

**DRAFT AGENDA**  
Professional Studies Faculty Council

Friday, January 24, 2014  
10:00 am – 12:00-noon  
Room D115, Abbotsford Campus

<i>Package Pages</i>	
	<p><b>1. Guest Speaker</b> – Eric Davis, Provost &amp; Vice President Academic (10:00 -10:30)</p>
Pg. 1, 2 Pg. 3 - 6	<p><b>2. Items for Approval</b></p> <p>2.1. Agenda – January 24, 2014 2.2. Minutes – December 13, 2013</p>
	<p><b>3. Continuing Business</b></p> <p>3.1. Update – Faculty Council Terms of Reference</p>
Pg. 7 - 28 Pg. 29 - 35	<p><b>4. New Business</b></p> <p>4.1. Major changes to the Bachelor of Social Work – Elizabeth Dow 4.2. Discussion Item: New Policy for Consultation – Program Discontinuance Policy 4.3. Discussion Item: Draft Faculty Standards and Criteria for Rank and Tenure 4.4. Discussion Item: Indigenization Activity</p>
	<p><b>5. Standing Committee Reports</b></p> <p>5.1. Nominations and Elections Committee – <i>Glen Paddock</i> 5.2. Field Education and Practicum Committee – <i>Lucki Kang</i> 5.3. Retention Committee – <i>Barbara Salingré</i> 5.4. Learning Exchange Committee – <i>David Dobson/Raymond Leung</i> 5.5. Faculty Newsletter Committee – <i>Christine Slavik</i></p>

**6. Other Reports**

- 6.1. Dean's Report
- 6.2. Reports from other Faculty Councils
- 6.3. Report from Senate

**7. Information Items**

- 7.1. Motions and Actions – December 13, 2013
- 7.2. The next Faculty Council Meeting is **February 21, 2013** in room **D115**

**DRAFT MINUTES**  
**Professional Studies Faculty Council**

Friday, December 13, 2013  
10:00 a.m., Room A266, Abbotsford Campus

**Chair:** Cyrus Chaichian

**Present:**

Christine Nehring*	Frank Ulbrich	Kirsten Robertson	Elizabeth Dow
Darrell Fox	George Melzer	Leah Douglas	Kevin deWolde
Christine Slavik	Gerry Palmer	Lisa Moy	Rod Hayward
Colleen Bell*	Gillian Bubb	Mark Breedveld	Ron Wilen*
Cyrus Chaichian	Glen Paddock	Rosetta Khalideen	Mary Higgins
D.J. Sandhu	John Hogg	Lucki Kang	
David Dobson	Karen Power*	Margaret Coombes	
Don Miskiman	Kenneth Gariepy	Seonaigh MacPherson	
Doris Ball	Kim Milnes	Raymond Leung	

**Regrets:**

Amir Hajbaba	Fiona McQuarrie	Mark Lee
Andrea Hughes*	Les Stagg	Mike Ivanof
Christina Neigel	Melanie Scott	Robert Harding
Sandy Hill	Gwen Point	Ron Zitron
Cindy Rammage	Heather Compeau*	Sheryl MacMath
Cindy Stewart	Jan Lashbrook Green	Awneet Sivia
Curtis Magnuson	Keith Lownie	Barbara Salingré
Heather Compeau	Lorne Mackenzie	Maple Melder-Crozier
Joe Ilsever	Lou Schroeder	Kathryn Ricketts

**Recorder:** Laura Chomiak\*

**\* Indicates Non-Voting Member**

**1. GUEST SPEAKER**

David Dobson introduced John VanSteenis, a student in Bus 320, whose group research project has received local media attention. Mr. VanSteenis' group project, titled 'Understanding the Fan Experience at the Abbotsford Heat Games,' analyzed the results of 167 participants, and focused on improving the overall atmosphere at the games. Mr. VanSteenis concluded with a discussion of research project outcomes.

## 2. ITEMS FOR APPROVAL

### 2.1 Approval of Agenda December 13, 2013

**MOTION**

**Kenneth Gariepy/Gillian Bubb**

THAT the agenda of December 13, 2013 be approved as presented with the following correction:

1. Change Christine Slavic to Christine Slavik.

**CARRIED**

### 2.2 Approval of Minutes November 15, 2013

**MOTION**

**Elizabeth Dow/Frank Ulbrich**

THAT the minutes of November 15, 2013 be approved as presented with the following corrections:

1. Page 3, 2.4, 2<sup>nd</sup> paragraph to read, "The School of Business proposed guiding principles and assessed how the CEA overlaps with the current School of Business teaching interests/expertise. The Feedback Report has the full support of the School of Business."
2. Change Christine Slavic to Christine Slavik.

**CARRIED**

## 3 CONTINUING BUSINESS

### 3.1 Faculty Standards Committee Update – Elizabeth Dow

Elizabeth reported that the Faculty Standards Committee has been developing principles, criteria and sample evidence to develop a guiding framework for faculty promotion, rank and tenure.

In January, the committee will circulate the framework and ask for feedback from schools and departments within the Faculty of Professional Studies.

Rosetta thanked the committee for their level of detail and thoughtfulness on the work they are doing.

Gerry noted that the Terms of Reference for the Senate Standards Committee have been developed.

### 3.2 ECE and CYC minor course changes - ECE 101, 102, 103, 160, 223, 224, 242, 243, 260, 269, 281, 282; CYC 202, 260, 267, 268, 360, 390, 423, 425, 496

**MOTION**

**Christine Slavik/Seonaigh MacPherson**

THAT the Early Childhood Education Department – minor course changes to ECE 101, 102, 103, 160, 223, 224, 242, 243, 260, 269, 281, 282 be approved subject to non-substantial editorial changes to be approved by the Dean.

**CARRIED**

**MOTION**

**Christine Slavik/Lisa Moy**

THAT the Child and Youth Care Department – minor course changes to CYC 202, 260, 360, 390, 423, 425, 496 be approved subject to non-substantial editorial changes to be approved by the Dean.

**CARRIED**

**4 NEW BUSINESS**

**4.1. SOWK minor course changes - 700, 704, 710, 711, 720, 730, 750, 783, 797, 799**

John Hogg reported that the SOWK outlines were last approved in January 2010. The outlines have been reviewed and updated as part of the MSW accreditation process.

**MOTION**

**John Hogg/Elizabeth Dow**

THAT the School of Social Work & Human Services minor course changes to SOWK 700, 704, 710, 711, 720, 730, 750, 783, 797, 799 be approved as presented.

**CARRIED**

**5 STANDING COMMITTEE REPORTS**

**5.1 Nominations and Elections Committee**

Glen Paddock reported on the various positions that still need representation.

**ACTION**

Glen Paddock to submit to Rosetta Khalideen a formal recommendation nominating Frank Ulbrich to sit on UFV's Senate Faculty Standards Committee.

**Glen Paddock**

**5.2 Field Education and Practicum Committee**

No report

**5.3 Retention Committee**

No report

**5.4 Learning Exchange Committee**

David Dobson and Raymond Leung made a presentation which outlined ideas for the Learning Exchange Standing Committee. The committee is proposing a Learning

Exchange Sharing Initiative, which would allow faculty to share experiences, studies or new ideas in learning and teaching. Comments and feedback are welcome.

#### **5.5 Faculty Newsletter Committee**

Christine Slavik reported that the next edition of PScene will be out in January 2014.

### **6 OTHER REPORTS**

#### **6.1 Dean's Report**

Rosetta shared that there will be a meeting of senior administration on January 3 to discuss Strategic Enrollment Management and Program Prioritization.

Rosetta reminded faculty that the deadline to submit applications for Rank and Tenure is December 31, 2013. Rosetta will respond to submissions in January 2014.

#### **6.2 Reports from Other Faculty Councils**

No reports

#### **6.3 Senate Report – Gerry Palmer**

Gerry reported there was nothing significant to share with regard to Faculty Council.

### **7 INFORMATION ITEMS**

**7.1** Terms of Reference – Revision submitted for December Senate Governance Committee Meeting

**7.2** Motions and Actions – November 15, 2013

**7.3** The next Faculty Council Meeting is **January 24, 2013** in room **D115**.

### **8 GUEST SPEAKER – Diane Griffiths, Associate Vice President, Human Resources**

Diane Griffiths, Associate Vice President, Human Resources addressed changes to the Professional Development Process. A handout detailing the changes was circulated and is available on the HR website. Faculty and staff were asked to contact Christina Appleton if they had any questions.

## MEMORANDUM

**TO:** **Campus Wide Consultation**  
Ashley Hoogendoorn (Acting-Undergraduate Education Committee Assistant),  
Dean Rosetta Khalideen (Professional Studies),  
Sylvie Murray, (Program Development Coordinator)

**FROM:** Elizabeth Dow, Director, Social Work and Human Services

**DATE:** December 12, 2013

**SUBJECT:** Proposal for revisions to Bachelor of Social Work Admission and Graduation requirements, and GPA for practicum placements

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Attached are the proposed calendar changes for the Bachelor of Social Work Program with track-changes turned on.

These proposed changes are implemented to provide clarity of the entrance requirements. 60 credits are required prior to BSW admission and 60 credits must be completed in the 3<sup>rd</sup> and 4<sup>th</sup> year. The changes to the graduation requirements are that two of the qualifying Arts and Science electives must be at the 3<sup>rd</sup> or 4<sup>th</sup> year level.

The rationale for changing the minimum GPA for practicum placement to 2.67 is for consistency as students must maintain a 2.67 GPA while in the program.

## Laura Tryhuk

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**From:** Elizabeth Dow  
**Sent:** Friday, January 03, 2014 2:56 PM  
**To:** Susan Fisher; cwconsult; Ashley Hoogendoorn; Rosetta Khalideen; Sylvie Murray  
**Cc:** Laura Tryhuk; Vanessa Krahn  
**Subject:** RE: [CWC] cover memo and proposed BSW Major Changes

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Susan,

Further to my previous email, these courses are chosen by students who may have an interest in them. Students may consult with Educational advising and if students express an interest in Social Work then they would be advised of this list so they gain credit for applicable courses that would focus their studies in relevant ways. Some students make specific enquiries to our School upon entrance to UFV and our Program Advisor would share this information with them. Handouts and materials related to course selections are shared at student orientations too.

*Elizabeth*

Elizabeth Dow, PhD, RSW  
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and Human Services  
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**From:** Elizabeth Dow  
**Sent:** Friday, January 03, 2014 2:44 PM  
**To:** Susan Fisher; cwconsult; Ashley Hoogendoorn; Rosetta Khalideen; Sylvie Murray  
**Cc:** Laura Tryhuk; Vanessa Krahn  
**Subject:** RE: [CWC] cover memo and proposed BSW Major Changes

Hello Susan,

The list of qualifying Arts and Science electives ( taken prior to admission into the BSW program) have been in place for years, and how exactly it was developed is unknown. However, we have a task force reviewing a potentially broader range of courses. Please note that these A&S electives are not the specific mandatory pre-requisites (listed below) for admission to our BSW:

**ENGL 105/CMNS 155**  
**STAT 104 / PSYC 110**



PSYC 250 / SOWK 225

ENGL Lit (108-170)

We trust this helps to clarify this matter. Thank you for your enquiry.

*Elizabeth*

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**From:** Susan Fisher  
**Sent:** Thursday, December 12, 2013 2:53 PM  
**To:** Elizabeth Dow; cwconsult; Ashley Hoogendoorn; Rosetta Khalideen; Sylvie Murray  
**Cc:** Laura Tryhuk; Vanessa Krahn  
**Subject:** RE: [CWC] cover memo and proposed BSW Major Changes

Hello. I just have a question about the Qualifying Arts and Sciences Electives. How are these courses chosen?  
Sincerely  
Susan

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**From:** [cwconsult-bounces@ufv.ca](mailto:cwconsult-bounces@ufv.ca) [cwconsult-bounces@ufv.ca] on behalf of Elizabeth Dow  
**Sent:** December 12, 2013 2:35 PM  
**To:** cwconsult; Ashley Hoogendoorn; Rosetta Khalideen; Sylvie Murray  
**Cc:** Laura Tryhuk; Vanessa Krahn  
**Subject:** [CWC] cover memo and proposed BSW Major Changes

To Campus Wide Consultation:

Attached is the cover memo for proposed major changes to the Bachelor of Social Work's degree program including, entrance and graduation requirements, as well as a change to the GPA required for practicum placement. The proposed changes are in Word with the track changes turned on.

When reviewing this proposal, please "reply all" to myself, Vanessa Krahn and Laura Tryhuk.

Thank you.

*Elizabeth*

## Laura Tryhuk

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**From:** Elizabeth Dow  
**Sent:** Monday, January 13, 2014 3:45 PM  
**To:** Rhonda Colwell; cwconsult; Ashley Hoogendoorn; Rosetta Khalideen; Sylvie Murray  
**Cc:** Laura Tryhuk; Vanessa Krahn  
**Subject:** RE: [CWC] cover memo and proposed BSW Major Changes

Hi Rhonda,  
Thank you for your review and feedback. We have reviewed your comments and clarified below in red.

We thank you again for your suggestions.

*Elizabeth*

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**From:** Rhonda Colwell  
**Sent:** Friday, January 10, 2014 3:47 PM  
**To:** Elizabeth Dow; cwconsult; Ashley Hoogendoorn; Rosetta Khalideen; Sylvie Murray  
**Cc:** Laura Tryhuk; Vanessa Krahn  
**Subject:** RE: [CWC] cover memo and proposed BSW Major Changes

Hi everyone,

I have read this proposal and I have 2 confirmation/clarification requests pertaining to the Entrance requirements, as follows:

1. Applicants must have 60 credits by May 1<sup>st</sup> of the year of application.  
Are there specific courses that students must have completed as part of these 60 credits? I expect that there are by the information that follows. I am suggesting that the specific courses be clearly stated at this point so that students know up front what these 60 credits are.

Yes, the specific courses that students must have completed within these 60 credits are listed under points 2 and 3 (on page 1-2) of the submission. le



2. Students must have an overall minimum GPA of 2.67 for courses applicable to the BSW.
  - 6 credits of SOWK 110 and SOWK 210
  - 54 credits of University level credits (at least 42 credits must be Qualifying Arts & Science electives)
3. The 54\* University level credits must have at least 42 credits of Qualifying Arts and Science electives, which must include the following:
 

Requirements:

  - Three credits of English composition (i.e. CMNS 155 or ENGL 105);
  - Three credits of English literature (i.e. ENGL 108-170);
  - Three credits of Introductory Statistics (i.e. STAT 104 or PSYC 110\*\*\*);
  - Three credits of Human Development\*\* (SOWK 225 or PSYC 250)

Recommended:

- Three credits of Sociology of Families\*\* (SOWK 283 or SOC 331)  
One of SOC 331 or SOWK 283 is a pre-requisite for SOWK 483. SOWK 483 is a requirement of the BSW Child Welfare Specialization and is an elective in the BSW Generalist option.

\* Students who have completed a UFV Community Support Worker certificate or UFV Social Services diploma program are eligible to receive a six credit block for the completed certificate and a 12 credit block for the completed diploma. Students who have completed practica within these programs may receive extra points on their application.

\*\* Credit is provided for only one of SOWK 225 or PSYC 250 and one of SOWK 283 or SOC 331.

3. The 54\* University-level credits must have at least 42 credits of Qualifying Arts and Science electives, which must include the following ...  
How students may interpret this statement is that 12 credits can be in any university-level course. Will your program accept up to 12 credits completed in courses such as AGRI or ADED or BUS or LIBT or GE assigned transfer credit? If there are specific disciplines that your program will not accept, then I suggest that these are listed here.

Thanks for this suggestion. We will clarify this to state that these 12 credits can either be utilized as a block of credits from the CSW Certificate or SS Diploma OR it can be from any university level UFV course or UFV assigned transfer credit (100-level or higher). At least 42 credits must be from the list of qualifying Arts & Science electives.

Thanks,  
Rhonda

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**From:** [cwconsult-bounces@ufv.ca](mailto:cwconsult-bounces@ufv.ca) [mailto:[cwconsult-bounces@ufv.ca](mailto:cwconsult-bounces@ufv.ca)] **On Behalf Of** Elizabeth Dow  
**Sent:** Thursday, December 12, 2013 2:35 PM  
**To:** cwconsult; Ashley Hoogendoorn; Rosetta Khalideen; Sylvie Murray  
**Cc:** Laura Tryhuk; Vanessa Krahn  
**Subject:** [CWC] cover memo and proposed BSW Major Changes

To Campus Wide Consultation:

Attached is the cover memo for proposed major changes to the Bachelor of Social Work's degree program including, entrance and graduation requirements, as well as a change to the GPA required for practicum placement. The proposed changes are in Word with the track changes turned on.

When reviewing this proposal, please "reply all" to myself, Vanessa Krahn and Laura Tryhuk.

Thank you.

## Bachelor of Social Work degree

The UFV Bachelor of Social Work program prepares social workers for ~~generalist~~ professional practice, reflecting principles of social justice, equality, and respect for diversity. The BSW program has full accreditation with the Canadian Association for Social Work Education (2012-2020). Students graduating with a BSW degree- meet UFV institutional learning outcomes and the requirements of the British Columbia College of Social Workers for registration (RSW).

Social work education is a critical process that respects diverse sources and forms of knowledge while encouraging dissent. We UFV Social Work Faculty are committed to scholarship including debate on social work and social welfare, with particular attention to how social problems come to be defined and addressed. The Program content addresses the structural barriers that prevent people from reaching their full potential. With a commitment to lifelong learning and a critical analysis of oppression, graduates will have the knowledge, skills, and professional social work values necessary to work collaboratively with individuals, families, groups, and communities in diverse and cross-cultural environments. The program contributes to the knowledge base of social work through partnerships with professional and local communities.

~~The program addresses the structural barriers that prevent people from reaching their full potential. With a commitment to lifelong learning and a critical analysis of oppression, graduates will have the knowledge, skills, and professional social work values necessary to work collaboratively with individuals, families, groups, and communities in diverse and cross-cultural environments. The program contributes to the knowledge base of social work through partnerships with professional and local communities.~~

~~Social work education is a critical process that respects diverse sources and forms of knowledge while encouraging dissent. We are committed to scholarship including debate on social work and social welfare, with particular attention to how social problems come to be defined and addressed.~~

All individuals, families, groups, and communities are entitled to be treated with respect, with justice, and without discrimination. ~~To that end, we~~ Faculty seek to provide equitable educational opportunities and participation of those groups experiencing systemic oppression. Valuing our community base, we seek to promote social change.

Graduates will be prepared to work with individuals, families, groups, and communities in a variety of settings, funded by both government and non-government sources, including but not limited to: child welfare, programs and services for women, immigration and cross-cultural services, family and community services, health care, mental health, corrections, addictions, services for the elderly, unemployment and income security programs, Aboriginal settings, and services and programs for people with disabilities and special needs.

~~Entry into the program is at the third-year level. The BSW program has full accreditation with the Canadian Association for Social Work Education (2012-2020).~~

## Entrance requirements

Entry into the program is at the third-year level.

1. Applicants must have 60 credits by May 1<sup>st</sup> of the year of application.

- Pending available space, applicants who do not have 60 credits by May 1<sup>st</sup> may be considered as 'conditional admits' to the program if the credits are completed by August 31<sup>st</sup>.
- Students who are conditionally admitted and who have not completed the 60 credits by the end of the late summer semester will have to re-apply for the next intake.

2. Students must have an overall minimum GPA of 2.67 for courses applicable to the BSW.

- 6 credits of SOWK 110 and SOWK 210
- 54 credits of University level credits (at least 42 credits must be Qualifying Arts & Science electives)

3. The 54\* University level credits must have at least 42 credits of Qualifying Arts and Science electives, which must include the following:

### Requirements:

- Three credits of English composition (i.e. CMNS 155 or ENGL 105);
- Three credits of English literature (i.e. ENGL 108-170);
- Three credits of Introductory Statistics (i.e. STAT 104 or PSYC 110\*\*\*);
- Three credits of Human Development\*\* (SOWK 225 or PSYC 250)

### Recommended:

- Three credits of Sociology of Families\*\* ( SOWK 283 or SOC 331)  
One of SOC 331 or SOWK 283 is a pre-requisite for SOWK 483. SOWK 483 which is a requirement of the BSW Child Welfare Specialization and is an elective in the BSW Generalist option.

\* Students who have completed a UFV Community Support Worker certificate or UFV Social Services diploma program are eligible to receive a six credit block for the completed certificate and a 12 credit block for the completed diploma. Students who have completed practicaums within these programs may receive extra points on their application.

\*\* Credit is provided for only one of SOWK 225 or PSYC 250 and one of SOWK 283 or SOC 331.

Note: A current list of Qualifying Arts and Science courses is available at [ufv.ca/swhs](http://ufv.ca/swhs). Go to "Application Information & Forms" and the form is under the heading: Bachelor of Social Work – Generalist & Child Welfare Specialization.

~~1. Applicants must have SOWK 110 (Introduction to Social Work and Human Services) and SOWK 210 (Introduction to Social Welfare), or an equivalent six credits.~~

~~2. In order to be considered, applicants must have completed 48 general university-level qualifying Arts and Science credits (by May 1st of the year of application) that are applicable to the BSW graduation requirements (see Academic regulations, below), with a GPA of 2.67. These 48 credits must include:~~

- ~~• three credits in English composition (i.e. CMNS 155 or ENGL 105);~~
- ~~• three credits of English literature (i.e. ENGL 108-170);~~
- ~~• three credits of Human Development (i.e. SOWK 225 or PSYC 250);~~
- ~~• and three credits of Introductory Statistics (i.e. STAT 104 or PSYC 110).~~

~~It is recommended that students have three credits of Sociology of Families (i.e. SOC 331 or SOWK 283).~~

~~Students who have completed a UFV Community Support Worker certificate or UFV Social Services diploma program may be eligible to receive additional discretionary credits. Up to six credits may be given for a completed certificate and up to 12 credits for a diploma, as well as additional credits for any completed qualifying Arts and Science transfer courses (i.e. English, Psychology, etc.).~~

~~Note: A current list of qualifying Arts and Science courses is available at [ufv.ca/swhs](http://ufv.ca/swhs).~~

~~3.4. Applicants must have 400 hours of recent\*\*, supervised work in human services, either paid or voluntary, which may include practicum hours in practica.~~

~~\*\*The experience must be within 1-2three years of application. It is recommended that students be engaged in volunteer or paid supervised work in human services at the time of application.~~

~~54. Readiness for and interest in social work/personal suitability.~~

~~65. All applicants must be aware of, willing and able to uphold the Social Work Code of Ethics.~~

~~Note: Please see the [Practicum regulations and field placement practicum details Field Placement/Practica Regulations and Details](#) section below.~~

~~Students who do not meet these requirements might consider the Social Services Studies [program path](#).~~

When to apply

Applications are accepted for entrance to the Fall semester only, with an application deadline of January 31. [All completed applications submitted by this date will be reviewed. Applications received after this date will be considered only if space permits.](#) See [Specific intake application process](#) for more information.

How to apply



1. To be considered for Fall semester entrance (September), completed applications must be received by January 31 of the year of application. ~~All completed applications submitted by this date will be reviewed. Applications received after this date will be considered only if space permits.~~

2. ~~Submit the application fee, along with the UFV application for admission form, to the Office of the Registrar (OReg). Application forms are available from any OReg or Student Services office. You can also print an application form or apply online at [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply).~~

32. Upon admission to the BSW program, students you will be provided with registration information. A deposit is required upon when you registration (see the Fees and Other Costs section). This money will be applied toward your tuition fees. Final payment of all course fees is due at the end of the second week of classes.

34. In cases where interim transcripts are submitted, an admission decision may be made conditionally upon completion of academic requirements. Proof of completion of entrance requirements is due at the end of the first week in May for Fall admissions.

### Documents required in order to achieve “complete applicant” status for degree applicants:

~~Additional documents required for a complete application:~~

• UFV Application: submit the application fee, along with the UFV application for admission form, to the Office of the Registrar (OReg). You can print an ~~The application form can be printed and submitted or apply online applications will be accepted at~~ [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply).

• Official, sealed transcripts (or interim transcripts) from all previous post-secondary institutions showing grade/course achievement as per entrance requirements.

• SWHS Additional Application Information Form detailing your past experience and education (available at [ufv.ca/admissions/forms](http://ufv.ca/admissions/forms)).

• A personal statement (typed, double-spaced, ~~about~~ between 800 to 1,000 words in length) that addresses the following questions:

i. Why do you want to become a social worker?

ii. What kinds of life/work experiences have you had that contributed to this decision?

iii. What experiences have you had that prepare you for social work in a culturally diverse environment?

iv. What do you see as the most pressing social problem or issue facing Canadian society? Why?

• Two recent satisfactory letters of reference from social workers or related work, practicum, or volunteer supervisors should be submitted with your application package. These must be on reference forms available from the School of Social Work & Human Services or they can be original, signed letters on letterhead, addressing the criteria on the reference forms.

~~3. Upon admission to the BSW program, you will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs section). This money will be applied toward your tuition fees. Final payment of all course fees is due at the end of the second week of classes.~~

~~4. In cases where interim transcripts are submitted, an admission decision may be made conditionally upon completion of academic requirements. Proof of completion of entrance requirements is due at the end of the first week in May for Fall admissions.~~

#### Basis for admission decision

Applications will be reviewed using a point rating system. Complete applications will be evaluated according to the following categories:

1. Academic experience, including GPA and number of credits (scored out of 40). The higher the applicant GPA on required academic pre-requisites, the more points awarded. GPA will be calculated using the UFV grading scale.;
2. Work and/or volunteer experience in the human services field (scored out of 25);
3. Letters of reference (scored out of 10); and  
; and
4. Applicant statement (scored out of 25).

#### Academic regulations

In completing the BSW program, students are required to have:

- a minimum of 60 credits of Social Work (SOWK) courses and a minimum of 60 credits of Qualifying Arts and Science courses. (A minimum of 30 upper-level Social Work credits must be completed at UFV.)
- maintain a minimum BSW program GPA of 2.675 for practicum placements and 2.67 for graduation. Students with a cumulative GPA of less than 2.567 will be required to withdraw.
- obtain a C or 2.0 or better in each SWHS course. Credits that are over 10 years old may be stale-dated; students should check with the Program Advisor regarding transferability.

Acceptance into the program does not guarantee practicum-field placement. A criminal record check completed through the Ministry of Justice is required prior to practicum-field placement.

Part-time students may be required to complete additional requirements if it takes them more than five years to finish the third and fourth year courses. In planning their programs, part-time students should make particular note of course prerequisites and course corequisites and course sequencing. Consulting with the Program Advisor before registering into specific courses is recommended. Admission-Enrolment to field education courses is particularly dependent on the student choosing successfully completing the appropriate course corequisites and prerequisites.



Students in other degree programs may be granted permission to register in a maximum of two Social Work courses without being in the BSW program. Students must meet the prerequisites for these courses.

### Field Placement/Practicum Regulations and ~~field placement practicum d~~Details

All students are required to complete two field placements in the BSW program. Complete policies and procedures are outlined in the [BSW Field Education Manual](#) and the [MSW Field Education Manual](#), (~~BSW don't have to read MSW manual~~) available on the SWHS website.

To ~~be eligible to apply fore~~complete the field placement, ~~requirements~~, the following criteria and requirements apply:

- completion of prerequisites
- BSW program GPA of 2.675
- acceptance into the program does not guarantee ~~the student a practicum-field~~ placement. A criminal record check completed through the Ministry of Justice is required prior to ~~practicum field~~ placement.

The Field Education Coordinator will work collaboratively with each student to identify field placement sites which respond to individual learning interests of students and meet the program criteria.

Field placement sites are located in the Fraser Valley and across the Lower Mainland. The School strives to place students in their home communities if possible. Students are responsible for transportation to ~~practicum-field placement~~ sites. Most field placements will require students to have a valid driver's license and access to an insured vehicle. Students are responsible for maintaining professionalism in the field placement.

Field placements in the BSW program are set up as block placements during the Winter term from January to April. Part-time students do have the option of completing their field placement in the Fall term from September to December. Students are expected make themselves to be available to be in the field placement. AT-third-year field placements requires students to be available for three days (21 hours) per week. Fourth-year field placements require students must to be available for four days (28 hours) per week. Students are required to attend a mandatory bi-weekly seminar for both third and fourth year field placements.

All field placements and Ffield Instructors are approved through the Field Education Coordinator. For complete details, please refer to the [BSW Field Education Manual](#) and [MSW Field Education Manual](#). (~~again this is BSW, not MSW~~)

Students who have extensive social work experience supervised by a Social Worker prior to admission may be eligible to challenge the third year field placement. Please refer to the [BSW Field Education Manual](#) for application criteria and approved process.

Note: Admission to the program does not guarantee a field placement. The field placement requires a separate application process and all criteria must be met including a criminal record check through the Ministry of Justice.

## Graduation

It is the student's responsibility to ensure all program requirements are met. This should be done in consultation with the Program Advisor.

### Graduation Requirements:

#### 1. 60 credits of 1<sup>st</sup> and 2<sup>nd</sup> year courses:

- 6 credits of SOWK 110 and 210
- 54 credits of University level credits (at least 42 credits must be Qualifying Arts & Science electives)

#### 2. 60 credits of 3<sup>rd</sup> and 4<sup>th</sup> year courses:

- 6 credits of 3<sup>rd</sup> and 4<sup>th</sup> year Qualifying Arts & Science electives
- 54 credits of 3<sup>rd</sup> and 4<sup>th</sup> year SOWK courses

Students must apply for graduation by completing a request to graduate form available at the Office of the Registrar. This must be done no later than April 1, with program requirements completed by April 30.

## Program outline

(Subject to change as per CASWE Accreditation Standards.)

## Third year

### **Semester V (Fall)**

<b>Course</b>	<b>Title</b>	<b>Credits</b>
SOWK 300	Social Work Practice with Individuals	3
SOWK 311	Social Work Theory and Ethics	3
SOWK 312	Legal Knowledge for Social Work Practice	3
SOWK 320	Anti-Racist and Cross-Cultural Social Work	3
Elective	<del>Lower and upper level</del> <u>Upper-level <u>Qualifying Arts &amp; Science elective</u></u> or <del>SOWK Group B</del>	3
Total		15

### **Semester VI (Winter)**

<b>Course</b>	<b>Title</b>	<b>Credits</b>
Elective	SOWK Group A	3

SOWK 330	Practicum I (3 day per week, plus one bi-weekly seminar class)	6
SOWK 392	Aboriginal Social Work	3
Elective	<del>Upper-level Qualifying Lower and upper-level Arts &amp; Science elective or SOWK Group A or B</del>	3
Total		15

Fourth year

### Semester VII (Fall)

Course	Title	Credits
SOWK 404	Research Methods and Evaluation	3
SOWK 410	Social Policy Analysis	3
Electives	SOWK Group <del>AB (two courses)</del>	<del>36</del>
Elective	<del>Lower or upper level Arts or SOWK</del> SOWK Group B	3
Elective	SOWK Group B	3
Total		15

### Semester VIII (Winter)

Course	Title	Credits
SOWK 430	Practicum II (4 days per week, plus online seminar)	9
Elective	<del>Lower and upper level Arts or SOWK Group A or B</del>	3
Elective	<del>Lower and upper level Arts or SOWK Group B</del>	3
Total		15

Program Total 60

Electives

BSW students are required to complete a total of six SOWK electives (see below) and two upper-level electives. University-level Arts electives which contribute to the breadth of the student's knowledge should be chosen in consultation with the Program Advisor.

### SOWK Group A electives

Students must complete a minimum of two SOWK Group A electives:

Course	Title	Credits
SOWK 301	Social Work Practice with Groups	3

SOWK 380	Social Work and Community Development	3
SOWK 483	Family Centred Social Work	3

### **SOWK Group B electives**

Students must complete four SOWK Group B electives unless they choose to complete all three Group A electives, in which case they are required to complete three Group B electives:

<b>Course</b>	<b>Title</b>	<b>Credits</b>
SOWK 394	Substance Misuse Issues	3
SOWK 450	Social Work in Health Care	3
SOWK 490	Gerontological Social Work	3
SOWK 491	Child Welfare	3
SOWK 493	Feminist Social Work	3
SOWK 496	Disability Issues	3
SOWK 497	Social Work in Mental Health	3

Child Welfare specialization

For program information on the Bachelor of Social Work — Child Welfare specialization, please see [this section](#).

Certificate in Extended Studies in Social Work: Child Welfare specialization

Students who have completed the Bachelor of Social Work ~~degree can be recognized~~ [may be eligible for additional work to meet to complete the requirements for](#) the Child Welfare specialization. Please see [this section](#) for more details.

Course listings

For complete details on courses see the [course descriptions](#) section.

[Return to main Social Work and Human Services page](#)

## Bachelor of Social Work degree

The UFV Bachelor of Social Work program prepares social workers for professional practice, reflecting principles of social justice, equality, and respect for diversity. The BSW program has full accreditation with the Canadian Association for Social Work Education (2012-2020). Students graduating with a BSW degree meet UFV institutional learning outcomes and the requirements of the British Columbia College of Social Workers for registration (RSW).

Social work education is a critical process that respects diverse sources and forms of knowledge while encouraging dissent. UFV Social Work Faculty are committed to scholarship including debate on social work and social welfare, with particular attention to how social problems come to be defined and addressed. Program content addresses the structural barriers that prevent people from reaching their full potential. With a commitment to lifelong learning and a critical analysis of oppression, graduates will have the knowledge, skills, and professional social work values necessary to work collaboratively with individuals, families, groups, and communities in diverse and cross-cultural environments. The program contributes to the knowledge base of social work through partnerships with professional and local communities.

All individuals, families, groups, and communities are entitled to be treated with respect, justice, and without discrimination. Faculty seek to provide equitable educational opportunities and participation of those groups experiencing systemic oppression. Valuing our community base, we seek to promote social change.

Graduates will be prepared to work with individuals, families, groups, and communities in a variety of settings, funded by both government and non-government sources, including but not limited to: child welfare, programs and services for women, immigration and cross-cultural services, family and community services, health care, mental health, corrections, addictions, services for the elderly, unemployment and income security programs, Aboriginal settings, and services and programs for people with disabilities and special needs.

## Entrance requirements

Entry into the program is at the third-year level.

1. Applicants must have 60 credits by May 1<sup>st</sup> of the year of application.
  - Pending available space, applicants who do not have 60 credits by May 1<sup>st</sup> may be considered as 'conditional admits' to the program if the credits are completed by August 31<sup>st</sup>.
  - Students who are conditionally admitted and who have not completed the 60 credits by the end of the late summer semester will have to re-apply for the next intake.
2. Students must have an overall minimum GPA of 2.67 for courses applicable to the BSW.
  - 6 credits of SOWK 110 and SOWK 210

- 54 credits of University level credits (at least 42 credits must be Qualifying Arts & Science electives)

3. The 54\* University level credits must have at least 42 credits of Qualifying Arts and Science electives, which must include the following:

Requirements:

- Three credits of English composition (i.e. CMNS 155 or ENGL 105);
- Three credits of English literature (i.e. ENGL 108-170);
- Three credits of Introductory Statistics (i.e. STAT 104 or PSYC 110);
- Three credits of Human Development\*\* (i.e. SOWK 225 or PSYC 250)

Recommended:

- Three credits of Sociology of Families\*\*(i.e. SOWK 283 or SOC 331)  
One of SOC 331 or SOWK 283 is a pre-requisite for SOWK 483. SOWK 483 is a requirement of the BSW Child Welfare Specialization and is an elective in the BSW Generalist option.

\* Students who have completed a UFV Community Support Worker certificate or UFV Social Services diploma program are eligible to receive a 6 credit block for the completed certificate and a 12 credit block for the completed diploma. Students who have completed practica within these programs may receive extra points on their application. These 12 credits otherwise can come from any university level UFV course or UFV assigned transfer credit (100-level or higher).

\*\* Credit is provided for only one of SOWK 225 or PSYC 250 and one of SOWK 283 or SOC 331.

Note: A current list of Qualifying Arts and Science courses is available at [ufv.ca/swhs](http://ufv.ca/swhs). Go to “Application Information & Forms” and the form is under the heading: Bachelor of Social Work – Generalist & Child Welfare Specialization.

4. Applicants must have 400 hours of recent\*\*, supervised work in human services, either paid or voluntary, which may include hours in practica.

\*\*The experience must be within three years of application. It is recommended that students be engaged in volunteer or paid supervised work in human services at the time of application.

5. Readiness for and interest in social work/personal suitability.

6. All applicants must be aware of, willing and able to uphold the Social Work Code of Ethics.

Note: Please see the [Field Placement/Practica Regulations and Details](#) section below.

Students who do not meet these requirements might consider the Social Services Studies [program path](#).

When to apply

Applications are accepted for entrance to the Fall semester only, with an application deadline of January 31. All completed applications submitted by this date will be reviewed. Applications received after this date will be considered only if space permits. See [Specific intake application process](#) for more information.

#### How to apply

1. To be considered for Fall semester entrance (September), completed applications must be received by January 31 of the year of application.
2. Upon admission to the BSW program, students will be provided with registration information. A deposit is required upon registration (see the Fees and Other Costs section). This money will be applied toward tuition fees. Final payment of all course fees is due at the end of the second week of classes.
3. In cases where interim transcripts are submitted, an admission decision may be made conditionally upon completion of academic requirements. Proof of completion of entrance requirements is due at the end of the first week in May for Fall admissions.

#### **Documents required in order to achieve “complete applicant” status for degree applicants:**

- UFV Application: submit the application fee, along with the UFV application for admission form, to the Office of the Registrar (OReg). The application form can be printed and submitted or online applications will be accepted at [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply).
- Official, sealed transcripts (or interim transcripts) from all previous post-secondary institutions showing grade/course achievement as per entrance requirements.
- SWHS Additional Application Information Form detailing your past experience and education (available at [ufv.ca/admissions/forms](http://ufv.ca/admissions/forms)).
- A personal statement (typed, double-spaced, between 800 to 1,000 words in length) that address the following questions:
  - i. Why do you want to become a social worker?
  - ii. What kinds of life/work experiences have you had that contributed to this decision?
  - iii. What experiences have you had that prepare you for social work in a culturally diverse environment?
  - iv. What do you see as the most pressing social problem or issue facing Canadian society? Why?
- Two recent satisfactory letters of reference from social workers or related work, practicum, or volunteer supervisors should be submitted with your application package. These must be on reference forms available from the School of Social Work & Human Services or they can be original, signed letters on letterhead, addressing the criteria on the reference forms.

#### Basis for admission decision

Applications will be reviewed using a point rating system. Complete applications will be evaluated according to the following categories:

1. Academic experience, including GPA and number of credits (scored out of 40). The higher the applicant GPA on required academic pre-requisites, the more points awarded. GPA will be calculated using the UFV grading scale.
2. Work and/or volunteer experience in the human services field (scored out of 25)
3. Letters of reference (scored out of 10); and
4. Applicant statement (scored out of 25).

#### Academic regulations

In completing the BSW program, students are required:

- to have a minimum of 60 credits of Social Work (SOWK) courses and a minimum of 60 credits of Qualifying Arts and Science courses. (A minimum of 30 upper-level Social Work credits must be completed at UFV.)
- maintain a minimum BSW program GPA of 2.67 for practicum placements and 2.67 for graduation. Students with a GPA of less than 2.67 will be required to withdraw.
- obtain a C or 2.0 or better in each SWHS course. Credits that are over 10 years old may be stale-dated; students should check with the Program Advisor regarding transferability.

Acceptance into the program does not guarantee field placement. A criminal record check completed through the Ministry of Justice is required prior to field placement.

Part-time students may be required to complete additional requirements if it takes them more than five years to finish the third and fourth year courses. In planning their programs, part-time students should make particular note of course prerequisites and course co-requisites and course sequencing. Consulting with the Program Advisor before registering into specific courses is recommended. Enrolment to field education courses is particularly dependent on the student successfully completing the appropriate course co-requisites and prerequisites.

Students in other degree programs may be granted permission to register in a maximum of two Social Work courses without being in the BSW program. Students must meet the prerequisites for these courses.

#### Field Placement/Practicum Regulations and Details

All students are required to complete two field placements in the BSW program. Complete policies and procedures are outlined in the BSW Field Education Manual, available on the SWHS website.

To be eligible to apply for the field placement, the following criteria and requirements apply:

- completion of prerequisites



- BSW program GPA of 2.67
- acceptance into the program does not guarantee the student a field placement. A criminal record check completed through the Ministry of Justice is required prior to field placement.

The Field Education Coordinator will work collaboratively with each student to identify field placement sites which respond to individual learning interests of students and meet the program criteria.

Field placement sites are located in the Fraser Valley and across the Lower Mainland. The School strives to place students in their home communities if possible. Students are responsible for transportation to field placement sites. Most field placements will require students to have a valid driver's license and access to an insured vehicle. Students are responsible for maintaining professionalism in the field placement.

Field placements in the BSW program are set up as block placements during the Winter semester from January to April. Part-time students do have the option of completing their field placement in the Fall term from September to December. Students are expected make themselves to be available to be in the field placement. Third-year field placements require students to be available for three days (21 hours) per week. Fourth-year field placements require students to be available for four days (28 hours) per week. Students are required to attend a mandatory bi-weekly seminar for both third and fourth year field placements.

All field placements and Field Instructors are approved through the Field Education Coordinator. For complete details, please refer to the BSW Field Education Manual.

Students who have extensive social work experience supervised by a Social Worker prior to admission may be eligible to challenge the third year field placement. Please refer to the BSW Field Education Manual for application criteria and approved process.

Note: Admission to the program does not guarantee a field placement. The field placement requires a separate application process and all criteria must be met including a criminal record check through the Ministry of Justice.

## Graduation

It is the student's responsibility to ensure all program requirements are met. This should be done in consultation with the Program Advisor.

### Graduation Requirements:

1. 60 credits of 1<sup>st</sup> and 2<sup>nd</sup> year courses:
  - 6 credits of SOWK 110 and 210
  - 54 credits of University level credits (at least 42 credits must be Qualifying Arts & Science electives)
2. 60 credits of 3<sup>rd</sup> and 4<sup>th</sup> year courses:
  - 6 credits of 3<sup>rd</sup> and 4<sup>th</sup> year Qualifying Arts & Science electives

- 54 credits of 3<sup>rd</sup> and 4<sup>th</sup> year SOWK courses

Students must apply for graduation by completing a request to graduate form available at the Office of the Registrar. This must be done no later than April 1, with program requirements completed by April 30.

Program outline

(Subject to change as per CASWE Accreditation Standards.)

Third year

### **Semester V (Fall)**

<b>Course</b>	<b>Title</b>	<b>Credits</b>
SOWK 300	Social Work Practice with Individuals	3
SOWK 311	Social Work Theory and Ethics	3
SOWK 312	Legal Knowledge for Social Work Practice	3
SOWK 320	Anti-Racist and Cross-Cultural Social Work	3
Elective	Upper-level Qualifying Arts & Science elective	3
Total		15

### **Semester VI (Winter)**

<b>Course</b>	<b>Title</b>	<b>Credits</b>
Elective	SOWK Group A	3
SOWK 330	Practicum I (3 day per week, plus one bi-weekly seminar class)	6
SOWK 392	Aboriginal Social Work	3
Elective	Upper-level Qualifying Arts & Science elective	3
Total		15

Fourth year

### **Semester VII (Fall)**

<b>Course</b>	<b>Title</b>	<b>Credits</b>
SOWK 404	Research Methods and Evaluation	3
SOWK 410	Social Policy Analysis	3
Electives	SOWK Group A	3
Elective	SOWK Group B	3

Elective	SOWK Group B	3
Total		15

### **Semester VIII (Winter)**

<b>Course</b>	<b>Title</b>	<b>Credits</b>
SOWK 430	Practicum II (4 days per week, plus online seminar)	9
Elective	SOWK Group A or B	3
Elective	SOWK Group B	3
Total		15

Program Total		60
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### Electives

BSW students are required to complete a total of six SOWK electives (see below) and two upper-level electives. University-level Arts electives which contribute to the breadth of the student's knowledge should be chosen in consultation with the Program Advisor.

### **SOWK Group A electives**

Students must complete a minimum of two SOWK Group A electives:

<b>Course</b>	<b>Title</b>	<b>Credits</b>
SOWK 301	Social Work Practice with Groups	3
SOWK 380	Social Work and Community Development	3
SOWK 483	Family Centred Social Work	3

### **SOWK Group B electives**

Students must complete four SOWK Group B electives unless they choose to complete all three Group A electives, in which case they are required to complete three Group B electives:

<b>Course</b>	<b>Title</b>	<b>Credits</b>
SOWK 394	Substance Misuse Issues	3
SOWK 450	Social Work in Health Care	3
SOWK 490	Gerontological Social Work	3
SOWK 491	Child Welfare	3
SOWK 493	Feminist Social Work	3
SOWK 496	Disability Issues	3
SOWK 497	Social Work in Mental Health	3

## Child Welfare specialization

For program information on the Bachelor of Social Work — Child Welfare specialization, please see [this section](#).

## Certificate in Extended Studies in Social Work: Child Welfare specialization

Students who have completed the Bachelor of Social Work degree may be eligible to complete the Child Welfare specialization. Please see [this section](#) for more details.

## Course listings

For complete details on courses see the [course descriptions](#) section.

[Return to main Social Work and Human Services page](#)

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# MEMORANDUM

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**To:** Cyrus Chaichian, Chair, Professional Studies Faculty Council

**From:** Eric Davis, Chair, Academic Planning and Principles (APPC)

**Date:** January 6, 2014

**Re:** Consultation process for the new Program Discontinuance policy

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A new policy on Program Discontinuance has been created, which provides a framework and process for UFV's governance bodies in making recommendations and decisions regarding the suspension or discontinuance of programs. APPC is the proponent of the proposed policy and will also house the guidelines that accompany the policy.

In 2012, a proposal to discontinue a program at UFV resulted in a discussion about the process involved. APPC concluded that their task would have been facilitated if a policy on program discontinuance was in place. A subcommittee was created and was tasked to create a suitable policy for program discontinuance at UFV. Through discussions within the subcommittee and at APPC, it was agreed that it would be most appropriate to have a concise policy that clearly defines the purpose and scope of the policy with an accompanying document that outlines the procedures and guidelines.

As part of the consultation process, APPC asks that you distribute and consult with the Professional Studies Faculty Council. Collaborative or individual responses are to be submitted to Janice Nagtegaal, Administrative Assistant for the Academic Planning and Priorities Committee at [Janice.Nagtegaal@ufv.ca](mailto:Janice.Nagtegaal@ufv.ca) by **4:00pm on Monday, February 3, 2014**. Please note that the consultation process is for the Program Discontinuance Policy; the guidelines are provided as background information.

**Attachment:**

- Program Discontinuance policy
- Guidelines for Program Discontinuance

The policy is also available on the Secretariat webpage at: [http://www.ufv.ca/secretariat/policies\\_review/](http://www.ufv.ca/secretariat/policies_review/)

**PROGRAM DISCONTINUANCE**

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<b>Approval Authority</b>	Board of Governors and Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	Board policy Direction University Educational Directions and Planning (BPD-202) Undergraduate Course and Program Approval policy (21) Graduate Course and Program Approval policy (209)

**PURPOSE**

The Program Discontinuance Policy will ensure transparency and diligence when considering an academic program for discontinuation. This will include recognition of the role of Senate in advising the Board, and the Board seeking advice from Senate on the discontinuance of programs at the university.

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**SCOPE**

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**DEFINITIONS**

In this policy, the following definitions apply:

**Program:** A collection of courses and associated requirements offered as a credential or an option within a credential. This includes but is not limited to, a certificate, diploma, minor, extended minor, major, honours, degree, specialization, option, or concentration.

**Program Discontinuance:** where the admission of new students into an ongoing program is discontinued permanently.

**Program Suspension:** where the admission of new students into an ongoing program is discontinued temporarily.

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**POLICY**

Decisions regarding the discontinuance of programs at UFV will rely on established guidelines and ensure that appropriate consultation (including with the relevant Faculty or College Council) takes place. Senate will receive a recommendation from the Academic Planning and Priorities Committee (APPC) and then advise the Board. Whenever possible, this will take place within the academic planning processes of the Educational Plan.

Typically, a program discontinuance will be initiated by the Dean of the relevant area. A request to consider program discontinuance may also come from the Provost of the University or from APPC.

In cases where a program will be discontinued, the University will honour its commitment to active program students, providing, where possible, pathways for completion.

This policy does not apply to adjustments in the number or location of course offerings as part of the ongoing management of program delivery.

For the purposes of this policy, discontinuance of specializations, options, and concentrations are treated as program revisions.

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## **REGULATIONS**

The Academic Planning and Priorities Committee of Senate will be responsible for developing and publishing Guidelines for the discontinuance of programs.

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## **APPENDICES**

N/A

## **Guidelines for Program Discontinuance**

### **Academic Planning and Priorities Committee, University of the Fraser Valley**

**Last Revised: July 17, 2013**

#### **1.0 Introduction**

These Guidelines describe the process related to program discontinuance (including program suspension) to guide Deans and faculty through the process of determining if suspension or discontinuance of a program of study is in the best interests of stakeholders and the University. The guidelines then assist in the process of presenting the rationale and evidence in seeking institutional approvals.

The Academic Planning and Priorities Committee (APPC) of Senate is responsible for developing and publishing these Guidelines.

#### **2.0 Definitions**

Note: some of these definitions are contained in UFV Policy # XXX *Program Discontinuance*.

*Closing of Applications:* University no longer accepts applications from students applying to a program.

*Program:* A program as a collection of courses and associated requirements offered as a credential or an option within a credential. This includes but is not limited to, a certificate, diploma, minor, extended minor, major, honours, degree, specialization, option or concentration. Note: as per the Program Discontinuance Policy, for the purposes of these Guidelines discontinuance of specializations, options, and concentrations are treated as program revisions.

*Program Discontinuance:* where the admission of new students into an ongoing program is discontinued permanently.

*Program Suspension:* where the admission of new students into an ongoing program is discontinued temporarily.

*Transition Plan:* plan outlining how the program will ensure student transition through the existing program or transition to a new credential.

#### **3.0 Principles**

The following principles will guide the program suspension and program discontinuance process:

*Program Rigour:* Program discontinuance/suspension ensures academic relevance, currency, and response to student needs and the educational landscape.

*Transparency:* The review and approval process is consultative, based in peer review, and communicated clearly.



*Accountability:* the decision to discontinue a program is accountable for the stewardship of resources and the meeting of community expectations.

*Compliance with Recognized University Processes:* The consultation and approval process complies with Policy XXX Program Discontinuance.

*Compliance with Collective Agreements:* The discontinuance process respects the requirements of the Collective Agreement (Article 16).

#### **4.0 Rationale**

Through the process of program prioritization programs may be renewed, revised, and when necessary, recommended for discontinuation. The rationale for program discontinuation will be based on consultation, peer review and the provision of evidence that principles and criteria have been met. Such programs will typically evidence issues that would cause concern in one or more of the following categories:

- Demand- reflecting many factors including student demand, market demand (employment), international demand, institutional and community demand. Also considered here is the institutional dependence of other programs in service courses, for example and community dependence (which may give a strategic importance to the program activity for the university in the community).
- Capacity- determined by a broad assessment of program inputs (faculty/ staff, curriculum, students, capital equipment and facility infrastructure).
- Program Output – documenting quality and performance, including both key performance indicators and a summative assessment of how well the program contributes to the strategic directions of the university.
- Financial Impact/viability- providing a full accounting of both direct and indirect program revenue contributions and costs. The financial analysis may also consider indirect community impacts of its activity.

#### **5.0 Process**

The process includes the possibilities of a recommendation of restructuring a program, program suspension, and permanent discontinuance.

Typically, a proposal for program discontinuance will be initiated by the Dean of the relevant area. The request is initiated with a *Proposal for Program Discontinuance* form submitted to Faculty Council for discussion. The request should include evidence that the principles outlined above have been applied, and that areas for consideration have been sufficiently assessed (see section 6.0). The Dean, following discussion at Faculty Council, forwards the form to APPC with a recommendation and including a record of the Faculty Council deliberations.

A proposal to consider discontinuance may also come from the Provost of the University or from the Academic Planning and Priorities Committee of Senate. When initiated by the Provost the proposal will be submitted to the Academic Planning and Priorities Committee. APPC may initiate program suspension or discontinuance based on results from formal University review processes. In the case that the proposal moves forward, then the relevant Faculty Council will be provided an opportunity to provide input into the recommendation.

Relevant official data including, but not limited to, from Institutional Research, and Program Reviews, will be provided.

APPC consults as appropriate and forwards the recommendation along with supporting evidence, including the record of Faculty Council deliberations, to Senate for final discussion and decision about discontinuance or suspension pending a further decision regarding discontinuance. Senate will then advise the Board of its decision.

### **6.0 Areas for Consideration in Reviewing Proposals for Program Discontinuance**

APPC will be guided by the program prioritization framework, and weigh and assess the impact of the following in making its recommendation to Senate regarding proposals for program discontinuance.

Note: these are not numbered in order of priority.

#### A) Demand

- Current student demand/level of student enrolment, including domestic and international students
- Appropriate employment opportunities of graduates
- Past student enrolments, including reasons for previous program suspension

#### B) Capacity and Financial Impact/Viability

- Significant Lack of resources, including:
  - Financial
  - Personnel
  - Physical facilities
- Inefficient use of available resources

#### C) Program Output

- Alignment with University Mandate, vision, mission, strategic directions, education plan, and Institutional Learning Outcomes
- Opportunities for further study
- Assessment of programs in relation to program goals or objectives (program reviews, if any)
- Assessment of program reconstruction viability

#### D) Internal and External impacts of program discontinuance, including:

- Internal
  - Students and how they will be advised to complete their programs

- Faculty and staff
- Research capacity and any ongoing research projects
- Financial and/or resource impacts
- Other programs, departments, faculties or interdisciplinary programs (will related programs be affected and in what ways?)
- External:
  - University reputation
  - Accreditation
  - Other educational or community institutions and organizations

#### E) Impact of Program Development

- The need to discontinue as part of implementing a new credential

### **7.0 Communication Plan**

Once the decision has been made by Senate, a Communication Plan will outline the process, providing all relevant timelines. The communication plan will have an internal and an external component.

### **8.0 Transition Plan**

A transition plan should outline how students currently in the program will be assisted to complete the program or transition to another program. Once the current students have been advised of the program discontinuance, UFV advisors will have a significant role in advising students in a timely manner.

## Faculty Council Motions/Actions December 13, 2013

Motions/Action	Follow Up
<p><b><u>MOTION</u></b> <span style="float: right;"><b>Kenneth Gariepy/Gillian Bubb</b></span>            THAT the agenda of December 13, 2013 be approved as presented with the following correction:</p> <p>1. Change Christine Slavic to Christine Slavik.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>	
<p><b><u>MOTION</u></b> <span style="float: right;"><b>Elizabeth Dow/Frank Ulbrich</b></span>            THAT the minutes of November 15, 2013 be approved as presented with the following corrections:</p> <p>1. Page 3, 2.4, 2<sup>nd</sup> paragraph to read “The School of Business proposed guiding principles and assessed how the CEA overlaps with the current School of Business teaching interests/expertise. The Feedback Report has the full support of the School of Business.”</p> <p>2. Change Christine Slavic to Christine Slavik.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>	
<p><b><u>MOTION</u></b> <span style="float: right;"><b>Christine Slavic/Seonaigh MacPherson</b></span>            THAT the Early Childhood Education Department – minor course changes to ECE 101, 102, 103, 160, 223, 224, 242, 243, 260, 269, 281, 282 be approved subject to non-substantial editorial changes to be approved by the Dean.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>	
<p><b><u>MOTION</u></b> <span style="float: right;"><b>Christine Slavic/Lisa Moy</b></span>            THAT the Child and Youth Care Department – minor course changes to CYC 202, 260, 360, 390, 423, 425, 496 be approved subject to non-substantial editorial changes to be approved by the Dean.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>	
<p><b><u>MOTION</u></b> <span style="float: right;"><b>John Hogg/Elizabeth Dow</b></span>            THAT the School of Social Work &amp; Human Services minor course changes to SOWK 700, 704, 710, 711, 720, 730, 750, 783, 797, 799 be approved as presented.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>	
<p><b><u>ACTION</u></b>            Glen Paddock to submit to Rosetta Khalideen a formal recommendation nominating Frank Ulbrich to sit on UFV’s Senate Faculty Standards Committee.</p> <p style="text-align: right;"><b><u>Glen Paddock</u></b></p>	Completed