the Program Working Group for the BSc./MSc. Biotechnology.

8. Develop a tailored program review process for Trades and developmental programs which have outside standards ("the advent of micro-credentials, stackable, and transferable courses and credentials makes this an important recommendation to act upon, as it facilitates student mobility and career transitions and ensures quality programming is linked through a variety of credentials").

Action: PDQA will submit a strategy and framework for micro-credentials for review by Senate standing committees (UEC, GSC, APPC) in 2021-22.

Progress: See section 2.

Action: As part of the upcoming review of the Academic Program Review policy (189), scheduled to begin in May 2021, UFV will investigate the development of tailored processes for programs with professional accreditations, as well as for short programs and non-degree programs, particularly in areas such as Trades and developmental programs.

Progress:

Summer 2022

An updated draft of policy 189 (with a proposed title change of “Undergraduate and Graduate Program Review”) has been shared with the Vice Provost and Registrar & AVP Enrolment Management for review and feedback. A draft of a new policy specifically for Continuing Education program review has been shared with the Vice Provost, Registrar & AVP Enrolment Management, Director CE, Dean FECHD, and the former Interim Dean FATS. PDQA met with former Interim Dean FATS (July) to bring the conversation about a Trades and developmental programs review process with a goal of completing a new policy draft in 2023.

Winter 2024:

The updated policy 189 with a proposed title change of “Undergraduate and Graduate Program Review” was placed on the SGC agenda in January 2024. However, without the revised and approved DQAB Degree Program Review Criteria and Guidelines, and without final feedback from the Blackboard pilot, the Vice Provost requested that review of policy 189 by SGC be paused until these items were confirmed.

A draft of a Non-credit Program Review policy was shared for review with the Director CE, Dean FECHD, Dean FATS, Registrar & AVP Enrolment, and the University Secretary in November 2023 with positive feedback. PDQA has not moved it further on to Policy Consult due to the delay in approving policy 189.

PDQA and the Dean FATS agreed that conversations on a Trades specific program review policy should begin in late spring 2024 to allow the new Deans time to settle into their roles.

9. Create a mechanism for revising recommendations in line with the resources and priorities of the institution if Senate or the Board of Governors determine that the recommendation and action plan of the program could not be achieved.

Action: As part of the upcoming reviews of the Academic Program Review policy (189) and the Board Policy on University Educational Directions and Planning (BPD-202), the university will investigate the creation of a transparent process to adjust program review recommendations and action plans based on institutional decisions at the Senate or Board level.

Progress:

Summer 2022

Review of the Board Policy on University Education Directions and Planning (BPD-202) is outside of the scope of the PDQA office. Perhaps this action should be carried out by the APPC subcommittee proposed in section 5.

Winter 2024

See above. The overlap of this Board Policy with policy 189 was discussed with the University Secretary who will follow up as it is outside the scope of PDQA and noted in the Consultation Process memo submitted to Policy Consult on May 1, 2023.

10. Develop a concrete plan to gather the input of all stakeholders including employers and community groups (consider strategies such as employer surveys or the creation of an employer advisory group for ongoing input to program relevance and quality).

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Program Development and Quality Assurance
2024/03/15

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Action: UFV will update program review procedures and the Academic Program Review Unit Handbook to ensure the inclusion of documentation that supports the input of external stakeholders.

Progress:

Summer 2022:

PDQA is redeveloping the program review process. A completely revised system is scheduled to be in place January 2023. Action item 10. will be incorporated into the changes.

Winter 2024:

The updated program review process includes a Labour Market Analysis and includes the following related questions regarding stakeholders:

Describe formal partnerships, collaborations, and other relationships with stakeholders or rightsholders, for example:

- Indigenous communities
- professional industry partnerships
- departments and service units internal to the university
- municipal, regional, provincial, or federal government
- peer institutions

Does the program track graduate success following completion of the program? If so, describe the tracking methods and the results.

To what extent are employers satisfied with graduates of the program? Describe the formal and informal connections and relationships with employers and employer groups.

What is the market demand for this program?

Is the credential offered the correct fit for the market demand? (e.g., do most employers require a diploma vs. a baccalaureate or master's degree?)

11. Link policy and procedure on discontinuation of programs to a quality assurance process.

Action: As part of the review of the Academic Program Review policy (189), UFV will consider how guidance on program discontinuance might be clarified in program review policy and procedures.

Progress:

Summer 2022

The appendix for policy 222, Suspension and Discontinuation has been updated. Links to policy 222 have been updated in the draft of the Program Development guidelines. The new process for program review will include information on program suspension and discontinuance for deans, faculty, and external reviewers. Policy 222 should be amended to clarify and include reinstatement of suspended programs.

Winter 2024

The updated draft (see section 8) lists policy 222 Program Suspension and Discontinuance as a related policy. This is not listed in the existing policy. The policy update includes the requirement of a midcycle review for programs reinstated following suspension under policy 222.

12. Revise policy and procedure to ensure mid-cycle review of newly developed and implemented programs (new programs might benefit from an earlier, formative review with a focus on unanticipated issues that need to be addressed).

Action: The PDQA office will investigate the creation of a mid-cycle formative review process for new programs to be included as part of program development policy and procedure (*cf.* Undergraduate Course and Program Approval (21) and Graduate Course and Program Approval (209)).

Progress:

Summer 2022

Midcycle reviews for new and reinstated programs have been included in the draft of the Ten- Year Review Schedule. The midcycle reviews will provide formative assessment of the first 30-36 months of new programs. Part of the Implementation plan for new programs plan will include scheduling of the midcycle review in the Ten-Year Review Schedule.

Winter 2024

See Section 11. All programs that will be eligible for midcycle review have been included in the 10-Year Program Review Schedule (2023-2032) update and highlighted as tentative pending approval of the updated Policy 189.

The new draft for Program Development Guidelines (see section 6.) includes scheduling a midcycle review in the implementation phase.

13. Revise review cycle to match the DQAB requirements for a review every 5-7 years.

Action: As part of the review of the Academic Program Review policy, UFV will revisit the review cycle to ensure that all programs are reviewed every 7 years and that exceptions to this rule are clearly defined. The Program Review office, in consultation with deans, will also revise the master schedule for program reviews to ensure alignment with a seven-year cycle.

Progress:

Summer 2022.

A new 10-year schedule has been drafted. In the proposed schedule most programs are scheduled for review on a 5-6 year-cycle with the intention that should a program require an extra year that they do not exceed the 7-year DQAB requirement.* Programs with external accreditation have been consulted so the internal and external processes align as much as possible.

To support the additional workload that more frequent review will create in the PDQA office, funding has been approved for an additional hire in 2023. Also – under the program review process there will be two shorter review cycles per year rather than a single cycle. It is anticipated that these will have September and February start dates.

*The program review cycles of our peer universities have been reviewed. Most operate on a 5-6 cycle.

Winter 2024

The UFV 10-year Program Review Schedule 2023-2032 was part of the (ongoing) Program Review process renewal. The 2023-2032 schedule has been updated in consultation with the Deans to accommodate changes in faculty and leadership and submitted to Provost's Cabinet for review (March 2024). All programs fall within a 5–6-year window except for those that align with external accrediting bodies.

14. Ensure program review policy (and procedure) address accountability for implementation (the progress report is an important step to accountability and additionally, there is a need to follow up if progress has not occurred).

Action: As part of the upcoming review of the Academic Program Review policy, UFV will introduce a follow-up process for progress reports to ensure accountability when insufficient progress on action items has occurred. The PDQA office will implement procedures to support progress report follow up when required.

Progress:

Summer 2022

This step will be added to the new program review process in consultation with the APPC subcommittee noted in section 5.

Winter 2024

This matter has not been addressed.

15. Review Board policies with respect to Board responsibility for quality assurance in program review and program development.

Action: As part of the upcoming reviews of the Academic Program Review policy (189) and the Board Policy on University Educational Directions and Planning (BPD-202) commencing in 2021, the university will investigate the Board's responsibility for quality assurance in program review and program development with the goal of clarifying the Board's role in both policies and in the accompanying procedures.

Progress:

Summer 2022

Review of the Board Policy on University Education Directions and Planning (BPD-202) is outside of the scope of the PDQA office. Perhaps this part of action 15 should be carried out by the APPC subcommittee proposed in section 5.

Winter 2024

See above. The overlap of this Board Policy with policy 189 was discussed with the University Secretary who will follow up as it is outside the scope of PDQA and noted in the Consultation Process memo submitted to Policy Consult on May 1, 2023.



MEMORANDUM

Academic Planning and Priorities Committee

TO: Joanne MacLean, Chair, Senate
FROM: James Mandigo, Chair, Academic Planning and Priorities Committee
DATE: May 14, 2024
RE: APPC Annual Report to Senate – 2023-2024

The Academic Planning and Priorities Committee (APPC) had a very busy and robust year and saw the successful amalgamation of the Senate Budget Committee and the Academic Planning Priorities Committee which included an increased membership from 29 to 34 members. Tracy Ryder Glass filled the role of the APPC Chair as Acting Provost and VP, Academic until the beginning of January, at which time James Mandigo returned to his position and role as APPC Chair. Additional details on the programs will be provided in the 2024 Program Report and Plan.

New Programs

- Journalism minor – Stage 1
- Expedited Program - Post-baccalaureate diploma, Digital Communication and Promotion
- Engineering Common Core certificate
- Applied Geographic Information Systems (GIS) associate certificate
-

Program Discontinuances

- Bachelor of Science in Nursing Three-year Fast Track option
- Hospitality Event Planning certificate
- Associate of Arts, Theatre option
- Philosophy Extended minor

Program Reinstatments

- Power and Place associate certificate

Area changes

- New School of Communication
- Restructuring of School of Land Use and Environmental Change to two Departments; Department of Geoscience; and Department of Planning, Geography, and Environmental Studies
- New School of Education

Program Suspensions

- English Language Studies
- Migration and Citizenship Graduate certificate and diploma
- Bachelor of Integrated Studies, Applied Management Concentration
- Graduate Certificate, Program Evaluation (renewal)
- Mindfulness Based Teaching and Learning Graduate Certificate
- Physical Geography major
- Physical Geography minor
- Geographic Information Systems certificate

Program Reviews

- Philosophy
- Criminology
- Bachelor of Computer Information Systems

Program Review Progress Reports

- General Studies diploma
- Bachelor of Integrated Studies
- Psychology
- Modern Languages Program
- Human Services
- Sociology Program Review Progress Report
- English Language Studies
- Adult Basic Education

Program Report and Plan: The Program Report and Plan 2023 was recommended for approval at APPC in April 2023 and was approved at Senate in May 2023 and the Board in June 2023.

Terms of Reference: The APPC reviewed the Terms of Reference at their March 27, 2023 and recommended for Senate approval on May 10, 2024.

Additional

- Provost's reports included:
 - Updates on the SBC/APPC amalgamation
 - Continual updates on UFV's position regarding the International Student Cap announced by the federal government and the a Letters of Attestation that are now required for International students to obtain from each institution.
 - Update on the growth of UFV, noting the challenges and opportunities it represents
- Strategic Enrolment Management (SEM) Operation Plan
- Strategic Enrolment Management (SEM) 2030-31 Targets
- Update on Institutional Learning Outcomes project from Teaching and Learning
- Approved Interim Procedures – Expedited Program Review Process due to the SBC/APPC amalgamation
- Presentation on the Chilliwack Campus Master Plan including the OneHealth concept
- Preliminary Budget position
- Annual Consolidated Budget
- Research Centre Proposal - Berry Environmental Resilience Research & Innovation (BERRI) Centre
- Revisions to the Program Suspension and Discontinuance Procedures due to the SBC/APPC amalgamation

The timeframe for this report is April 2023 - April 2024.



Academic Planning and Priorities Committee

2024/25 Meeting Schedule

Wednesdays

2:30 – 4:30 pm

Week 4 of UFV Meeting schedule

Meeting Date	Agenda Deadline at noon	Location
Sept 25, 2024	Sept 17	TBA
October 30, 2024 *	Oct 22	TBA
November 20, 2024	Nov 12	TBA
January 29, 2025	Jan 21	TBA
February 26, 2025	Feb 18	TBA
March 26, 2025	Mar 18	TBA
April 23, 2025	Apr 15	TBA
May 21, 2025	May 13	TBA
June 18, 2025	June 10	TBA

* Meeting date adjusted