

AGENDA
ACADEMIC PLANNING AND PRIORITIES COMMITTEE

October 19, 2011
9 am - Room A225/229

1. ITEMS for ADOPTION

- 1.1. Agenda – 2011 10 19
- 1.2. Minutes – 2011 09 21 pg. 2

2. BUSINESS

- 2.1. Provost's Report
- 2.2. New Budget Model pg. 5
- 2.3. Revisions to APPC Terms of Reference and Membership pg. 12
- 2.4. Program Criteria..... Handout
- 2.5. Learning Outcomes Project

3. INFORMATION ITEMS

- 3.1. Report from the Chair, Graduate Studies Committee pg. 14
- 3.2. Report from the Chair, Undergraduate Education Committee pg. 15
- 3.3. Next meeting: November 16, 2011 (9 am, Room A225/229)
- 3.4. APPC website: http://www.ufv.ca/senate/Senate_Standing_Committees/APPC.htm

MINUTES
ACADEMIC PLANNING AND PRIORITIES COMMITTEE

September 21, 2011
9 am - Room A225/229

Present: E. Davis, S. Pattridge, Y. Dandurand, D. Alary, M. Brosinski, S. Murray, O. Steyn, D. Freschi, M. Bos-Chan, J. Hogan, D. Griffiths, N. Weinberg, W. Burton, J. Brandenburg, S. Hardman, N. Abrahams, G. Palmer, C. Marlor

Regrets: O. Lian, K. Isaac, K. Evans

Guests: I. McAskill, S. Brigden, R. Khalideen

Recorder: N. Hitchens

Eric welcomed the new members of APPC: Chantelle Marlor, Karen Evans, and Nathan Abrahams.

1. ITEMS for ADOPTION

1.1. Agenda – 2011 9 21

MOTION:

THAT APPC approve the 2011 09 21 agenda as presented.
G. Palmer/J. Brandenburg

CARRIED

1.2. Minutes – 2011 06 08

MOTION:

THAT APPC approve the 2011 06 08 minutes as presented.
M. Brosinski/G. Palmer

CARRIED

2. BUSINESS

2.1. Provost's Report

The ECE/CYC site visit was this week and the GDS proposal is undergoing peer review. Enrolments and applications are up – with enrolments up 2% at the beginning of the semester. There were 5,800 students on waitlists which is a 21% increase over Fall 2010 and a 50% increase over Fall 2009.

At the Provost's retreat in August, Eric and the Deans/AVPs made the following decisions related to enrolment management:

1. By April 1, students must accept the offer of admission or lose their place.
2. All incoming students must attend a mandatory orientation (info session, interview, group or web) session.

3. Reduce the number of open studies students per year.
4. Open-study students can only take up to 30 credits by which time they must apply and be accepted into a program.
5. Students have to declare their program by 3X credits. (Note: The actual number still to be determined - it will be between 30 and 35 credits.)
6. Reduce the turn-around time to acknowledge student applications.

2.2. Tier 2 Research Chairs

UFV is eligible for two Tier 2 Chairs. The Senate Research Committee recommends we proceed immediately with the process of recruiting and selecting Chairs in “Health and Wellness” and “Citizenship, Immigration, and Refugee Protection”.

MOTION:

THAT APPC agree that Research and Graduate Studies, in consultation with the Faculty of Health Sciences and the College of Arts, immediately launch the process of recruitment and selection for two proposed Tier 2 Canada Research Chairs in the areas of “Health and Wellness” (Faculty of Health Sciences), and “Citizenship, Immigration, and Refugee Protection” (College of Arts).

Consultation is important so the Faculty of Health Sciences should consult with the Faculty of Science on the application. Yvon will work with the two Deans to put an ad hoc committee together. Office space for the Chairs should be arranged ahead of time so Yvon will include office space requests with the proposals.

S. Murray/M. Bos-Chan

CARRIED

2.3. Undergraduate and Graduate Program and Course Approval Policies

The undergraduate and graduate program and course approval processes were moved into two separate policies. The standing committees now need to determine where they fit into the approval process.

- It makes sense for program proposals to come to APPC for information so APPC can look at program prioritization as proposals are developed.
- The policy should state Senate can delegate the approval of courses and programs.
- GSC reviewed the graduate policy and identified ten things they would like addressed.
- The addition of a concept paper is important but it should be first presented to Faculty Councils and then to APPC.
- APPC should see the concept paper at the beginning and end of the process.

The policies will now go to Faculty Councils and the other Senate standing committees for comments.

2.4. Update from the “Program Criteria” Subcommittee

The proposed program criteria connect to the education and strategic plans. This document will come to the October meeting for discussion. Eric would like a “useable document” by the end of the October meeting.

2.5. Revisions to APPC Terms of Reference and Membership

Eric suggested that the Advisor of Integrated Planning and Program Development Coordinator be ex-officio members of APPC. Some members felt these additions would be important but the overall balance of the committee needs to be considered.

Gerry will take the following questions to the Senate Governance Committee:

- Should there be more balanced faculty representation? (For example, have representation from each faculty.)
- What is the purpose of a super-sized committee with a small group making decisions?
- What is the purpose of having so many ex-officio, non-voting members on APPC?

ACTION: Gerry

2.6. 2012/13 APPC Meeting Schedule

Trades and some Science faculty have a difficult time participating in committees that meet before 2 pm. If a free time can be found, APPC agreed in principle to move APPC meetings to 2:30 pm, starting September 2012.

2.7. Learning Outcomes Project

Deferred until the next meeting.

2.8. ECE/CYC Program Review

Rosetta reported that the ECE/CYC program review went well. The review team felt the program was strong and made 15 recommendations to strengthen the program further. Some of the recommendations require long term planning but the department has begun to implement others.

MOTION:

THAT APPC accept and recommend the ECE/CYC program review report to Senate.

G. Palmer/O. Steyn

CARRIED

1. INFORMATION ITEMS

1.1. Next meeting: October 19, 2011 (9 am, Room A225/229)

1.2. 2011/12 APPC Membership

1.3. APPC website: http://www.ufv.ca/senate/Senate_Standing_Committees/APPC.htm

UFV Budget Model Proposal Discussion Paper

INTRODUCTION

The UFV budget is intended to support the universities goals and missions while maintaining accountability, transparency and sustainability. Recognizing the limited resources available, the budget model will attempt to remain simplified for administration, while providing greater flexibility. Revenue streams will be defined as well as the allocation methods. Expense budgets will be funded using the 2011/2012 budget as base. Initial budgets will not be altered as a result of implementing the budget model. To maintain the financial viability of the institution the budget model will work to balance 6 key targets:

- Domestic FTE
 - Ensure we meet Ministry FTE targets
- International Enrolments
 - Ensure International revenue streams continue; one area of potential revenue growth
- Contractual Obligations
 - Maintain Faculty/Sessional ratios as per CA
- Meet Budgeted Tuition Targets
 - Ensure our revenues match our expenses
- Expense Budgets are maintained
 - Ensure expenses stay within budget
- Academic/Institutional Support Co-dependence on revenues
 - Both Academic and Institutional Support budgets are effected as revenues change (maintain 60/40 budget ratio respectively)

BUDGET MODEL OVERVIEW

The budget model will assume that our current program mix and organizational structure will be the basis on which the budget is initially allocated and will assume that we are operating efficiently and effectively within that allocation. The initial budget will therefore be based on the Fiscal 11/12 budget as the starting point. Each academic and administrative area will be allocated an equivalent portion of revenue to meet their expense budget. Revenue producing areas will be responsible for meeting revenue targets based on current revenue generation. Targets and budget variances will be maintained at the divisional level and not the department level; however, department level detail will be used to provide information for administrative decisions. Administrators will be able to move funds around within their area in order to meet divisional targets. Revenues are shared between academic and institutional support areas to share risk.

Tuition generation will be a targeted budget for Faculties to meet. Tuition revenue will be split between academic and institutional support areas for both domestic and international tuition revenue. Other student fee revenue budgets will be allocated to the appropriate areas for which they are generated for. Revenue allocations to institutional support divisions will be allocated based on their prorated budgets. The difference between these budgeted revenues and the areas expense budget will be made up by the provincial funding which will then remain static. Any new provincial funding will be planned and targeted, with the general allocation to be split 60% academic and 40% institutional support.

Tuition and FTE targets are expected to be met within the given expense budgets and within contractual boundaries. FTE Targets will be based on 3 year rolling average adjusted for projected change in FTEs and funding. Academic Divisions whose actual FTE productions falls below 95% of targeted budget may have associated funding moved to another division upon review.

Divisions will have a budgeted number of course sections annually. Any additional sections offered above the budgeted amount or any new releases not currently within the budget will have a surcharge attached to it to cover the cost of maintaining the mandatory full time and sessional faculty ratio. These funds would be maintained in a pooled account and will top-up part time budgets to create full time positions when sufficient funds are collected.

Any expense deficits not covered by surplus tuition within the area will be carried forward by the academic or institutional support area and a plan will need to be made to address the deficit in the following year. Surpluses from expense accounts, excluding salary accounts, will carry forward in the areas one-time accounts for one-time and furniture and equipment expenditures. Likewise, any surplus tuition revenue not used to cover expense deficits will also carry forward in the related academic and administrative unit's one-time account. One-time accounts will be monitored to ensure carry forward amounts do not become excessive to prevent issues in financial reporting. Budget plans for one-time accounts and special project accounts will need to be provided annually for financial reporting requirements.

An initiatives and innovations fund will also be established using the savings from vacant positions and new positions not yet filled. This fund will be administered by the VP group to fund the development of new programs and services that further the institution in its strategic plan. It may also assist areas with projected deficits going through a transition phase or reorganization.

DIVISIONS

Academic

- College of Arts
- Faculty of Access & Open Studies
- Faculty of Health Sciences
- Faculty of Professional Studies

- Faculty of Science
- Faculty of Trades & Technology

Administration

- Board Office & President
- Provost & VP Academic
- CFO
- VP External
- VP Student
- AVP Employee Services
- AVP Research

REVENUES

Domestic Tuition

Budgeted domestic tuition will be allocated to faculties based on fiscal 11/12 funded sections and expected tuition generation at 60%. Tuition revenue generated above budgeted amount due to increased enrolments will be allocated to Faculty Administrators one-time account, less 40% that would be allocated to support services discretionary accounts. However, if the increased revenue is generated as a result of offering more sections than budgeted, the transferred amount would be adjusted for any salary shortfalls within the faculty as well as a per section cost adjustment to address contractual instructional faculty ratios. These adjustments would occur at year end.

International Tuition

The International education office and related activities will be fully funded from international tuition and other international student fees. The international Education office will be allocated an amount per student per semester. Faculties will be allocated international tuition budget based on prior year international credit enrolments and allocated using a rate established cover faculty and academic department costs. The allocation of International tuition budget allocated to operating accounts will be distributed roughly 80% to academic areas and 20% to administrative areas. There will be a midyear adjustment based on projected international enrolments to year end to ensure that provincially funded domestic students are not displaced by international students. Roughly 30% of international tuition will be allocated to the international office, 50% will be allocated as a contribution to operating, 15% will be allocated to capital and an additional 5% will be budgeted as a contingency and if not used will be allocated to capital. Increases to the international tuition rate will be used to cover a portion of annual contractual obligations centrally.

Provincial Grant

The provincial Grant will be allocated to departments as a top-up to all operating accounts in the amount left unfunded by other revenue sources up to the 11/12 annual budget in the initial year of the budget model's implementation. Allocations will remain the same in subsequent years until the funding envelope changes. However, any changes in FTE allocations between faculties will result in a redistribution of provincial grant in the affected accounts.

Ancillary Student Fees

The ancillary fees will be allocated to

- Legacy Fund
- Capital building projects
- Student Insurance
- Photo ID
- IT
- Library
- Athletics
- Student Life
- A&R
- Counselling

Continuing Studies & Contract Training

Continuing Studies will continue to provide a contribution to UFV operating budget at 11/12 levels. New programming in continuing studies and contract training will continue to support the continuing studies office, provide a 10% levy on revenues to operating and split net profits evenly between the academic division and institutional support.

EXPENSES

Faculty ratios

Faculty full time & sessional ratios have been balanced institutionally. Therefore any new sections or new releases not currently with in the budget will be charged a surcharge that covers the difference between a sessional section amount and the amount needed to fund a section with a 75% full time faculty salary and 25% sessional cost. These surcharges will go toward funding new full time faculty positions as sufficient funding is accumulated to maintain the required ratio.

Expense Variances

Deficits in divisions that are not covered by surplus revenues generated for the area will be carried forward to the following fiscal year and a plan to address the deficit will need to be submitted to the VP group. Any savings from expense accounts, except salary accounts, will be carried forward into the division's one-time account; unless needed to cover deficits. Any remaining savings from salary accounts not transferred to the initiatives and innovations fund will be transferred to institutional capital project accounts.

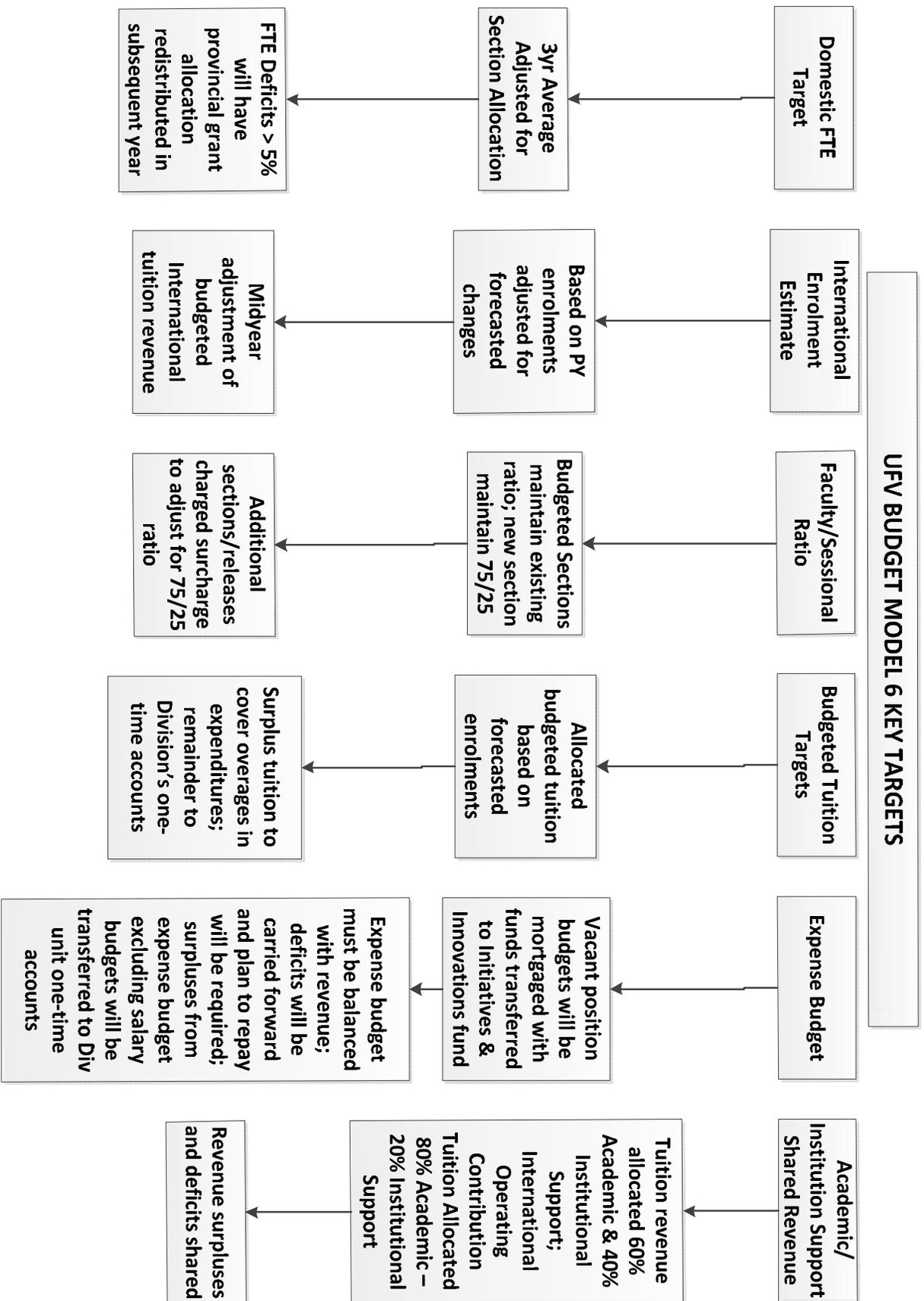
SPECIAL FUNDS

Initiatives & Innovation Fund

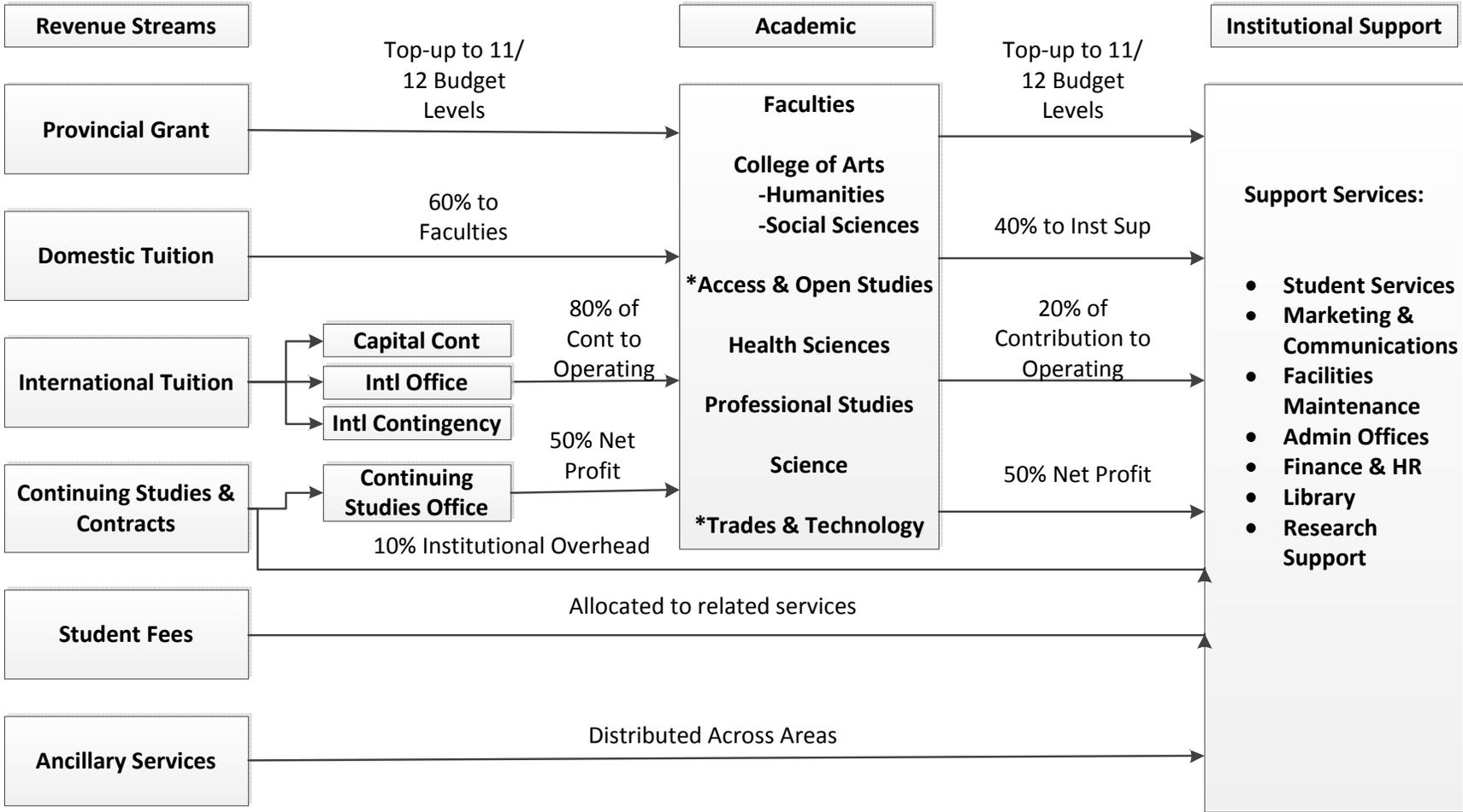
This fund will be established using savings from vacant positions within the budget as well as from investment income. The Initiatives & Innovation fund will be used to fund both academic and administrative initiatives that further the institution in meeting its strategic plan. It will support program development, initiatives that will increase UFV's efficiency, student support initiatives, cover one-time cost of program or area transitioning or reorganization. The fund will be administered by the VP group.

One-Time Accounts

One-Time accounts will be funded from the year end surplus of the division. These funds can be used for program development, furniture and equipment, and other initiatives in the area.



UFV BUDGET MODEL REVENUE FLO-CHART



ACADEMIC PLANNING AND PRIORITIES COMMITTEE
(Comments and additions from March 2011 APPC meeting.)

TERMS OF REFERENCE

1. Advise Senate on the mission, goals, objectives, strategies, and priorities of the university.
2. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on the establishment, revision, or discontinuance of educational programs and other curricular changes requiring Senate approval. ***(How does this fit with the UEC.)***
3. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on the priorities for implementation ***[or development?]*** of new programs leading to certificates, diplomas, and degrees. ***(The role of Faculty Councils needs to be included.)***
4. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on the establishment or discontinuance of **academic** faculties, schools, divisions, and departments of the university.
5. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on the number of students that may be accommodated in the university and the development and review of policies and procedures for managing enrolments in educational programs and courses.
6. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on the establishment, revision, or discontinuance of centres, institutes, chairs, professorships, and fellowships.
7. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, review and advise Senate on policy and procedures related to affiliation, articulation, and other contractual agreements with other post-secondary institutions. ***(Should this be expanded 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?)***
8. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on policies and processes for the development, review, implementation, and communication of educational plans that support the priorities of the university.
9. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise the Budget Committee of Senate on the academic priorities for the allocation of funds.
10. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on policy and procedures for the systematic review of courses, programs, and educational services.

11. Review the reports and recommendations of program **reviews/**evaluations and advise Senate on actions.
12. Establish such subcommittees as needed to fulfill the committee's responsibilities.
13. Other duties as assigned by Senate.

General Comments:

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 be brought forward to APPC.

Does "research" need to be specified/included in the terms of reference?

Policy 210.15 – Academic Program and Unit Reviews needs to be revised to include APPC in the review process.

COMPOSITION

Chair:

- Provost & Vice-President Academic (*ex officio*, voting)

Voting Members:

- Vice-Chair of Senate
- Chairs of the following standing committees of Senate: Budget, Undergraduate Education, Graduate Studies, and Research
- Four additional faculty members of Senate, approved by Senate, selected to ensure that the composition of the committee reflects the diversity of disciplines at the university
- One staff member approved by Senate
- Two undergraduate students approved by Senate
- One graduate student approved by Senate
- One dean approved by Senate

Ex Officio Non-Voting Members:

- Associate Vice-President, Employee Services
- Associate Vice-President, Research & Graduate Studies
- Director, Teaching and Learning
- Director, International Education
- Senior Advisor on Indigenous Affairs
- Director, Enrolment Management
- Director, Institutional Research
- University Librarian
- University Secretary and Registrar

Administrative Support:

- Office of the Provost and VP Academic

SENATE GRADUATE STUDIES COMMITTEE

Brief summary of September 22, 2011 meeting

2.1 Policy 110.29 – Program & Course Approval

A subcommittee was created to work on this document and to present its recommendation to GCS in October.

2.2 General Regulations for Graduate Studies

A subcommittee will present its recommendations to GSC in October

2.3 Academic Planning & Priorities Committee

A clarification is needed for the relationship between APPC and GSC as stipulated by item 2 in the APPC terms of reference and item 8 in the GSC terms of reference.

From APPC terms of reference:

2. Following consultation with relevant standing committees, as deemed appropriate by the Academic Planning and Priorities Committee, advise Senate on the establishment, revision, or discontinuance of educational programs and other curricular changes requiring Senate approval.

From GCS terms of reference:

8. Review and consult with the Budget Committee, and advise the Academic Planning and Priorities Committee on proposals for new courses, programs or curricular changes that require Senate approval.

3.1 Supervisory Status Sub-Committee

A four-member subcommittee has been created to review requests for supervisory status and make recommendations to GSC

3.2 MSW Program – Non BSW Cohort

There will be no non-BSW cohort this year due to fiscal restraints.

3.4 School of Graduate Studies

There was a discussion on the membership in the School of Graduate Studies, which is currently comprised of the faculty members with approved supervisory status

MEMO



To: Academic Planning and Priorities Committee
From: Samantha Pattridge, Chair of Undergraduate Education Committee
Date: 12/10/2011
Re: September UEC Meeting

The September meeting agenda of the Undergraduate Education Committee contained several items that may be of interest to the Academic Planning and Priorities Committee. Following is a summary of the major items we discussed:

- **Review of the draft Undergraduate Course and Program Approval policy** – The committee reviewed the draft policy and made some general suggestions for changes to Sue Brigden. UEC agreed that the policy should be forwarded to Faculty Councils for feedback, and we suggested that the policy return to UEC at the end of October, after the Faculty Councils have had some time to assemble their comments. In October, UEC will again review the policy, in more detail this time, for recommendation. The policy will likely come to APPC (along with the Graduate Course and Program Approval policy) for final recommendation to Senate.
- **Review of the General Honours Framework** – At the end of last year, UEC was notified of an error in the calendar related to the General Honours Framework. The calendar wording did not reflect the meeting minutes from UCC several years ago when the framework was last reviewed. Upon making the correction to the wording, UEC recognized that the framework needed review once again. We have sent the General Honours Framework to Faculty Councils for feedback as the first step in the revision process.
- **Revision of the Approved Course Outline Form** – Concerns about the institutional course outline form were raised at Arts Faculty Council recently, and UEC felt that with the change to the Course and Program Approval policy pending, this is a good time to also review the course outline form. UEC will assemble the feedback from the various councils for discussion at our October meeting, at which time we hope to form a sub-committee to propose a new outline form for undergraduate courses.

More information about these discussions will soon be available in our minutes, found at http://www.ufv.ca/senate/Senate_Standing_Committees/UEC/UEC_minutes.htm.