



**AGENDA**  
**ACADEMIC PLANNING AND PRIORITIES COMMITTEE**

February 18, 2015  
2:30 to 3:50 pm, Room A229/225

**1. CALL to ORDER**

**2. ITEMS for ADOPTION**

- 2.1. Agenda – 2015 02 18
- 2.2. Minutes – 2015 01 21 ..... pg. 2

**3. BUSINESS**

- 2:35 pm 3.1. Provost's Report
- 2:45 pm 3.2. New Programs – Rod McLeod
  - 3.2.1. Bachelor of Agricultural Science and Horticulture major ..... pg. 5
  - 3.2.2. Bachelor of Education degree .....pg. 22
  - 3.2.3. Certificates in Extended Studies in Arts: French major and French extended minor ..... pg. 24
- 3:10 pm 3.3. Program Changes: Co-operative Education – Rod McLeod ..... pg. 27
- 3:20 pm 3.4. Process and Timeline for Concept Papers and Annual Program Report and Plan – Sylvie ..... pg. 36
- 3:35 pm 3.5. Writing Centre/Academic Success Centre – Michelle Rhodes

**4. ADJOURNMENT and NEXT MEETING**

Next Meeting: March 18, 2015, 2:30 – 4:30, A225/229

**5. INFORMATION ITEMS**

- 5.1. Skills Gap Summary – 2014/2015 to 2015/2016 ..... pg. 40
- 5.2. APPC website: <http://www.ufv.ca/senate/standing-committees/appc/>



**MINUTES - Draft**  
**ACADEMIC PLANNING AND PRIORITIES COMMITTEE**

January 21, 2015  
2:30 pm - Room A225/229

Present: E. Davis (chair), J. Hogan, R. McLeod, S. Bains, S. Sheffield, M. Bos-Chan, C. Slavik, M. Walter, M. Rhodes, C. Gingerich, C. Bell, M. Brosinski, F. Kheradmand, I. Anand, D. Griffiths, A. Chan, M. Wideman, D. McGuire, V. Dvoracek, P. Geller

Regrets: G. Palmer, Z. Dennison, N. Weinberg, J. English, J. MacLean, S. Hardman, D. Alary, K. Isaac, S. Murray, A. Wiseman

Recorder: J. Nagtegaal

**1. CALL to ORDER**

The meeting was called to order at 2:35 pm. Eric welcomed the following new members to APPC:

- Satwinder Bains, designate for the Chair of the Graduate Studies Committee;
- Melisa Walter, Faculty of Senate representative;
- Ishpreet Anand, Undergraduate Student representative.

**2. ITEMS for ADOPTION**

**2.1. Agenda – 2015 01 21**

Added: 3.6. School of Trades –Equal Gender Opportunities.

**MOTION:**

THAT APPC approve the 2015 01 21 agenda as amended.

R. McLeod/C. Slavik

**CARRIED**

**2.2. Minutes – 2014 12 10**

**MOTION:**

THAT APPC approve the 2014 12 10 minutes as presented.

C. Bell/M. Brosinski

**CARRIED**

**3. BUSINESS**

**3.1. Provost's Report**

- Two forums on the new UFV 2025 Education Planning process are being held today. There was one this morning at the Chilliwack campus at CEP and there will be one later today at the Abbotsford campus. All were encouraged to attend.

- A number of new UFV programs are going through or have completed external consultation:
  - The Bachelor of Professional Communication has been poster for review;
  - The Bachelor of Arts, Peace & Conflict Studies and the Bachelor of Arts, Theatre major have both completed the review process;
  - The Bachelor of Arts, Indigenous Studies major and minor have completed the review process and are responding to comments.

### 3.2. New Programs

#### 3.2.1. Records Management Certificate

The Records Management Specialist (RMS) certificate is a revenue-generating initiative that bring together the expertise of local industry professionals in collaboration with the UFV Continuing Education department. The program meets an identified need in the Fraser Valley region to provide employment-focused entry-level skills in areas of core record maintenance and the accompanying administration skills that include training in Microsoft Office, business communications, and digital age literacy.

##### **MOTION**

THAT APPC recommends the approval of the new Records Management certificate program as recommended by UEC, and will forward the recommendation to SBC for information.

C. Gingerich/R. McLeod

##### **CARRIED**

#### 3.2.2. Automation and Control Systems Technician

The program provides a balance between academic and practical technical experience, complies with national and international technology accreditation guidelines, meets the need to match education and training with jobs that are in high demand, and will provide opportunities for graduates of the Electronics Technician Common Core Certificate to continue their education locally.

##### **MOTION**

THAT APPC recommends the approval of the new Automation and Robotics Technician diploma program as recommended by UEC; with the understanding that if the name change of the program is not approved at UEC, it will revert to Automation and Control Systems Technician.

R. McLeod/S. Sheffield

##### **CARRIED**

### 3.3. Formation of the APPC Expedited Review standing committee

The Expedited Program Approval Process calls for an APPC Expedited Review standing committee to review and approve programs that have been allowed to go through the Expedited Program Approval Process. The composition of the standing committee, as defined in the process, is the Chair and Vice-Chair of APPC and three faculty members (where possible from different Faculties/College). The term of each of the members will be October 1 – September 30. For 2014/2015 the term will be January 21 – September 30, 2015. Members should be available (in person or email) for the entire term.

M. Bos-Chan, Faculty of Access and Continuing Education; M. Walter, College of Arts, and C. Gingerich, Faculty of Science volunteered to sit on the committee until September 30, 2015.

### **3.4. Procedures for the Program Discontinuance Policy**

The Program Discontinuance Policy was approved by APPC in June 2014 and Senate in October 2014; the policy is now pending approval by the Board of Governors. The Policy states that procedures in support of the policy will be developed, maintained, and communicated by APPC. S. Murray, P. Geller, and J. Nagtegaal looked at the guidelines that accompanied the policy when it was discussed at APPC and operationalized them, making minor changes to clarify the process.

#### **MOTION**

THAT APPC approve the Program Discontinuance procedures pending the approval of the Program Discontinuance Policy.

F. Kheradmand/J. Hogan

#### **CARRIED**

### **3.5. Discussion on the Questionnaire to Standing Committees of Senate**

A subcommittee of three was tasked with reviewing questionnaire sent to the standing committees of Senate. The subcommittee identified a few items they felt APPC should discuss including the membership/composition of APPC, the voting to non-voting member ratio, and the committee's Terms of Reference to name a few. There was much discussion on all of these items and no clear consensus was reached. It was felt that in order to accurately represent the range of opinions held by members a collated version of the questionnaire would be sent to the Senate Governance Committee (SGC). Along with the collated questionnaire a summary of APPC's discussion on the topic and the subcommittee's original memo to APPC will be included with APPC's submission to SGC.

**ACTION:** J. Nagtegaal will send out Questionnaire with a deadline for responses.

### **3.6. School of Trades – Equal Gender Opportunities**

A concern was raised that creating a School of Trades would create a larger gender gap within the trades programs. It was noted that the programs offered in the School of Trades are already being offered now and that the school was created more at the organizational level than at the program level. It was also noted that gender gap in trades programs is getting better, but that there are ways to help improve this (ex. more diverse images on web pages, offering trades programs by course rather than by module, or even offering trades summer camps for kids or other groups).

## **4. ADJOURNMENT and NEXT MEETING**

The meeting was adjourned at 4:15pm

Next Meeting: February 18, 2015, 2:30 – 4:30, A225/229,

## **5. INFORMATION ITEMS**

5.1. APPC website: <http://www.ufv.ca/senate/standing-committees/appc/>



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## UEC MEMORANDUM

UEC Chair: Rod McLeod  
Phone: 5435

UEC Assistant: Amanda Grimson  
Phone: 4571

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**TO:** Dr. Eric Davis, Academic Planning and Priorities Committee Chair

**FROM:** Rod McLeod, Undergraduate Education Committee Chair

**DATE:** February 10, 2015

**RE:** Bachelor of Agricultural Science degree and Horticulture major

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At its January 30, 2015 meeting, UEC voted to recommend the new Bachelor of Agricultural Science degree program with a Horticulture major. UEC recommends that this be recommended by APPC and approved by Senate.

**MOTION:**

THAT APPC recommends the approval of the new Bachelor of Agricultural Science and Horticulture major as recommended by UEC.

**RATIONALE:**

UFV has been designated as the provincial Agriculture Centre of Excellence and has seen a major capital investment to develop infrastructure to address this new mandate. This proposal will build on the certificates and diploma currently offered at UFV in Agriculture; it will complement the existing Bachelor of Business Administration for Agriculture Management, and the planned Bachelor of Environmental Studies (currently in development).

Please see the attached documents for additional details.



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**SBC MEMORANDUM**

SBC Chair: Jackie Hogan  
Phone: 4676

SBC Assistant: Kasey Merritt  
Phone: 4526

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**TO:** Dr. E. Davis, APPC Chair

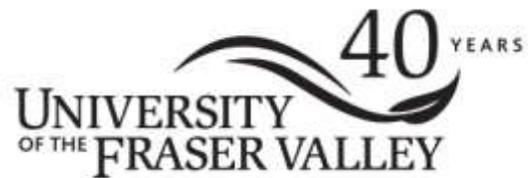
**FROM:** Jackie Hogan, Senate Budget Committee Chair

**DATE:** January 29, 2015

**RE:** Bachelor of Agricultural Science, Horticulture Major

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At its January 29, 2015 meeting, the Senate Budget Committee reviewed the Bachelor of Agricultural Science, Horticulture Major Program proposal and confirms the cost of implementation is adequately reflected in the analysis.



# MEMO

**To:** Senate Budget Committee  
**From:** Dr. Lucy Lee, Dean, Faculty of Science  
**CC:** Sylvie Murray, Coordinator, Program Development  
**Date:** 27/01/2015  
**Re:** Bachelor of Agricultural Science, Horticulture Major

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## Overview

The Bachelor of Agricultural Science is a new program proposal that meets our strategic enrolment management goal of focusing on the agricultural needs of the Fraser Valley.

This program builds on the current Agriculture Technology Diploma offering and ladders it into a Bachelor degree after a further 2 years of study in the Faculty of Science, as well as providing a direct entry into the program option.

This is a unique program that brings first, a hands-on experience followed by a rigorous academic training using already available course offerings in Biology, Chemistry, Mathematics and Geography.

As noted in the attached Budget Analysis, we are confident that we could mount this new program with existing resources so no significant costs will be incurred in the immediate future.

Within the Faculty of Applied and Technical Studies, a new permanent faculty hire is underway that could strengthen the Diploma offerings and the laddering aspect of the program, while the Faculty of Science currently has vacant positions in Biology and Chemistry that will be strategically advertised to include strengths in the agricultural sciences as well as in the respective needed areas for Biology and Chemistry.

Additional to the support provided by the faculty members in Biology and Geography for capstone courses, personally, I have expertise and funding in place (NSERC strategic grant with support from the BC Blueberry Council) and support (BC Honey Producers Association members) in specific areas of interest to local agriculture that could be of assistance for training students in directed studies or special topics.



**UFV SENATE BUDGET COMMITTEE**  
**Budget Analysis**  
**Part A – Budget & Resources Review**

**Program Title:** Bachelor of Agricultural Science, Horticulture Major

**Originating Faculty(s) & Department(s):** Agriculture (Faculty of Applied and Technical Studies) and Department of Biology (Faculty of Science)

**Contact Person:** Dr. Lucy Lee, Dean, Faculty of Science

**1) Provide the program outline of the required new and existing courses by semester; include details of course credits, contact hours and class size restrictions.**

This program is designed to allow graduates of the Agriculture Technology Diploma to ladder into the degree, but it will also open for direct entry to non-diploma students.

- 1) The first path (diploma to degree) -- and the one expected to be most popular -- is structured on a 2+2 model, which will see students who have completed the first three semesters (60 credits) of the Agriculture Technology Diploma take two lower-level biology and statistics courses in semester four, before moving into years three and four of the degree.
- 2) A direct entry into the degree is also an option whereby students will take a blend of science and agriculture courses throughout the four years of the program. It is anticipated that only a few students will choose the direct entry path in the first years of the degree being offered. These students will be absorbed by the respective programs (diploma and science courses).

The Calendar Copy (attached) shows the required courses for the degree.

The tables below show the program courses by semester (based on the main entry pathway, via the Diploma) and lists of electives. It also notes where additional offerings (in terms of sections or seats) will be necessary to accommodate degree students. All courses included in the degree are existing courses.

**Table I: BAS Degree, Diploma Entry Pathway**

Course (credits)	Cr	Contact hours	Class size	Faculty responsible for the course
<b>Semester I (diploma)</b>				
AGRI 123	3	70	25	Applied & Tech
AGRI 124	3	45	24	Applied & Tech
AGRI 163	3	75	25	Applied & Tech
AGRI 220	3	82	25	Applied & Tech
AGRI 323 or 321	3	45	25	Applied & Tech
BUS 100 or AGRI 142	3	46/90	36/30	Applied & Tech
CMNS 125	3	45	25	Applied & Tech
<b>Semester II (diploma)</b>				
AGRI 129	3	70	25	Applied & Tech
AGRI 204	3	50	25	Applied & Tech
AGRI 183	3	70	25	Applied & Tech
AGRI 192	3	90	30	Applied & Tech
AGRI 203	3	75	25	Applied & Tech
AGRI 324	3	45	25	Applied & Tech
AGRI 327	3	45	25	Applied & Tech
<b>Semester III (diploma)*</b>				
AGRI 272	3	60	25	Applied & Tech
AGRI 311	3	45	25	Applied & Tech
AGRI 323 or 321	3	45/45	25/25	Applied & Tech
<b>Semester IV (diploma* + 2 degree courses)</b>				
AGRI 306 [currently 206]	3	75	25	Applied & Tech
AGRI 212	3	50	25	Applied & Tech
AGRI 371	3	50	25	Applied & Tech
STAT 104 or 106	4	60/60	36/36	Science
BIO 111	5	102	36	Science
<b>Semester V (degree)</b>				
CHEM 113 or CHEM 110	4-5	99/84	36/36	Science
BIO 201	4	90	24	Science
BIO 112 or GEOG 253 (optional, depending on choice of upper-level electives)	4	102/75	36/25	Science
CMNS 325 or GEOG/CMNS 257	3	45	25/36	Science
Agriculture in Society elective	See Table II			Science
<b>Semester VI (degree)</b>				
BIO 220	4	90	24	Science
BIO 210 or GEOG 219	4	90	24	Science
Agriculture in Society elective	See Table II			Science
<b>Semester VII (degree)</b>				
Agrology elective	See Table III			Science
Agrology elective	See Table III			Science
Agrology elective	See Table III			Science

Agrology elective	See Table III	Science
<b>Semester VIII</b>		
Capstone	See Table IV	Applied & Tech / Science

\*Note that not all diploma courses are included in the degree

**Table II: Agriculture in Society Elective List**

Course (credits)	Cr	Contact hours	Class size
GEOG 311	4	60	28
GEOG 312	4	60	28
GEOG/SOC 313	4	60	25
GEOG 314	4	60	28
GEOG/GDS 340	4	60	28
GEOG 360	4	60	28
GEOG 364	4	60	30
SOC/ANTH 260	3	45	36
SOC/ANTH 360	4	60	25
PHIL 318	3	45	25
BIO/IPK 477	4	60	28

**Table III: Agrology Elective List**

Course (credits)	Cr	Contact hours	Class size
BIO 308	4	90	24
BIO 309	4	90	24
BIO 330	4	90	36
BIO 360	4	90	24
BIO 407	3	40	36
BIO 410	4	90	24
BIO 426	4	90	24
BIO 430	3	45	24
GEOG 303	4	75	25
GEOG 308	4	75	25
GEOG 315	4	75	25
GEOG 318	4	60	28
GEOG 353	4	75	25

**Table IV: Capstone List**

<b>Course (credits)</b>	<b>Cr</b>	<b>Contact hours</b>	<b>Class size</b>
AGRI 390	4	45	5
AGRI 490	4	45	5
BIO 421	4	90	24
GEOG 452	4	75	25
GEOG 470	5	92	18
GEOG 480	4	60	6
GEOG 484	4	60	6

- 2) a. Describe the space and equipment needs for the program (classrooms, computer labs, special software, other equipment). b. If the resources are not currently available, describe in detail what additional resources are needed, and what they will cost.**

The UFV Canada Education Park on the Chilliwack campus has new laboratories and equipment that will meet the teaching requirements for all laboratory courses (CEPA building). An air conditioned insect rearing room is present in CEPV building to provide insects necessary for the pest identification and control courses. The new greenhouse complex (opened in April 2014) includes research facility, and is equipped with numerous pieces of new equipment including an industrial scale composter, transplanting equipment, soil analyzers, digital microscopes and soil filler system.

Current library resources are adequate to support the program -- the research databases that UFV purchases contain access to the vast majority of journals devoted to plant sciences and agriculture that students completing research papers, upper level courses, research project and/or practicums will need.

Science courses will be supported by existing laboratories and classrooms.

- 3) a. Does the program require additional faculty and staff (include support courses, more frequent offerings of existing courses, technical help, program administration, advising)? b. what effect will the program have on existing faculty and staff?**

The degree is entirely based on existing courses.

The Faculty of Applied and Technical Studies will support this program through its existing diploma. Its current complement of two full-time permanent faculty members, four adjunct faculty, and seven sessional faculty members will be supplemented by one new full-time permanent faculty position (incremental funding through an amalgamation of sessional position funding plus a top up has been secured). The hiring process is underway for the position to be filled by September 2015.

The Faculty of Science is responsible for the additional credits (about 60) that comprise the degree. To determine whether current offerings are sufficient to support the program, the PWG has consulted every department that offers courses in this program (evidence of consultation is provided in a separate document). The following arrangements have been made:

- The lower-level Biology, Chemistry and Statistics seats required to service this degree will be absorbed within existing budget, with reserved seats designated for BAS students. **See Biology Department minutes, and correspondence with Department Heads of Chemistry and Math and Stats.**
- GEOG/BIO 219: Likely to be an attractive option because the alternative for this requirement (BIO 210) requires an additional course (BIO 112). **The Biology Department to consult with GATE in January on re-assigning the seven reserved seats currently reserved to GATE students on the BIO version of the course. Only one of those seven seats was utilized for Winter 2015. As this course is also included in the Environmental Studies proposal, demand on it will no doubt increase and adjustments will be made in the future.**
- CMNS 125, 155, 257 and 325: **no additional seats required, as confirmed by Head of Communications Department.**
- Upper-level Biology courses (included in Agrology Electives grouping): most courses are currently full (with waiting list), but Biology will place a 2 seat reserve on every course listed in the degree for BAS students. **Approved by Biology Department, December 5.**
- Upper-level Geography courses (five out of thirteen courses included in Agrology Electives grouping; students are required to take four courses from this grouping). **GATE agreed to reserve 4 seats on 318; 2 seats on 303, 308, 315, and 353.**
- Geography courses (eight out of twelve courses included in Agriculture in Society grouping; students are required to take two courses from this grouping). **GATE agreed to reserve 2 seats on 311, 314, 340, 360, and 364; reserved seats on 312 to be determined.**
- SOC/Anth courses (two out of twelve courses included in Agriculture in Society grouping; students are required to take two courses from this grouping). **SCMS chair did not respond to our request.**
- PHIL 318 (one option among the twelve courses included in the Agriculture in Society grouping). **The Department is able to support this program through current seat availability.**
- Capstone: specialists in the field from Agriculture, Biology and Geography will supervise individual students through directed studies, special topics, directed readings, and field methods/studies courses.

The following faculty members in the departments of Biology and Geography and the Environment (GATE) have expertise in areas related to this degree:

Biology -- Permanent Faculty

Alida Janmaat - BSc; PhD – Specialization Biocontrol

Sharon Gillies – BSc; PhD - Specialization Post Harvest Physiology  
Pat Harrison BS; MS – Specialization Organic Agriculture  
Ron Wilen – BSc; PhD – Specialization Agricultural Biotechnology

Biology -- Limited-Term Appointment Faculty

Alan Reid BSc PhD (full time sessional UFV Biology)– Specialization Greenhouse management

Department of Geography -- Permanent Faculty

Jonathan Hughes - BS; MS; PhD. – Specialization Plant Ecology and Soils  
Steve Marsh - BSc; MSc – Specialization Climate and Water  
Lenore Newman – BSc; MSc; PhD – Specialization Food Security  
Cherie Enns, MCIP; RPP; PhD (Cand) – Land Use Policy and Planning related to Urban Food systems

Limited-Term Appointment Faculty

Mariano Mapili, BSc; MSc; PhD - Specialization in Agricultural Extension and Environmental Management

The existing faculty complement can deliver the program initially. However, in the longer term, this program will necessitate the hiring of three additional faculty members – one in the area of plant pathology/pest management; a second in the area of agronomy with an emphasis on soils; and a third position specializing in post-harvest physiology, or food processing and/or safety or general horticulture. Four vacancies currently available or anticipated in the Faculty will be used to support this program in addition to supporting their respective departments. These four positions have been included in the Faculty of Science budget submission for 2015-16. (For example, two positions are for Chemistry and the department identified as their priorities an analytical chemist who could work in the area of food safety and processing, and an environmental chemist who could have a speciality in soils. Another position is in Biology and could be filled with a plant pathologist/physiologist.)

Current administrative staff in Agriculture and Biology will provide support for the program; advising will be provided by the Agriculture Programs Assistant and the Science Advice Centre; the Biology Department Head will administer the degree and ensure liaison with Agriculture.

**4) What effect will this program have on domestic FTE at UFV? Are new FTE expected to be generated or will the program be an alternate choice to existing domestic students?**

We estimate that between 7 and 10 graduates of the diploma, who would not otherwise have continued at UFV, will enter the degree each year, for a net gain of 7-10 FTEs. Science students wishing for a more applied degree might be attracted to the Bachelor of Agricultural Science (these would be FTE neutral).

**5) What is the expected demand for the program by both domestic and international students (initial demand and ongoing)?**

The program will be attractive to domestic students.

**6) What is the tuition rate for the program and how does it compare with other institutions offering similar programs?**

UFV's standard tuition rate is used in this program. Since no new courses are created for this program, charging a differential rate is not an option.

**7) How cost effective is the program? How does it use resources effectively?**

100% of the courses in the program are existing courses, thus making it very cost effective. The program will increase usage of new facilities on the CEP campus.

**8) Other comments?**

## Calendar Copy

### 1. Faculty and department of program

Faculty of Science (Biology Department) and Agriculture Programs

### 2. Website (*department, or program-specific if applicable*)

Faculty of Science – [http://www.ufv.ca/faculty\\_of\\_science/](http://www.ufv.ca/faculty_of_science/) [primary site]

Agriculture Programs -- <http://www.ufv.ca/agriculture/> [link to primary site]

### 3. Program title/credential

Bachelor of Agricultural Science, Horticulture major

### 4. Associated degree program (*for major, minor, or extended minor only*) N/A

### 5. Program introduction/calendar description (*brief description, usually 1-3 paragraphs*)

The UFV Bachelor of Agricultural Science (BAS) Horticulture Major emphasizes the academic study of the natural sciences in combination with an applied agriculture curriculum. The program will provide students with an understanding of science and the practical nature of large scale horticulture production. Breadth of knowledge will be enhanced by communication, business, and general elective courses related to agriculture in society, in addition to science and agriculture courses. Students graduating from this program will meet the academic requirements to apply for membership in the BC Institute of Agrology to obtain Professional Agrologist (P.Ag.) designation.

The BAS consists of 120 credits. To receive a Bachelor of Agricultural Science degree, students must complete an industry based practicum or an applied research project which provides graduates with practical experience with which to enter the workforce and face the challenges associated with the horticulture industry.

### 6. Entrance requirements

Students may ladder into the program from the Agriculture Technology Diploma or enter directly from High school.

Option 1: Students laddering from the Agriculture Technology Diploma (or equivalent) must satisfy the diploma's entrance requirements (see [here](#) for requirements). Students may also need to complete the prerequisites for BIO 111 and CHEM 113 or CHEM 110.

Option 2: Direct entry:

1. B.C. secondary school graduation or equivalent;
2. Chemistry 12, CHEM 093 or CHEM 110 with a C or better;
3. One of Foundations of Mathematics 12, Precalculus 12, Principles of Math 12, or Applications of Math 12; or Math 094/095; or Math 096; or Math 110
4. Biology 11 or BIO 083 with a C+ or better; and
5. Prerequisites for CMNS 125 or CMNS 155.

### 7. When to apply (*either specific intake or continuous application, if applicable*)

Applications are accepted on a continuous basis throughout the year. However, Agriculture Technology Diploma students are encouraged to apply to the degree prior to the end of semester three of the Diploma. Their application will be reviewed based on work complete to date.

Qualified applicants are considered for the next intake in which there is space. See Continuous application process (*calendar link*) for more information.

## **8. How to apply**

1. Submit the application fee along with your UFV application for admission form to the Admissions and Records (A&R) office. Application forms are available from any A&R or Student Services office. You can also print an application form or apply online at [www.ufv.ca/ar/admissions/apply](http://www.ufv.ca/ar/admissions/apply).

Additional documents required for a complete application:

- Official transcripts (or interim transcripts) from all post-secondary institutions you have attended showing grade/course achievement as per entrance requirements. To be considered official, transcripts must be sent directly to UFV from the originating institution; see the Transfer Credit section for details.
2. You will be advised of an admission decision and, if accepted, will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs (*calendar link*) section). This money will be applied toward your tuition fees. Final payment of all course fees is due the end of the second week of classes.

## **9. Basis for admission decision (*specify either competitive or non-competitive admission*)**

Applicants who meet the entrance requirements will be admitted in order of their application date. This date is set when an application, all required documentation, and the application fee have been submitted.

## **10. Fees and additional costs (*a link to the general fees section of the calendar will be included; specify additional costs such as materials, fieldtrips, studio supplies, textbook costs, uniforms, software, etc.*)**

See the [Fees and Other Costs](#) section.

## **11. Program duration and total number of credits**

With appropriate planning, the Bachelor of Agricultural Science requirements (120 credits) can be completed in four years of full-time study. Because upper-level courses are offered on a limited basis, students should seek the help of a science advisor to plan their coursework in advance, in order to complete their degree in a timely manner. The choice of which courses are to be offered each year will be made with reference to the needs of students who have been admitted in the program or have formally declared their intention to complete the degree.

## **12. Location (*if applicable*)**

The degree can be largely completed on the UFV Canada Education Park campus in Chilliwack, although some courses, especially at the upper level, may be offered at the Abbotsford campus only. Practicum may be on off-campus sites.

## **13. Program outline (*courses to be completed*)**

To receive a Bachelor of Agricultural Science, students must complete the general requirements (Business, Statistics and Communication; Lower-level Science; and Agriculture in Society) and the Horticulture major requirements. At least 45 credits must be at the upper level.

A minimum CGPA of 2.0 in the BAS program, a minimum CGPA of 2.0 in your major, and a minimum CGPA of 2.0 in all upper-level credits is required for graduation.

**BAS GENERAL REQUIREMENTS**

**Business, Statistics and Communication 13 credits**

Course Number	Course Title	Credits
<a href="#">BUS 100</a> or <a href="#">AGRI 142</a> or <a href="#">ECON 100</a> or <a href="#">ECON 101</a>	<i>Introduction to Business</i>  <i>Agribusiness Principles</i>  <i>Principles of Microeconomics</i>  <i>Principles of Macroeconomics</i>	3
<a href="#">STAT 104</a> or <a href="#">STAT 106</a>	<i>Introductory Statistics</i>  <i>Statistics I</i>	4
<a href="#">CMNS 125</a> or <a href="#">CMNS 155</a>	<i>Introduction to Workplace Communication</i>  <i>Introduction to Workplace and Academic Communication</i>	3
<a href="#">GEOG/CMNS 257</a> or <a href="#">CMNS 325</a>	<i>Environment: Science and Communications</i> or <i>Writing for Sciences and Technologies</i>	3

**Lower-level Science 21-2 credits**

Course Number	Course Title	Credits
<a href="#">CHEM 113</a> or <a href="#">CHEM 110</a>	<i>Principles of Chemistry I</i>  <i>Introductory Chemistry</i>	4-5
<a href="#">BIO 111</a>	<i>Introduction to Biology I</i>	5
<a href="#">BIO 201</a>	<i>Cellular Biochemistry and Metabolism</i>	4
<a href="#">BIO 210</a> or <a href="#">BIO/GEOG 219</a>	<i>Introduction to Ecology</i>  <i>Biogeography</i>	4
<a href="#">BIO 220</a>	<i>Genetics</i>	4

**Note:** Students will be advised that they may have to take [BIO 112](#), *Introductory Biology II* (5 credits) as a prerequisite for BIO 210, BIO 330, BIO 410, BIO 430 or GEOG 315. Students wishing to take GEOG 353 (Agronomy upper-level elective) will need [GEOG 253](#), *Introduction to Geographic Information Systems* (4 credits).

**Agriculture in Society Students choose two or three courses from the following for a minimum of 8 credits**

Course Number	Course Title	Credits
<a href="#">GEOG 311</a>	<i>Global Resources and the Environment</i>	4
<a href="#">GEOG 312</a>	<i>Political Ecology: Nature, Culture and Place</i>	4
<a href="#">GEOG/SOC 313</a>	<i>Agriculture and Rural Life</i>	4
<a href="#">GEOG 314</a>	<i>Geography of Food</i>	4
<a href="#">GEOG/GDS 340</a>	<i>Geographies of Poverty and Development</i>	4
<a href="#">GEOG 360</a>	<i>Introduction to Regional and Community Planning</i>	4
<a href="#">GEOG 364</a>	<i>International Planning and Development: Adapting to Climate Change</i>	4
<a href="#">SOC/ANTH 260</a>	<i>Food for Thought: Food, Culture, and Society</i>	3

<a href="#">SOC/ANTH 360</a>	<i>Eating and Thinking: Food, Identity, and Power in Global Societies</i>	4
<a href="#">PHIL 318</a>	<i>Environmental Ethics</i>	3
<a href="#">BIO/IPK 477</a>	<i>Traditional Ecological Knowledges</i>	4

**HORTICULTURE MAJOR REQUIREMENTS**

**Horticulture Technology**

**33 credits**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<a href="#">AGRI 123</a>	<i>Horticulture Skills and Techniques for Fall</i>	3
<a href="#">AGRI 124</a>	<i>Introduction to Horticulture</i>	3
<a href="#">AGRI 129</a>	<i>Horticulture Skills and Techniques for Winter</i>	3
<a href="#">AGRI 163</a>	<i>Pest Biology and Identification</i>	3
<a href="#">AGRI 183</a>	<i>Farm and Equipment Safety</i>	3
<a href="#">AGRI 192</a>	<i>Practicum I</i>	3
<a href="#">AGRI 203</a>	<i>Fundamentals of Pest Management</i>	3
<a href="#">AGRI 204</a>	<i>Introduction to Soils and Soil Fertility</i>	3
<a href="#">AGRI 212</a>	<i>Introduction to On-Farm Food Safety, Quality and Security</i>	3
<a href="#">AGRI 220</a>	<i>Plants in the Landscape</i>	3
<a href="#">AGRI 272</a>	<i>Agriculture Seminar Series</i>	3

**Agrology -- Agriculture**

**21 credits**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
AGRI 306	<i>Field Techniques in Pest Management</i>	3
<a href="#">AGRI 311</a>	<i>Sustainable Soil Management</i>	3
<a href="#">AGRI 321</a>	<i>Vegetable Crop Production: Science &amp; Practice</i>	3
<a href="#">AGRI 323</a>	<i>Fruit Crop Production: Science &amp; Practice</i>	3
<a href="#">AGRI 324</a>	<i>Greenhouse Production: Science &amp; Practice</i>	3
<a href="#">AGRI 327</a>	<i>Nursery Production and Propagation: Science &amp; Practice</i>	3
<a href="#">AGRI 371</a>	<i>Sustainable Holistic Agriculture: Planning and Practices</i>	3

**Agrology -- Electives**

*Students choose four or five courses from the following*

**14-20 credits**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<a href="#">BIO 308</a>	<i>Plant Physiology</i>	4
<a href="#">BIO 309</a>	<i>Microbiology I</i>	4
<a href="#">BIO 330</a>	<i>Plants and Animals of British Columbia</i>	4
<a href="#">BIO 360</a>	<i>Insect Biology</i>	4
<a href="#">BIO 407</a>	<i>Applied Biotechnology</i>	3
<a href="#">BIO 410</a>	<i>Plant Ecology</i>	4
<a href="#">BIO 426</a>	<i>Environmental Microbiology</i>	4
<a href="#">BIO 430</a>	<i>Forest Ecology</i>	3
<a href="#">GEOG 303</a>	<i>Principles of Hydrology</i>	4
<a href="#">GEOG 308</a>	<i>Climate Change and Variability</i>	4
<a href="#">GEOG 315</a>	<i>Soil Process and Function</i>	4
<a href="#">GEOG 318</a>	<i>Water Resources Management</i>	4
<a href="#">GEOG 353</a>	<i>GIS Applications</i>	4

**Capstone – Students choose one course from the following**

**4-5 credits**

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
<a href="#">AGRI 390</a>	<i>Directed Studies in Agriculture</i>	4
<a href="#">AGRI 490</a>	<i>Directed Studies in Agriculture</i>	4

<a href="#">BIO 421</a>	<i>Special Topics in Applied Biology</i>	4
<a href="#">GEOG 452*</a>	<i>Advanced Field Methods and Techniques</i>	4
<a href="#">GEOG 470*</a>	<i>Advanced Field Studies in Geography</i>	5
<a href="#">GEOG 480*</a>	<i>Directed Readings</i>	4
<a href="#">GEOG 484*</a>	<i>Directed Studies</i>	4

\*Specific topics to be approved by the Program Advisory group

## 14. Program Regulations

### a. Residency

Of the overall total of 120 credits, 60 credits must be completed at UFV. At least 50% of the upper-level credits in the Horticulture major (including the capstone course) must be completed at UFV.

### b. Graduation

It is the student's responsibility to ensure all program requirements are met. This should be done by regular consultation with a UFV science advisor.

All degree candidates must be approved by the UFV Science Advice Centre.

Students must apply for graduation by completing the Graduation Request form available at [ufv.ca/admissions](http://ufv.ca/admissions), or from the Office of the Registrar. The final deadline for students who wish to attend the June Convocation ceremony is April 1st of each year, with all program requirements completed by April 30th of each year.

### c. Course duplication

Duplication refers to taking a course more than once.

Under university policy, students may not register for a course more than twice without approval of the appropriate dean or designate. Where a course has been repeated, only the higher grade is counted in the GPA calculation. See UFV's [Course Repeat policy \(86\)](#).

No more than five upper-level course duplications will be permitted on courses which apply to the BSc. Students with more than five upper-level course duplications will be required to withdraw from the program.

The budget for this program includes an investment in a new faculty member in the Agriculture department (net cost of \$48,000). The additional enrolments for the science requirements of this degree will be mainly absorbed within existing capacity in upper level courses. The budget reflects the proportionate cost of these additional registrations to reflect the possibility that there may be a few courses where the additional registrations contribute to the need to add another course.

<b>UNIVERSITY of theFRASER VALLEY</b>					
<b>Bachelor of Agriculture Science, Horticulture Major</b>					
<b>Incremental Program Budget</b>					
		<b>2014/15</b>	<b>B.Agri Sci</b>	<b>Faculty of Science</b>	<b>B. Agri Sci</b>
		<b>Agriculture</b>	<b>New Funding</b>	<b>Sections</b>	<b>Incremental Budget</b>
<b>Program Expenses:</b>					
	Salaries & Benefits	439,948	48,000	35,580	523,528
	Supplies	17,286			17,286
	Travel	7,279			7,279
	Miscellaneous	5,950			5,950
	Contracted Services	7,735			7,735
<b>Total Expenses:</b>		<b>478,198</b>	<b>48,000</b>	<b>35,580</b>	<b>561,778</b>
<b>Program Revenue:</b>					
	Tuition Revenue:				
	Domestic	234,293		58,362	292,655
	International	23,537			23,537
	Univ Support Alloc	(106,192)		(23,345)	(129,537)
	Grant & Other Funding	326,560	48,000		374,560
<b>Total Faculty Revenue:</b>		<b>478,198</b>	<b>48,000</b>	<b>35,017</b>	<b>561,215</b>
<b>Net Faculty Balance</b>		<b>-</b>	<b>-</b>	<b>(563)</b>	<b>(563)</b>
<b>B Agri Sc (Hort Mjr)</b>					
	Sections:	21.00	P/T Sect Conversio	4.75	<b>25.75</b>
	Program Intake Size Proj:				<b>7</b>

Term	Course	Credits	Contact hours	Class size	Faculty Responsible for Course	Proj New Enrol	New CR Enrol	Portion of Course
1	AGRI 123	3	70	25	Applied & Tech			
1	AGRI 124	3	45	24	Applied & Tech			
1	AGRI 163	3	75	25	Applied & Tech			
1	AGRI 220	3	82	25	Applied & Tech			
1	AGRI 323 or 321	3	45	25	Applied & Tech			
1	BUS 100 or AGRI 142	3	46	36	Applied & Tech			
1	CMNS 125	3	45	25	Applied & Tech			
2	AGRI 129	3	70	25	Applied & Tech			
2	AGRI 204	3	50	25	Applied & Tech			
2	AGRI 183	3	70	25	Applied & Tech			
2	AGRI 192	3	90	30	Applied & Tech			
2	AGRI 203	3	75	25	Applied & Tech			
2	AGRI 324	3	45	25	Applied & Tech			
2	AGRI 327	3	45	25	Applied & Tech			
3	AGRI 272	3	60	25	Applied & Tech			
3	AGRI 311	3	45	25	Applied & Tech			
3	AGRI 323 or 321	3	45	25	Applied & Tech			
4	AGRI 306 [currently 206]	3	75	25	Applied & Tech			
4	AGRI 212	3	50	25	Applied & Tech			
4	AGRI 371	3	50	25	Applied & Tech			
4	STAT 104 or 106	4	60	36	Science	7	28	0.19
4	BIO 111	5	102	36	Science	7	35	0.29
5	CHEM 113 or CHEM 110	4-5	99/84	36	Science	7	35	0.29
5	BIO 201	4	90	24	Science	7	28	0.44
5	BIO 112 or GEOG 253 (option)	4	102/75	30	Science	7	28	0.23
5	CMNS 325 or GEOG/CMNS 2	3	45	30	Science	7	21	0.23
5	Agriculture in Society elective	See Table II		28	Science	7	28	0.25
6	BIO 220	4	90	24	Science	7	28	0.44
6	BIO 210 or GEOG 219	4	90	24	Science	7	28	0.44
6	Agriculture in Society elective	See Table II		28	Science	7	28	0.25
7	Agrology elective	See Table III		25	Science	7	28	0.42
7	Agrology elective	See Table III		25	Science	7	28	0.42
7	Agrology elective	See Table III		25	Science	7	28	0.28
7	Agrology elective	See Table III		25	Science	7	28	0.28
8	Capstone	See Table IV		24	Applied & Tech / S	7	28	0.29
						<b>105.00</b>	<b>427.00</b>	<b>4.75</b>



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## UEC MEMORANDUM

UEC Chair: Rod McLeod  
Phone: 5435

UEC Assistant: Amanda Grimson  
Phone: 4571

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**TO:** Dr. Eric Davis, Academic Planning and Priorities Committee Chair

**FROM:** Rod McLeod, Undergraduate Education Committee Chair

**DATE:** February 10, 2015

**RE:** Bachelor of Education degree

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At its January 30, 2015 meeting, UEC voted to recommend the new Bachelor of Education degree program, which will replace the current Teacher Education program. UEC recommends that this be recommended by APPC and approved by Senate.

**MOTION:**

THAT APPC recommends the approval of the new Bachelor of Education degree as recommended by UEC.

**RATIONALE:**

This proposal is essentially for a credential renaming. The proposed BEd (second degree) will replace the existing post-degree certificates offered by the Teacher Education Program (TEP). The post-degree certificates which are currently offered were created in 2006 (in the case of the Elementary Option) and in 2013 (in the case of the Secondary Option); both are accredited by the Teacher Regulation Branch (TRB, graduates receive professional teaching certification upon successful completion of, and recommendation from, TEP). The proposed BEd mirrors the content and orientation of the existing certificates, but will represent a level of credential that is better aligned with comparable programs at other institutions, and will offer students greater opportunities upon graduation. This proposal conforms with UFV's current Subsequent Degree policy (98).

Please see the attached documents for additional details.



**Office of Dean, Tracy Ryder Glass**  
**Faculty of Professional Studies**  
**Phone: 604-851-6341**  
**Email: [tracy.ryderglass@ufv.ca](mailto:tracy.ryderglass@ufv.ca)**

## **Memo**

**To: Senate Budget Committee**

**Re: Bachelor of Education Proposal**

**Date: January 9, 2015**

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A proposal for a Bachelor of Education (Second Degree) is currently in the program approval process as a “new” program.

The Bachelor of Education program is a request for a change in name only, that being from the ‘Teacher Education Program’ (currently offered as a post-degree certificate) to the ‘Bachelor of Education’ degree program.

As such no new resources are required, resulting in no budgetary implications for the Teacher Education Department or the Faculty of Professional Studies.

It is submitted to SBC for information.



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## UEC MEMORANDUM

UEC Chair: Rod McLeod  
Phone: 5435

UEC Assistant: Amanda Grimson  
Phone: 4571

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**TO:** Dr. Eric Davis, Academic Planning and Priorities Committee Chair

**FROM:** Rod McLeod, Undergraduate Education Committee Chair

**DATE:** February 10, 2015

**RE:** Certificates in Extended Studies in Arts: French major and French extended minor

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At its January 30, 2015 meeting, UEC voted to recommend the new Certificate in Extended Studies in Arts: French major and Certificate in Extended Studies in Arts: French extended minor. UEC recommends that these be recommended by APPC and approved by Senate.

**MOTION:**

THAT APPC recommends the approval of the new Certificate in Extended Studies in Arts: French major as recommended by UEC.

**RATIONALE:**

Students who have already completed their Bachelor of Arts with a minor or extended minor in French are presently unable to upgrade to the major in French. The Extended Studies certificate will enable them to complete their French major without having to begin an entirely new Bachelor's degree.

**MOTION:**

THAT APPC recommends the approval of the new Certificate in Extended Studies in Arts: French extended minor as recommended by UEC.

**RATIONALE:**

Students who have already completed their Bachelor of Arts may wish to upgrade their qualifications by completing a French extended minor. While the Certificate in Extended Studies in Arts: French minor has existed for a number of years, and the department is also proposing an Certificate in Extended Studies in Arts: French major, not all students may have the time or desire to complete the major, so this program will give them another option.

Please see the attached documents for additional details.



# MEMO

**To:** CWC, CACC, CAC, UEC  
**From:** Betty-Joan Traverse, French Caucus, MOLA, on behalf of Teresa Piper, Department Head, MOLA  
**Date:** October 2<sup>nd</sup>, 2014  
**Re:** Certificate in Extended Studies in Arts: Major in French

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**Summary:**

MOLA proposes the creation of a Certificate in Extended Studies, Major in French.

**Rationale:**

Students who have already completed their Bachelor of Arts with a minor or extended minor in French are presently unable to upgrade to the major in French. The Extended Studies certificate will enable them to complete their Major in French without having to begin an entirely new Bachelor's degree.

**Certificate in Extended Studies in Arts: French Major**

The Extended Studies certificate is designed for students who have baccalaureate degrees, who wish to complete the equivalent of a major in French. The department may interview applicants to assess their language competency. The number of applicants may be restricted.

Students must complete the requirements for the French major, as outlined in the UFV Calendar.

A minimum grade of C+ in FREN 219, as well as a minimum cumulative GPA of 2.33 in all other courses applicable to the major, is required for graduation with a Certificate in Extended Studies in Arts: French Major. Successful completion of LING 101 with a minimum grade of C is also required.

**Entrance Requirements**

1. Completion of a Bachelor's degree from a recognized university.
2. Students who enter the Certificate in Extended Studies in Arts: French Major without previous French may need to complete one or all of FREN 100, 101 and 102 before they can access courses leading to the Major.

# MEMO



**To:** CWC, CACC, CAC, UEC

**From:** Betty-Joan Traverse, French Caucus, MOLA, on behalf of Teresa Piper, Department Head, MOLA

**Date:** October 2<sup>nd</sup>, 2014

**Re:** Certificate in Extended Studies in Arts: Extended Minor in French

---

## **Summary :**

MOLA proposes the creation of a Certificate in Extended Studies, Extended Minor in French.

## **Rationale:**

Students who have already completed their Bachelor of Arts may wish to upgrade their qualifications by completing an Extended Minor in French. While the Extended Studies, Minor in French Certificate has existed for a number of years, and the department is presently also proposing an Extended Studies, Major in French Certificate, not all students may have the time or desire to complete the major, so the Extended Minor Certificate will give them another option.

## **Certificate in Extended Studies in Arts: French Extended Minor**

The Extended Studies certificate is designed for students who have baccalaureate degrees, who wish to complete the equivalent of an extended minor in French. The department may interview applicants to assess their language competency. The number of applicants may be restricted.

Students must complete the requirements for the French extended minor, as outlined in the UFV Calendar.

A minimum grade of C+ in FREN 219, as well as a minimum cumulative GPA of 2.33 in all other courses applicable to the major, is required for graduation with a Certificate in Extended Studies in Arts: French Extended Minor.

## **Entrance Requirements**

1. Completion of a Bachelor's degree from a recognized university.  
**Note:** *This program is not available to students with an existing French minor; those students should consider the Certificate in Extended Studies in Arts: French Major.*
2. Students who enter the Certificate in Extended Studies in Arts: French Extended Minor without previous French may need to complete one or all of FREN 100, 101 and 102 before they can access courses leading to the Extended Minor.



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## UEC MEMORANDUM

UEC Chair: Rod McLeod  
Phone: 5435

UEC Assistant: Amanda Grimson  
Phone: 4571

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**TO:** Dr. Eric Davis, Academic Planning and Priorities Committee Chair  
**FROM:** Rod McLeod, Undergraduate Education Committee Chair  
**DATE:** February 10, 2015  
**RE:** Co-operative Education program

---

At its January 30, 2015 meeting, UEC voted to recommend changes to the Co-operative Education program. UEC recommends that these be recommended by APPC and approved by Senate.

**MOTION:**

THAT APPC recommends the approval of the changes to the Co-operative Education program as recommended by UEC.

**RATIONALE:**

Changes are required in order for the UFV Co-operative Education program to be in compliance with accreditation requirements of the Canadian Association for Co-operative Education (CAFCE). Changes will increase the competitiveness of UFV students in securing both co-op placements and post-graduation employment.

Please see the attached documents for additional details.

## Memo for Program Changes

To: **U.E.C. Screening Subcommittee**

From: **Michael Baumann, Director, Career Centre**

Date: **22 Oct 2014**

Date of Addendum: **5 Feb 2015**

Subject: Program change **Co-operative Education**

1. Summary of changes (select all the apply):

- Program revision that requires new resources
- Addition of new course options or deletion or substitution of a required course
- Change to the majority of courses in an approved program
- Change to the duration, philosophy, or direction of a program**
- Addition of a new field of specialization, such as a concentration
- Change in requirements for admission**
- Change in requirements for residency or continuance**
- Change in admission quotas
- Change which triggers an external review
- Deletion of a program not included in the Program Discontinuance policy
- Other – Please specify:

2. Rationale for change(s): **Compliance with accreditation requirements of the Canadian Association for Co-operative Education (CAFCE)**

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: **The program outcomes are not substantially changed.**

4. What consideration has been given to indigenizing the curriculum? **Indigenization of the curriculum is not part of the accreditation requirements of the Canadian Association for Co-operative Education (CAFCE).**

5. Will additional resources be required? If so, how will these costs be covered? **No additional resources are required at this point.**

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? **Changes are required in order for the U.F.V. Co-operative Education Program to be in compliance with accreditation requirements of the Canadian Association for Co-operative Education (CAFCE). Changes will increase the competitiveness of U.F.V. students in securing both co-op placements and post-graduation employment.**

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? **No.**
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) **No additional resources are required at this point.**
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. **No.**
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **There are no budgetary implications at this point.**

**ADDENDUM PER U.E.C. DIRECTIONS FROM 30 JAN 2015**

**Table of program changes: Most changes are changes for clarity and for consistency.**

<b>TYPE OF CHANGE</b>	<b>BEFORE</b>	<b>AFTER</b>	<b>COMMENTS</b>
Change in philosophy of program	Goal: Expose students to work experience	Goal: Expose students to work experience with a commitment in principle to graduate from Co-operative Education program	CAFCE requirement
Clarification of admission/continuation requirements	Areas of study (e.g. Arts; Business Administration)	Exact program titles (e.g. Arts, Associate degree; Arts, Bachelor degree)	
Clarification of admission/continuation requirements	Cumulative G.P.A. calculated from any institution	Cumulative G.P.A. calculated from Canadian institutions only	Different countries have different standards.
Clarification of admission/continuation requirements	"have successfully completed a minimum of 18 credits"	"Have successfully completed two semesters of full-time study in an academic program at a Canadian institution."	Previous wording has caused inconsistencies with international students in the past.
Change in admission/continuation requirements	Students could apply to the co-op program until very late in their course of study.	Students must apply early to ensure they have enough time remaining in their course of study.	CAFCE requirement
Clarification of admission/continuation requirements	Students were asked to end course of study on a study term; the Calendar did not reflect this requirement.	Students must commit to ending course of study on a study term.	CAFCE requirement.
Change in admission/continuation requirements	No stipulations regarding student conduct	Students must conduct themselves "in a professional and responsible manner".	
Change in evaluation	Students were evaluated on a Pass/Fail grading system.	Grading follows the standard U.F.V. grading system.	Variations in student performance must be reflected in variations in grades.

## PROGRAM DESCRIPTION

### **Co-operative Education**

<http://ufv.ca/jobs/co-operative-education>

#### **The philosophy**

Co-operative Education (co-op) is based on the principle that combining an academic program with program-related work experience is an effective and efficient form of professional preparation. Co-op students are required to alternate full-time academic study (study terms) with full-time program-related work (work terms). Academic study and work experience complement each other. Students graduating with a co-op designation will have significant program-related work experience.

#### **The Canadian Association for Co-operative Education**

The Canadian Association for Co-operative Education (CAFCE) is the accrediting body for Co-operative Education programs in Canada. The University of the Fraser Valley is a member of CAFCE.

CAFCE defines Co-operative Education as "a program which alternates periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions in accordance with the following criteria:

- i. each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation;
- ii. the co-operative student is engaged in productive work rather than merely observing;
- iii. the co-operative student receives remuneration for the work performed;
- iv. the co-operative student's progress on the job is monitored by the co-operative educational institution;
- v. the co-operative student's performance on the job is supervised and evaluated by the student's co-operative employer;
- vi. the time spent in periods of work experience must be at least thirty per cent of the time spent in academic study"

(Canadian Association for Co-operative Education: <http://www.cafce.ca/coop-defined.html>: Accessed 13 Aug 2014)

#### **Benefits**

Students participating in Co-operative Education have an opportunity to:

- Strengthen academic knowledge through program-related work experience
- Apply academic knowledge in a real-world setting
- Develop essential employment skills
- Improve job-critical performance through direct feedback from employers
- Explore alternative career options
- Discover professional talents and interests
- Develop a professional resume with a solid work history
- Develop a network of professional colleagues and potential employers
- Earn money to help finance their education

### **Applying to the Co-operative Education program**

The Co-operative Education office holds co-op information sessions at the beginning of every semester. Students are encouraged to attend a co-op information session and to apply to the co-op program as soon as the admission requirements are met, ideally in their third semester.

Students fulfilling the admission requirements must complete an online application form through the Career Centre's online CareerLink system (<https://ufv-csm.symphlicity.com/students>). At the time of application students must also upload an unofficial transcript and a resume.

Applications are accepted in the Fall, Winter, and Summer semesters. Deadlines are posted on the co-op website.

### **Admission and continuation requirements**

In order to be admitted into the Co-operative Education program students must:

- 1: Be enrolled full-time, i.e. nine credits per semester ([https://www.ufv.ca/media/assets/secretariat/policies/Definition-of-Full-Time-and-Part-Time-Student-\(65\).pdf](https://www.ufv.ca/media/assets/secretariat/policies/Definition-of-Full-Time-and-Part-Time-Student-(65).pdf): Accessed 22 Oct 2014), and remain enrolled full-time in one of the following academic programs.
  - Arts, Associate degree
  - Arts, Bachelor degree
  - Business Administration, Bachelor degree
  - Business Administration diploma
  - Computer Information Systems, Bachelor degree
  - Computer Information Systems diploma
  - Criminal Justice, Bachelor of Arts degree
  - Fine Arts, Bachelor degree
  - General Studies, Bachelor degree
  - Library and Information Technology diploma
  - Science, Associate degree
  - Science, Bachelor degree
- 2: Hold and maintain a Cumulative Grade Point Average (C.G.P.A.) calculated from courses taken at a Canadian institution of at least 2.33 for a two-year diploma program or 2.67 for a four-year degree program.
- 3: Have successfully completed two semesters of full-time study in an academic program at a Canadian institution.
- 4: Have enough time remaining in their program to ensure that "[t]he total co-operative work experience is at least thirty percent of the time spent in academic study" (Canadian Association for Co-operative Education: <http://www.cafce.ca/Library/documents/AC-ESR07.pdf>, page 3: Accessed 13 Aug 2014). That is, students must successfully complete two co-op work terms in a two-year diploma program or three co-op work terms in a four-year degree program.
- 5: Have successfully completed Co-operative Education essential employment skills training and advising.
- 6: Agree to "[s]tart and end with an academic study term". (Canadian Association for Co-operative Education: <http://www.cafce.ca/Library/documents/AC-ESR07.pdf>, page 12: Accessed 13 Aug 2014)
- 7: Conduct themselves in a professional and responsible manner towards university faculty and staff, other students, and employers and their representatives.

In order to continue in the Co-operative Education program students must fulfil all admission requirements and must:

- 8: Remain in good standing in their academic program and their Co-operative Education program.

**Program length and graduation**

Graduation with a Co-operative Education designation on your academic transcript and credential requires that "[t]he total co-operative work experience is at least thirty percent of the time spent in academic study" (Canadian Association for Co-operative Education: [http://www.cafce.ca/ Library/ documents/AC-ESR07.pdf](http://www.cafce.ca/Library/documents/AC-ESR07.pdf), page 3: Accessed 13 Aug 2014), i.e. the successful completion of two co-op work terms in a two-year diploma program or three co-op work terms in a four-year degree program. This may extend the duration of the academic program, depending on the number and timing of the work terms.

Once admitted into the Co-operative Education program, co-op co-ordinators work with the student to develop a preliminary co-op timetable that incorporates the required work terms. It is recommended that Co-operative Education students meet with their educational/program advisor to schedule their academic courses as well.

Example of a diploma co-op timetable:

YEAR	FALL SEMESTER	WINTER SEMESTER	SUMMER SEMESTER
1	Study term	Study term	Apply to the Co-operative Education program and complete essential employment skills training (workshop or course)
2	Work term 1	Study term	Study term
3	Work term 2	Study term	Graduation

Example of a Bachelor degree co-op timetable:

YEAR	FALL SEMESTER	WINTER SEMESTER	SUMMER SEMESTER
1	Study term	Study term	Apply to the Co-operative Education program and complete essential employment skills training (workshop or course)
2	Study term	Work term 1	Work term 2
3	Study term	Study term	Study term
4	Study term	Study term	Off
5	Work term 3	Study term	Graduation

**Co-op placements**

Only co-op students have access to the Co-operative Education labour market. Upon admission into the Co-operative Education program students are cleared to participate in competitions for Co-operative Education placements. These placements are semester-based and may be one, two, or three work terms in length, each work term with at least 420 hours of work experience.

Co-op placements may be located in the Fraser Valley, the Lower Mainland, anywhere in Canada, or abroad. Students who are flexible in terms of job function, location, and salary will find a wider range of Co-operative Education opportunities.

Advertisements for Co-operative Education placements may be found on the Career Centre's online CareerLink system (<https://ufv-csm.symplicity.com/students>) and/or on external company websites.

Co-op placements are not guaranteed, but are awarded through competition. Competitions are co-ordinated by co-op co-ordinators; interviewing decisions and hiring decisions rest with the employer. Employer decision criteria vary but may include discipline-specific knowledge (e.g. key vocabulary, information, concepts), transferable cognitive skills (e.g. reading, writing, comprehension), and transferable life skills (e.g. reliability, confidence, initiative).

Students must consult with their co-op co-ordinators on all aspects of placement. Once a student has accepted a placement offer, he or she must register for the appropriate cooperative education course (COOP) and must fulfil their contractual obligation towards the employer.

Work term employment contracts are between the student and the employer. The University of the Fraser Valley is not party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect co-op placement (e.g. layoffs, strikes, confidentiality agreements, intellectual property rights). Students are encouraged to seek professional legal advice before signing any contract.

Co-op students may also self-arrange their co-op placements; co-op co-ordinators guide students in the process. Self-arranged co-op placements must be approved by a co-op co-ordinator in advance of the work term. Co-op students on self-arranged co-op placements must register for the appropriate COOP course and must fulfil their contractual obligation towards the employer.

### **Registration, credits, and full-time student status**

When taking a co-op work term Co-operative Education students must register in a COOP course. This course carries six credits.

Note that some academic programs have the flexibility to apply COOP credits towards the academic program credit requirements. It is recommended that Co-operative Education students meet with their educational/program advisor to determine their options.

Co-operative Education students on a work term hold full-time student status.

### **Evaluation**

Co-op students on placements will be evaluated based on the following criteria in every work term:

- 1: Learning objectives and their achievement, placement site visit: 25%
- 2: A work term report or approved alternative project: 25%
- 3: A final work performance evaluation through the work supervisor: 50%

Grading follows the standard U.F.V. grading system.

**Harassment, discrimination, safety in the co-op workplace**

If a student experiences either harassment or discrimination in a co-op workplace, the student should contact his or her co-op co-ordinator immediately.

If a student is exposed to unsafe conditions in a co-op workplace, the student should contact his or her co-op co-ordinator immediately.

**Transfer students and international students**

Transfer students registered with an accredited Co-operative Education program at a Canadian institution may be eligible to receive transfer credit for successfully completed work terms.

International students holding valid student visa are eligible to participate in the Co-operative Education program. They must apply for a co-op work permit immediately upon admission into the co-op program and must receive the co-op work permit before competing for co-op placements.

**Fees and additional costs**

Please see the Fees and Other Costs section of the Calendar.

**Contact**

For further information please visit <http://ufv.ca/jobs/co-operative-education>.

COURSE DESCRIPTION

**COOP 110/120/130/140/150/160, 6 credits**

Co-op work term report and performance 1/2/3/4/5/6

Prerequisite(s): Admission to the Co-operative Education option of the student's academic program.

These courses provide students with the opportunity to strengthen and apply academic knowledge through program-related work experience in appropriate fields of business, industry, government, social services and the professions. Co-op work terms are paid and are 12 to 18 weeks in length, with at least 420 hours of work experience. At the end of each work term co-op co-ordinators and work supervisors evaluate student performance. Co-op assignments become progressively more challenging as students pass through their co-op program.

## **Process and Timeline for review and approval of the Concept Paper and annual Program Report and Plan – submitted by Sylvie Murray, February 4, 2015**

As UFV is starting the process of planning for a new *Education Plan* that will focus on broader goals related to the future of learning and universities rather than on the details of specific programs, it is necessary that we clarify the mechanism by which concept papers for new programs will be reviewed internally, then submitted for Board approval.<sup>1</sup> As we do so, it is suggested that we clarify the process by which proposed new programs, as presented in the Concept Paper, will be approved for development based on the program's merit and alignment with UFV's institutional mandate, strategic priorities, and overall program mix.

The change to the current process that is recommended here is the insertion of step 3 (below) and replacing the *Education Plan Update* by a *Program Report and Plan* that is narrower in scope. The proposed process is as follows:

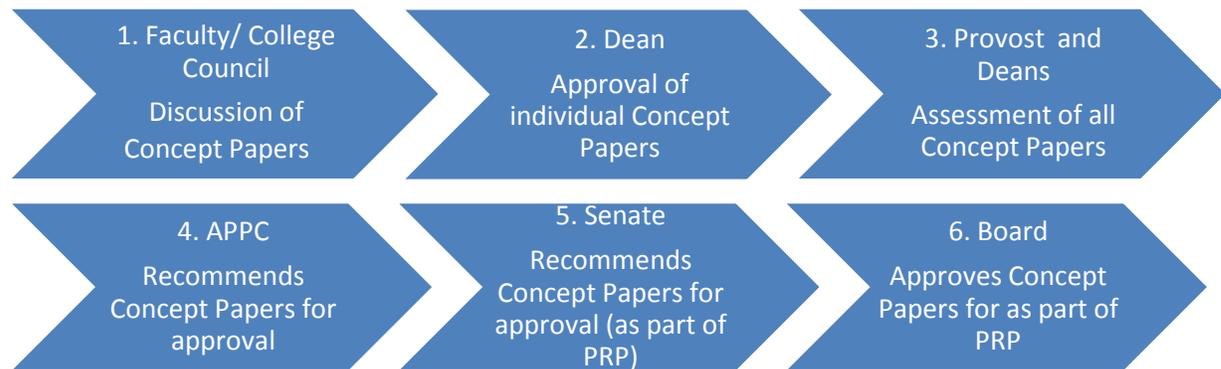
1. PWG presents the Concept Paper to Faculty/College for discussion.
2. The Concept Paper is reviewed and approved by the Dean of the Faculty or College that will have administrative responsibility for the program. In the case that a program draws resources from more than one Faculty/College beyond the provision of service courses, the Deans involved will decide whether responsibility will be shared.
3. The Provost, in consultation with Deans Caucus, assesses all concept papers submitted in a given academic year, prioritizes them, and prepares a report to be presented to APPC, with accompanying rationale, on concept papers that are:
  - Meritorious and supported for development with a specified timetable for implementation and start date (concept papers included in this category may be prioritized)
  - Not supported for development (with an explanation).
4. APPC reviews and recommends the prioritized list of Concept Papers to be approved for development. The proposed new programs are then included in the *Program Report and Plan*.<sup>2</sup>
5. The *Program Report and Plan* is provided to Senate for review and recommendation to the Board.
6. The Board approves the *Program Report and Plan*.

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<sup>1</sup> The Procedures for Undergraduate Program and Course Approval (appendix to policy 21) and the Graduate Course and Program Approval policy (209) stipulate that "Only upon inclusion of the program concept in the Education Plan, as approved by the Board, should a Program Working Group proceed with developing the Program Proposal." The steps for review and approval of the Concept Paper are: submission to Faculty/College Council for discussion, to the Dean for approval, and to APPC who "verifies that the proposal proposed is consistent with institutional priorities before recommending it for inclusion in the Faculty's submission to the Education Plan". **The modified process proposed in this memo would require a change to policy 21 Procedures and policy 209.**

<sup>2</sup> The *Program Report and Plan* includes other information on program mix which does not require APPC approval since it is purely of a reporting nature (e.g., FTE produced by department), or is governed by a separate process as in the case of programs under consideration for discontinuance.

The following flowchart illustrates the process outlined above:



**Suggested format for the *Program Report and Plan*:**

- The reports submitted by individual Faculties/College will follow the model of Section III of the 2014 *Education Plan Update*, with slight modifications (see Appendix 1: *Program Report and Plan* template);
- Only the Concept Papers recommended for approval by APPC (step 4 above) will be included;
- The Provost will provide a brief introduction focused on the program developments as noted in the *Program Report and Plan* (1-2 pages).

**Proposed timeline.** The following two options offer different advantages:

Option 1 would be necessary for this year to give program developers advanced notice, especially given that the revised Concept Paper, with increased expectations, was just approved. It would also be beneficial as a long-term plan since it offers more time for concept paper development.

Option 2 provides an alternative that might work better for APPC because some of its members are new in the Fall, but it would offer less time for concept paper development.

	Option 1	Option 2
1. Faculty/College Council	May-June	Before February
2. Dean	Concurrent with step 1	Concurrent with step 1
3. Provost	August-September	March-April
4. APPC	October	May-June
5. Senate	November	September
6. Board	December	October

Finally, it is recommended that we set a deadline of May 2016 for the new program initiatives listed in the 2011-15 Education Plan and subsequent annual updates to be approved by UEC or GSC in order to remain on our active list of programs approved for development. Program initiatives that do not meet this deadline will have the option to secure re-approval, with Concept Paper, as part of the new process.

See Tables I and II below for a list of program initiatives potentially affected.

Table I: Programs listed in 2014-15 Update that are still in development (have not yet secured UEC/GSC approval)

<b>Faculty/College</b>	<b>Program</b>	<b>Faculty/College</b>	<b>Program</b>
<b>Access and Continuing Education</b>	Activity Aide certificate		
<b>Arts</b>	Bachelor of Environmental Studies	<b>Graduate Studies/Arts</b>	Master in Migration and Citizenship
<b>Science</b>	Computing Science, Major (BSc)	<b>Graduate Studies/Science</b>	Masters in Integrated Science and Technology
	Biochemistry Major (BSc)		
	Molecular Modelling Major and Minor (BSc)		
	Minor in Applied Statistics		
<b>Professional Studies</b>	Post-degree certificate in Aviation Management	<b>Graduate/Professional Studies</b>	Master of Professional Accountancy

Table II: Programs included in previous versions of the 2011-15 Ed Plan and update(s), but not in 2014-15 update

<b>Faculty/College</b>	<b>Program</b>
<b>Science</b>	Certificate in Medical Physics
<b>Professional Studies</b>	Post-Degree Certificate (or bachelor?) in Applied Management  Listed as “bachelor of Applied Management degree” in 2011-2015  Listed in 2013 update as post-degree certificate
	Post-Degree Certificate in International NGO Social Economy Organizations

Appendix 1.

*Program Report and Plan Template (2015)*

A. Progress on Approved New Programs

*Programs approved since September 2014*

Program	Senate Approval (Date)	Ministry Approval (Date)	Start Date (or anticipated)

B. Programs in Development

*New Programs listed in the Education Plan in development or nearing approval at Senate*

Program	Likely date at Senate

C. Concept Papers (only those recommended for approval by APPC)

Program

D. Programs Recently Discontinued or Suspended

Program	Date

E. Departmental Information

[table as in 2014]

F. Programs Reviewed and Scheduled for Review

[table as in 2014]



## **Narrative Overview – Skills Gap Plan**

UFV is well positioned to respond to the Skills Gap plan. Our comprehensive program mix is well aligned with the Top 60 High Demand occupations and the specific needs of our region, including the agricultural industry. UFV has an inclusive program planning process which reflects both student and regional demand. On an annual basis, our Education Plan is updated with relevant information that responds to priorities and identifies planned program changes.

### **Prior to 2014**

In response to strong regional labour market demand for high-school teachers in math/science and humanities, UFV launched the Teacher Education Secondary program in 2014. The need for this program was identified by local school districts and builds on the very successful elementary program offered by UFV.

In response to declining demand for dental hygienists, and in recognition of the availability of this program at other post-secondary institutions, UFV suspended the Dental Hygiene program intake in fiscal 2011/12, and discontinued the program in 2012/13.

### **2014/15 Skills Gap Plan**

In 2014/15, UFV was named as the host institution for the Centre of Excellence in Agriculture. Located in the agriculturally rich Fraser Valley, we are committed to delivering on the expectations of the industry and community. We will target 30 FTE to our Diploma in Agriculture Technology as acknowledgement of our commitment to the region and the agricultural industry.

UFV also recognizes our responsibility to meet the needs of the health sector. Health professions are facing current and future shortages that will require skilled professionals trained through health education programs. UFV has significant student demand for our health programs. We will commit an additional 30 FTE in our Bachelor of Science in Nursing to meet the need for registered nurses within the province.

Recognizing the need for skilled-trade workers, UFV will train electrical workers, carpenters, and restaurant managers through our Construction Electrician Certificate, Carpentry Certificate and Hospitality/Event Management Certificate.

The Fraser Valley has high student demand and strong employment opportunities for graduates with criminology education. Recognizing ongoing labour market demand for police and correction officers, UFV will target FTE in our Bachelor of Arts, Criminal Justice.

With increased emphasis on student advising and career support, UFV is helping students make earlier declarations of their intended program goals. By continuing to work with students on this objective, UFV plans to reduce the number of students in general study programs and increase the number in declared programs.

## **2015/16 Skills Gap Plan**

UFV has strong demand for Business Administration programs. Our graduates help meet the need for financial auditors and accountants, human resource professionals, and professional occupations in advertising, marketing and public relations. UFV will target 200 FTE in our Bachelor of Business Administration program.

Recognizing the significant need for administrative assistants to 2022, UFV will commit 50 FTE in our Applied Business Technology certificate program.

The Fraser Valley has high student demand and strong employment opportunities for graduates with a computer information and computer systems education. Recognizing ongoing labour market demand for computer programmers and interactive media developers, UFV will target 70 FTE in our Bachelor of Computer Information Systems.

UFV offers the first year of the Bachelor of Applied Science (Engineering) degree for students wishing to transfer to UBC or UVic with guaranteed admission to the second-year. To contribute to the need for civil engineers in BC through this effective and efficient sector-partnership, UFV will target 15 FTE to the engineering transfer program.