APPROVED MINUTES
ACADEMIC PLANNING AND PRIORITIES COMMITTEE (APPC)

March 16, 2011
9 am - Room A225/229

PRESENT: D. Alary, J. Brandenburg, M. Brosinski, B. Cooke, W. Burton, Y. Dandurand, E. Davis (Chair), V. Dvoracek, D. Freschi, D. Griffiths, S. Hardman, K. Isaac, G. Kettner, O. Lian, S. Murray, G. Palmer, S. Pattridge, T. Piper, O. Steyn, N. Venema, N. Weinberg

REGRETS: M. Bos-Chan, J. Hogan

GUESTS: I. McAskill, B. Poettcker

RECORDER: N. Hitchens

1. ITEMS for ADOPTION

Agenda – 2011 03 16 approved as amended.

2. BUSINESS

2.1. Welcome and Introductions

Eric Davis, APPC Chair, welcomed members and then all members introduced themselves. The Academic Planning and Priorities Committee (APPC) is the chief standing committee of Senate and will help set the academic directions of UFV. Senate and Eric will rely on APPC for guidance on academic matters and program prioritization. Recommendations and information from Senate's other standing committees will come to APPC so we will draw on the work of those committees. APPC members have various titles and come from different areas/departments but members need to represent the university and take an institutional-wide perspective on all matters.

2.2. APPC Terms of Reference

Comments on Terms of Reference #2:

APPC will be a high-level decision making committee that will set institutional priorities, develop principles, and debate philosophical and pedagogical issues.

Normally, as part of the education planning process, new and discontinued programming decisions, and program prioritization will be brought forward by the Deans and Faculty Councils. At times, APPC may be asked to assess a program's viability. When faced with this type of decision, we will rely on data from key resources (e.g. IR, Finance, etc) to inform our decision making. When making decisions, APPC will look at academic merit and the strategic goals and mission of the university. It was noted that larger programs subsidize smaller programs that are vital to UFV and offering a new program may mean the discontinuation of another. APPC has a key role in advising Senate but our terms of reference do not say we cannot initiate reviews of programs.

APPC will need a regular flow of information from Senate, Senate subcommittees and Faculty Councils so members have a good understanding of what is happening at UFV.

What are the other subcommittees' roles - to advise Senate or to advise Senate through APPC? This will need to be communicated and worked out as we go along.

The word "research" doesn't appear in the terms of reference but it may not have to. Research is clearly an academic matter and an important element in academic planning and prioritization.

ACTION: Determine how #2 fits within the Undergraduate Education Committee (UEC). *(Disagreements at UEC may come to APPC for resolution? UEC recommendations submitted to APPC and then Senate for approval? What UEC items will be presented to APPC for information, discussion and/or decision?)*
ACTION: Need to invent/define our relationship with Faculty Councils (FCs) and Senate. (*What items from FC and Senate items come to APPC for information, discussion and/or decision?)*
ACTION: When the terms of reference are updated, consider whether the word "research" needs to be included.
ACTION: Subcommittee Chairs who are members of APPC will submit written reports for inclusion in APPC agenda packages.
ACTION: Determine if the other subcommittee terms of reference need to be revised to ensure delegation to APPC is made and recognized. The other subcommittees need to know what items need to brought forward to APPC.

Comments on Terms of Reference #3:

ACTION: Update the terms of reference (#3) to include the role of Faculty Councils; determine if the intent is for APPC to advise Senate on the implementation [**or "development"]** of new programs.

Comments on Terms of Reference #4:

Advising on the administrative structure is beyond the mandate of APPC; the Board of Governors is responsible for decisions on administration.

ACTION: Nicole will send members the link to the University Act.
ACTION: Update the terms of reference (#4) to include "…advise Senate on the establishment or discontinuance of faculties, schools, divisions, and **academic** departments….".

Comments on Terms of Reference #6:

"Institutes" and "centres" imply research-type units.

Comments on Terms of Reference #7:

Partnerships/proposed partnerships will be presented to APPC so principles should be developed. #7 refers to "post-secondary institutions". Do we need to expand this to include international partnerships, indigenous partnerships with bands/individuals, school district

partnerships, and other educational partnerships not with educational institutions (e.g. City of Richmond)? What about Continuing Studies?

POSSIBLE ACTION: Develop partnership guidelines and principles; expand the terms of reference (#7) to include other types of partnerships.

Comments on Terms of Reference #8:

The research plan is an educational plan that is part of UFV's academic planning process. It was suggested that APPC develop principles on internationalization and indigenization to influence our decisions.

POSSIBLE ACTION: Develop principles on internationalization and indigenization.

Comments on Terms of Reference #11:

It seems logical that APPC review program review reports before they are submitted to Senate. This, however, is not indicated in the program review policy.

ACTION: Update the terms of reference (#11) to include **program reviews**.
POSSIBLE ACTION: Policy 210.15 – Academic Program and Unit Reviews may need to be revised to include APPC in the review process.

2.2.1. Conduct of Business/Vice-Chair

Senate requires a spokesperson for all items that are presented to Senate. APPC feels Eric should be the APPC spokesperson but agreed other individuals - who have expertise on a specific topic - may accompany him as an additional resource.

APPC is a large committee so APPC will be dependent on subcommittees/task forces to move business forward and make recommendations to the entire committee.

A Vice-Chair will be nominated next meeting. The role of the APPC Vice-Chair will be determined but, typically, a Vice-Chair is elected for the conduct of meetings in the absence of the Chair. There was a suggestion that the Vice-Chair be the Senate spokesperson in the absence of the Chair.

As per Senate's Rules for the Conduct of Business, decisions will be made by motions which are voted upon and recorded in the minutes.

ACTION: APPC needs to determine the composition of subcommittees/task forces. *(e.g. include only APPC members or allow external members? Have a pre-set composition of faculty and administration?)*
ACTION: APPC needs to determine what standing subcommittees need to be struck to begin to move business forward.
ACTION: Individuals who are interested in letting their name stand for Vice-Chair should inform Nicole and Eric by the end of next week (March 25).
ACTION: Next agenda: "Role of the Vice-Chair" and "APPC Subcommittees".

2.3. Developing Program Prioritization Principles

Deferred until the next meeting.

ACTION: Next agenda.

2.3.1. Education Plan New Program Priorities (how might we prioritize?)

Deferred until the next meeting.

ACTION: Next agenda.

3. ADJOURNMENT

The meeting was adjourned at 11 am.

4. INFORMATION ITEMS

4.1. UFV's Strategic Plan:
http://www.ufv.ca/Assets/President$!27s+Office/Final+strategic+plan+2010.pdf

4.2. UFV's Education Plan:
http://www.ufv.ca/Assets/Senate/Proposals+at+Senate/2011-15+Education+Plan.pdf

4.3. Conduct of Business for Senate Standing Subcommittees ..... Att'ment

4.4. Excerpt from Policy 110.29 – Appendix C ..... Att'ment

4.5. 2010/11 APPC Membership ..... Att'ment

4.6. Next meeting: April 13, 2011 (9 am, Room A225/229).