

**DRAFT AGENDA**  
Professional Studies Faculty Council

Friday, January 23, 2015  
10:00 am – 12:00-noon  
Room A210, Abbotsford Campus

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	<p><b>3. Standing Committee Reports</b></p> <p>3.1. Nominations and Elections Committee – <i>Glen Paddock</i></p> <p>3.2. Field Education and Practicum Committee – <i>Lucki Kang</i></p> <p>3.3. Student Retention &amp; Engagement Committee – <i>Cindy Rammage</i></p> <p>3.4. Learning Exchange Committee – <i>David Dobson</i></p> <p>3.5. Faculty Newsletter Committee – <i>Maple Melder-Crozier</i></p> <p>3.6. <i>Indigenization Committee – Robert Harding</i></p>
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**DRAFT MINUTES**  
**Professional Studies Faculty Council**

Friday, December 12, 2014  
10:00 a.m., Room B140, Abbotsford Campus

**Chairs:** Tracy Ryder Glass, Cyrus Chaichian

**Present:**

Awneet Sivia	Darrell Fox	George Melzer	Lucki Kang
Barbara Salingre	David Dobson	Ian Hunt	Maple Melder-Crozier
Christine Nehring*	Don Miskiman	Jan Lashbrook Green	Robert Harding
Christine Slavik	Doris Ball	Karen Power*	Ron Wilen*
Cindy Stewart	Elizabeth Dow	Kirsten Robertson	Vandy Britton
Cindy Rammage	Frank Ulbrich	Luciana Hakak	Seonaigh MacPherson
Curtis Magnuson			

**Regrets:**

Amir Hajbaba	Fiona McQuarrie	John Hogg	Lou Schroeder
Anand Kishore*	Gillian Bubb	Kenneth Gariepy	Mark Breedveld
Andrea Hughes*	Glen Paddock	Kevin deWolde	Margaret Coombes
Colleen Bell*	Gerry Palmer	Kim Milnes	Melanie Scott*
Christina Neigel	Gwen Point	Leah Douglas	Mike Ivanof
Chuck Charles*	Heather Compeau*	Lisa Moy	Raymond Leung
Don Dixon	Janet Carroll	Liz Wiebe*	Sandy Hill
D.J. Sandhu	Joe Ilsever	Lorne MacKenzie	Sheryl MacMath

**Recorder:** Abimbola (Abi) Eke\*

\* Indicates Non-Voting Member

**1. ITEMS FOR APPROVAL**

**1.1. Approval of Agenda December 12, 2014**

<p><b><u>MOTION</u></b> <span style="float: right;"><b>Frank Ulbrich/Elizabeth Dow</b></span>          THAT the agenda of December 12, 2014 be approved as presented. <span style="float: right;"><b><u>CARRIED</u></b></span></p>
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**1.2. Approval of Minutes November 21, 2014**

<p><b><u>MOTION</u></b> <span style="float: right;"><b>Barbara Salingre/Vandy Britton</b></span>          THAT the minutes of November 21, 2014 be approved as presented. <span style="float: right;"><b><u>CARRIED</u></b></span></p>
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**2. LEARNING EXCHANGE INITIATIVE**

**2.1. Robert Harding Presented on News Representation of People Living in Poverty:**

Dr. Robert Harding is an Associate Professor with the School of Social Work and Human Services. Robert's research interests include the influence of the media on social policy and social work; Aboriginal issues; Canadian and international social policy and social work; Indigenous issues; Canadian and international social policy; and community development.

In Robert's study, methods of Content Analysis and Critical Discourse Analysis are applied to 193 news texts about poverty and the role of social work published in 11 Canadian major daily newspapers.

**2.2. David Dobson Presented on the Impact of Environmentally Sustainable Business Practices and Social Media Engagement on Consumer Willingness to Pay:**

David Dobson is an Assistant Professor at the School of Business and a DBA candidate at Grenoble Ecole de Management in France. His research interests are on empirical analysis of social media customer engagement and green marketing on business profitability.

David's proposed research measures consumer willingness to pay for environmentally friendly green products from businesses that adopt sustainable business practices. The research hypothesizes that customers are willing to pay for green products. However, many companies fail to communicate their environmental sustainability practices to their customers. Therefore, the research also hypothesizes that businesses that make their customers aware of their sustainable business practices through social media platforms are profitable.

**3. NEW BUSINESS**

**3.1. Bachelor of Adult Education Changes to Entrance Requirements – Seonaigh MacPherson**

**MOTION**

**Seonaigh MacPherson/David Dobson**

THAT the Bachelor of Adult Education Degree entrance requirements changes be approved with the following addition to Option #3:

"Criteria for department discretion is posted on the department website".

**CARRIED**

#### 4. STANDING COMMITTEE REPORTS

##### 4.1. **Nominations and Elections Committee – Vandy Britton**

- Student Nominations: No student nominations received for the Faculty Council positions.
- Sessional Nominations: 1 nomination received and accepted from Janice Johnson, Adult Education. WELCOME to Janice.
- The committee submitted a revised procedures document for Faculty Council approval

**MOTION**

**Vandy Britton/Robert Harding**

THAT the Professional Studies Faculty Council, Nominations and Elections Committee revised procedures document be approved with the following revision:

Removal of the word (teaching) under 4.1 Faculty, Eligible Faculty

**CARRIED**

##### 4.2. **Field Education and Practicum Committee – Lucki Kang**

Lucki reported that some Education Affiliation Agreements are still in process.

##### 4.3. **Student Retention & Engagement Committee – Kirsten Robertson**

Kirsten thanked Tracy Ryder Glass and Abi Eke for their help with arranging a date for Maureen Wideman to present to Faculty Council on ideas and language around inclusiveness.

##### 4.4. **Learning Exchange Committee - David Dobson**

David thanked everyone for attending and Robert Harding on presenting at the second Learning Exchange Initiative.

##### 4.5. **Faculty Newsletter Committee**

New Member – Awneet Sivia

##### 4.6. **Indigenization Committee – Robert Harding**

No Report

#### 5. OTHER REPORTS

##### 5.1. **Reports from Other Faculty Councils**

**Faculty of Science:** Ron Wilen reported that changes are being made to the CIS program to streamline its move to the Faculty of Professional Studies. These changes involve entrance requirements.

**College of Arts:** Vandy Britton reported that the College of Arts has been working on issues regarding budget cuts within their College. It was reported that 1.8% of their budget was cut.

**5.2. Report from Senate – Tracy Ryder Glass/Christine Slavik**

Both Tracy and Christine attended the last Senate meeting. The focus was the Education Plan.

An address was given by Gwen Point

**6. INFORMATION ITEMS**

- 6.1.** Motions and Actions – November 21, 2014
- 6.2.** Next Faculty Council Meeting – January 23, 2015, Room A210

## Memo for Program Changes

To: **Professional Studies Faculty Council**

From: **Darrell Fox, Director SWHS**

Date: **December 15, 2015**

Subject: **Program change (Bachelor of Social Work)**

1. Summary of changes (select all the apply):
  - Program revision that requires new resources
  - Addition of new course options or deletion or substitution of a required course
  - Change to the majority of courses in an approved program
  - Change to the duration, philosophy, or direction of a program
  - Addition of a new field of specialization, such as a concentration
  - Change in requirements for admission**
  - Change in requirements for residency or continuance
  - Change in admission quotas
  - Change which triggers an external review
  - Deletion of a program not included in the Program Discontinuance policy
  - Other – Please specify:
2. Rationale for change(s): **Addition of courses required for pre-entrance to BSW, in order to line up with CASWE Accreditation Standards.**
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: **N/A**
4. What consideration has been given to indigenizing the curriculum? **N/A**
5. Will additional resources be required? If so, how will these costs be covered? **N/A**
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? **N/A**
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? **N/A**
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) **N/A**
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. **Students will be required to take more Arts and Science electives prior to applying for admission to the BSW.**

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **N/A**

Social Work and Human Services  
[ufv.ca/swhs](http://ufv.ca/swhs)

### 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~~ is fully accredited by the Canadian Association for Social Work Education (2012-2020). ~~BSW graduates~~ Students graduating with a BSW degree meet UFV institutional learning outcomes and ~~the requirements of~~ are eligible to apply for registration with the British Columbia College of Social Workers ~~for registration~~ (RSW).

**Commented [CM1]:** This is not accurate. Those graduates who do not successfully pass the licensure exam will be ineligible for registration.

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

1. Applicants must have 48-60 general university-level qualifying Arts and Science credits by May 1st of the year of application. ~~(48 of the 60 credits which must be Arts and Science electives - see Note 2s 1 and 3).~~

- Students who are conditionally admitted and who have not completed the 60 credits by May 1<sup>st</sup> of the year of application will have to re-apply for the next intake.
- Pending available space, applicants who do not have 48-60 credits by May 1st may be considered as 'conditional admits' to the program if the credits are completed by August 31<sup>st</sup>. (see Note 1).

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~~Students who are conditionally admitted and who have not completed the 48 credits by the end of the late summer semester will have to re-apply for the next intake (see Note 1).~~

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

**Commented [CM2]:** What does this mean? Can we be more specific? Are we talking applicants? Enrolled students?

3. These ~~48~~ 60 credits must consist of the following: ~~(see Note 1):~~

- 6 credits of SOWK 110 and SOWK 210
- 54 general university transfer Arts and Science credits, including:
  - 3 credits of English composition (i.e. CMNS 155 or ENGL 105);
  - 3 credits of English literature (i.e. ENGL 108-170);
  - 3 credits of introductory statistics (i.e. STAT 104 or PSYC 110)

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~~4. The 48 university-level qualifying Arts and Science credits must include the following (see note 1):~~

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~~three credits in English composition (i.e. CMNS 155 or ENGL 105);~~

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~~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).~~

Recommended:

- 3 credits of Sociology of Families (i.e., SOC 331 or SOWK 283) (see Note 12).
- One of SOC 331 or SOWK 283 is a prerequisite 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 may be eligible to receive ~~up to 15 a six-credits block~~ for the completed certificate and ~~45 a 12-credits block~~ for the completed diploma. Students who have completed practica ~~with~~ while enrolled in 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, ~~as long as they are deemed equivalent (100-level or higher).~~

**Commented [CM3]:** How many? Too vague. Open to challenge.

~~Note 1: As of September 2015, applicants will be required to have 60 credits by May 1st of the year of application. The 60 credits must include 54 credits of university-level credits (at least 42 credits of qualifying Arts and Science electives).~~

Note 12: Credit is provided for only one of SOWK 225 or PSYC 250 and one of SOWK 283 or SOC 331.

**Commented [KG4]:** These both need to have PSYC dept and SOC dept approval in order to be put in the calendar

Note ~~23~~: A current list of ~~qualifying~~ Arts and Science courses is available at <http://www.ufv.ca/swhs/application-information--forms/ufv.ca/swhs>.

5. Applicants must ~~complete a minimum of have~~ 400 hours of ~~recent (see Note 4)~~, supervised work ~~experience~~ in human services, either paid or voluntary, which may include hours in practica\_.

~~Note 4: 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.

6. Readiness for and interest in social work ~~and demonstration of~~ personal suitability.

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

Note 5: Please see the [Field Placement/Practica regulations and details](#) section below.

Students who do not meet these requirements might consider [Open Studies](#).

#### 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 ~~admission to the~~ 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~~ ~~deposit~~ will be applied ~~toward your tuition~~ ~~towards 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.

Additional documents required for a complete application:

- UFV Application: apply online 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

**Commented [CM5]:** Isn't this redundant. It's stated just above.

(available at <http://www.ufv.ca/swhs/application-information--forms/ufv.ca/admissions/forms>).

- A personal statement (typed, double-spaced, 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/volunteer 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~~the 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~~criteria:

1. Academic experience, including GPA and number of credits (scored out of 4035). The higher the applicant GPA on required academic prerequisites, 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); ~~and~~

5 Educational Equity. Applicants who are part of traditionally marginalized groups and elect to identify themselves in their application material (scored out of 5).

#### 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~~general university transfer credits (48 credits of which are arts and science electives).

~~(A minimum of 30 upper-level Social Work credits must be completed at UFV.)~~

- ~~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.

**Commented [CM6]:** The wording here is problematic. The concept is not.

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• obtain a C or 2.0 or better in each SWHS course ~~to proceed~~continue in the program. Credits that are over 10 years old may be stale-dated; students should check with the Program Advisor regarding transferability.

Commented [CM7]: C or 2.0 ? Should it be C (2.0) or better?

Acceptance into the program does not guarantee field placement. A satisfactory 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, corequisites, and 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 corequisites and prerequisites.

Students in other degree programs may be granted permission to register in a maximum of ~~two~~ five upper level Social Work courses without being ~~in-admitted to~~ 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~~ satisfactory 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 that~~ 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 and from 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. 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.

**Commented [CM8]:** This is now the third mention of this fact in a few paragraphs.

#### Graduation

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

#### Graduation requirements:

- 60 credits of 100- and 200-level courses:
  - 6 credits of SOWK ~~100-110~~ and 210
  - 54 credits of University-level credits (at least ~~482~~ credits must be qualifying Arts and Science electives)
- 60 credits of 300- and 400-level courses:
  - 6 credits of 300- and 400-level ~~qualifying~~ Arts and Science electives
  - 54 credits of 300- and 400-level 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)

Course	Title	Credits
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 and Science elective	3
Total		15

#### Semester VI (Winter)

Course	Title	Credits
Elective	SOWK Group A	3
SOWK 330	Practicum I (3 days per week, plus <del>one</del> bi-weekly seminar classes)	6
SOWK 392	Aboriginal Social Work	3
Elective	Upper-level qualifying Arts and Science elective	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 A	3
Elective	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	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:

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:

Course	Title	Credits
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 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.

**Commented [CM9]:** If we said "a" BSW degree, we might get interest from graduates of other programs. Is this desirable or undesirable?

## STUDENT ACADEMIC MISCONDUCT

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice President, Academic
<b>Related Policies / Legislation</b>	Academic Appeals (61) Appropriate Use of Computing and Network Resources (14) Copyright (7) Integrity in Research and Scholarship (53) Intellectual Property (55) Research Ethics (54) Student Non-Academic Conduct (204) UFV Statement on Institutional Ethics (22) <i>University Act, s. 35.2 (5)(j) &amp; s. 35.2 (6)(j)</i>

### PURPOSE

The University of the Fraser Valley (the University) is committed to maintaining and promoting instructional excellence and learning. Among the cornerstones of this commitment are academic honesty, and a mutual respect for all members of the university community.

The policy describes behaviours that constitute student academic misconduct and the actions that may ensue as a result of such behaviour.

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### DEFINITIONS

In this policy, the following definitions apply:

**Employee:** A person who is employed by or contracted with the university or an agent of the university including but not limited to faculty, staff, sessional instructors, and security personnel.

**University:** University of the Fraser Valley

**Student:** A person who has been enrolled, is currently enrolled in, or is accepted for enrollment in at least one University course within one year of the date of the conduct at issue.

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### ACADEMIC MISCONDUCT

Academic misconduct includes, but is not limited to the following:

#### 1. Plagiarism

- 1.1. Plagiarism occurs when a student presents as his or her own the work or data of someone else.
  - 1.2. Plagiarism occurs when paragraphs, phrases, sentences or ideas are taken from another source without referring to or citing the author. It can include the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's artistic or technical
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work or creation as one's own.

- 1.3. Any use of the work of others, whether published, unpublished, or posted electronically, attributed or anonymous, must include proper acknowledgement.

## **2. Cheating**

- 2.1. Cheating includes, but is not limited to the following:
  - 2.1.1. Communicating or attempting to communicate with another individual or other individuals during an exam without the permission of the instructor or invigilator.
  - 2.1.2. Using or attempting to use answers of another student or students, providing answers to other students, or failing to take measures deemed reasonable to the instructor or invigilator to prevent the use of one's answers by other students in assignments or examinations.
  - 2.1.3. Using text books, materials, or technologies not sanctioned by the instructor during an examination.
  - 2.1.4. Consulting other students, materials, or technologies during an exam outside the confines of an examination room.
  - 2.1.5. Submitting work prepared in collaboration with another individual or individuals, when collaborative work on a project has not been authorized by the instructor; this includes unauthorized collaboration in an online or electronic format.
  - 2.1.6. Misrepresenting one's contributions to group projects.
  - 2.1.7. Submitting work prepared in whole or in part by another person, including work purchased, and representing that work as one's own.
  - 2.1.8. Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by the purchaser to meet course requirements.
  - 2.1.9. Preparing work in whole or in part, with the expectation that this work will be submitted by another student to meet course requirements.
  - 2.1.10. Submitting any academic work containing a purported statement of fact or reference to a source that has been fabricated.
- 2.2. In the absence of specific approval from the instructor, students should assume that all assignments, exams, presentations, etc., are to be completed independently, without any form of collaboration.

## **3. Impersonation**

- 3.1. Impersonation occurs when one individual claims to be another in class; in an online class or environment; in a test, examination, or interview; or in connection with any other type of assignment or placement associated with a course or academic program.
- 3.2. Both the impersonator and the individual impersonated may be subject to discipline.

## **4. Improper Access to Examination Materials**

- 4.1. Improper access to examination materials occurs when a student acquires, possesses, and/or distributes examinations, examinations materials, or information from an examination without the instructor's authorization.
- 4.2. Both the distributor and recipient of such materials may be subject to discipline.

**5. Falsification or unauthorized modification of an academic document/record**

- 5.1. Falsifying, fabricating, or in any way modifying an academic document or record used in support of an application, record, petition/appeal, or endeavor constitutes academic misconduct.
- 5.2. An academic document or record includes but is not limited to a course student examination or test, transcript, grade, letter of recommendation or related document, note of instructor's permission for any activity, a degree, or a physician's letter/form.

**6. Resubmission of Work**

- 6.1. Submitting, in whole or part, an essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, unless prior approval has been obtained from the instructor(s), constitutes academic misconduct.

**7. Improper Research Practices**

- 7.1. Academic research includes the collection, analysis, interpretation, and publication of information or data.
- 7.2. Improper research practice includes but is not limited to the following: dishonest reporting of investigative results, either through fabrication or falsification; taking or using the research results of others without permission or due acknowledgement; misrepresentation or selective reporting of research results or methodologies.
- 7.3. Violation of UFV's policies regarding research ethics will be regarded as improper research practice.

**8. Obstruction of the academic activities of another**

- 8.1. Obstruction of an academic activity occurs when a student interferes with the scholarly activities of another in order to harass or gain or attempt to gain unfair academic advantage.
- 8.2. Obstruction includes but is not limited to the interference or tampering with experimental data, with a human or animal subject, with a written or other creation (e.g., a painting, sculpture or film), with a chemical used for scientific study, or with any other object of study.

**9. Aiding and abetting.**

- 9.1. Aiding and abetting occurs when a student encourages, enables, conspires with, or causes others to do or attempt any of the above.

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**POLICY**

Members of the University community are expected to carry out their scholarly work with honesty, to meet the highest ethical standards, to respect the facts and appropriate standards of evidence, and to acknowledge the contributions and scholarship of others. As members of the University community, students are expected to demonstrate appropriate academic conduct. They are responsible for their actions, whether acting alone or in a group.

The University will vigorously investigate allegations of academic misconduct, while taking all reasonable steps to protect the rights and interests of individuals whose work or performance is questioned.

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## REGULATIONS

### 1. Initiation of Proceedings

- 1.1. Any member of the UFV community who observes academic misconduct (Complainant) may make a complaint of misconduct (Complaint) to the relevant head of the school, department, or program (Head).
- 1.2. In the event that the Complainant is not the instructor, the instructor concerned will be advised of the Complaint by the Head.
- 1.3. The Head or designate shall be responsible for the pursuance of these procedures. The Head or designate shall have the right not to disclose the identity of the Complainant.

### 2. Procedures for investigating academic misconduct

- 2.1. The Student must be notified, either orally or in writing, early in the investigative process that he or she is suspected of academic misconduct.
- 2.2. In investigating suspected academic misconduct, instructors, department or program heads, and UFV administrators may use any reasonable legal methods, including but not limited to discussion of the case details with the Office for Academic Integrity and Appeals, electronic services, online searches, circulation to other instructors in related courses, interviews with the Student, and asking the Student to submit rough notes or other proof of composition.
- 2.3. If, as a result of the investigative process, the Complaint is deemed to be without merit, or is frivolous, trivial or vexatious, it will be dismissed summarily by the Head and the Complainant will be notified, in writing, of the reason(s) for the dismissal. The Student will also be notified of the dismissal.
- 2.4. In the event that the Complaint is not summarily dismissed, the Head or designate will contact the Office for Academic Integrity and Appeals to check for previous incidents.
- 2.5. In the event that the Complaint is not summarily dismissed, the Student shall meet with the Head or designate to discuss the Complaint. This Resolution Meeting should take place within two (2) weeks of the notification of the Student.

### 3. Resolution Meeting

- 3.1. During the Resolution Meeting, the nature of the evidence supporting the Complaint will be disclosed to the Student, and the Student shall have the opportunity to respond to the Complaint at that time.
- 3.2. The matter may be resolved with or without penalty by agreement at the Resolution Meeting.
- 3.3. Any penalty agreed upon during the Resolution Meeting will be documented with a letter to the Student and a letter to the Office for Academic Integrity and Appeals.
- 3.4. In the event that a resolution is not agreed upon at the Resolution Meeting, the Complaint shall proceed to a Hearing conducted by the Dean responsible for the subject area or designate. The Hearing shall take place within two weeks of the Resolution Meeting, and the Student shall be given seven (7) days' notice of the Hearing. In no event shall the hearing be conducted by the Complainant or the Head or designate.

### 4. Hearing

- 4.1. The Hearing will be conducted in accordance with the principles of natural justice.
  - 4.2. The Complainant and the Head shall each have the opportunity to present any evidence or
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submissions he or she deems appropriate.

- 4.3. The Student shall have the opportunity to present any evidence or submissions he or she deems appropriate.
- 4.4. The Dean or designate will review the evidence submitted in support of the Complaint and the response to the Complaint submitted by the Student.
- 4.5. Based on evidence submitted at the hearing, the Dean or designate shall make a determination of the validity of the Complaint of academic misconduct and shall, where applicable, determine the penalty to be imposed.
- 4.6. In the event that there is a determination of academic misconduct, then a copy of the penalty will be sent to the Office for Academic Integrity and Appeals.
- 4.7. Allegations of academic misconduct can be investigated after the Student has completed the course, program, or degree if information becomes available, and penalties can be applied retroactively should the allegations be proved.
- 4.8. Previous instances of academic misconduct or non-academic conduct are not to be taken into account in determination of the subject Complaint.

## **5. Penalties for Academic Misconduct**

- 5.1. Penalties for academic misconduct may include but are not limited to the following:
  - 5.1.1. A written reprimand
  - 5.1.2. A requirement to complete the Academic Integrity Workshop offered by the Office of Academic Integrity and Appeals
  - 5.1.3. Score of zero for the applicable assignment, exam, online posting, artwork, presentation, paper, project, or submission.
  - 5.1.4. A grade reduction or no credit for the applicable course.
  - 5.1.5. A recommendation to the President to expel the Student from the University
  - 5.1.6. Revocation of an award.
  - 5.1.7. Revocation of a degree, diploma, certificate, or other academic credential.
  - 5.1.8. Denial of admission or readmission to the University, and forfeiture of University awards or financial assistance.
- 5.2. All penalties for academic misconduct will be recorded with the Office for Academic Integrity and Appeals.
- 5.3. No fees will be refunded to a student who is required to withdraw or lose credit for any class taken, or who is suspended or dismissed from any class or program as a result of a penalty for academic misconduct.
- 5.4. No student will be permitted to withdraw from a course to avoid incurring the penalty for academic misconduct.
- 5.5. A student under suspension from the University cannot receive transfer credit for courses taken in that time period at other institutions.
- 5.6. In determining the severity of the penalty for academic misconduct, the Dean or designate shall take into consideration any other instances of academic or non-academic misconduct.

## **6. Notice of Decision**

- 6.1. The determination of the Complaint and the penalty should be communicated to the
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Student in writing within seven (7) days of the Hearing.

- 6.2. A copy of the decision shall also be filed with Office for Academic Integrity and Appeals.

## **7. Appeals**

- 7.1. Students may appeal determinations as to the validity of a complaint and/or the determination of penalty.
- 7.2. A student has the right to request an appeal of the validity of the Complaint and/or the penalty within 14 UFV working days of receiving the decision of the Dean or designate.
- 7.3. The Appeal Hearing and decision shall take place within sixty (60) days of the filing of the Request for the Appeal. The Appeal Hearing will be conducted in accordance with the principles of natural justice.
- 7.4. The Appeal Hearing shall be conducted by an appeal tribunal (Tribunal) designated by the Senate Standing Committee for Student Appeals (Committee) and shall be conducted under those procedures as shall be set from time to time by the Committee.
- 7.5. Where reasonable grounds for appeal are not evident, the Tribunal may refuse to hear the appeal.

## **8. Student Conduct Registry**

- 8.1. The Student Conduct Registry will be held in the Office for Academic Integrity and Appeals.
- 8.2. Information and records relating to an action under the Student Academic Misconduct policy will be handled by UFV in compliance with British Columbia's Freedom of Information and Protection of Privacy Act. The names of registrants will not be released generally, but any instructor or department or program head who is handling a case of academic misconduct can check to see if a previous entry exists for a student.

## **9. Reporting Academic Misconduct**

- 9.1. At the end of each term, the Office for Academic Integrity and Appeals will summarize the Academic Misconduct offences and resulting penalties reported to the Registry. The summary will be provided to Senate, and once accepted, will be published on the Office for Academic Integrity and Appeals website. No identifying personal details will be included.

## **10. General**

- 10.1. All timelines are guidelines only. Parties should attempt to comply with such time frames. Failure to do so shall in no way nullify the process unless the delay is unreasonable and prejudicial.
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## Report to Faculty Councils from General Studies Program Committee

January 2015

### Committee Background:

The General Studies Program Committee (GSPC) oversees the business of the General Studies program, including the General Studies diploma, Bachelor of General Studies, and thematic options within the General Studies degree. General Studies programs are managed under, and the committee answers to, the Dean of Arts office. Committee membership consists of representatives from most faculties, Arts and Science Advice, International Ed, and the Dean of Arts office.

### Extraordinary Business, Fall 2014

The GSPC has spent the year to date working on program redesign. The goals and strategies involved in this are outlined in the General Studies Action Plan 2014-16. To date, the GSPC has completed the following tasks:

1. Identification of key issues, goals, strategies, and tactics for review and revision, policy support, and promotion of General Studies programs, namely the degree;
2. Adoption of the Action Plan;
3. Development of a vision statement for the Bachelor of General Studies;
4. Development of Learning Outcomes for the BGS degree, and alignment of program LOs with institutional LOs;
5. Development of a rubric (draft) that, when finalized, will be used in the development and assessment of Thematic Options within the BGS degree;
6. Increased communication with the Dean of Arts and the Vice Provost regarding the status of GSPC business, as well as with faculty councils;
7. Revision and updating of the committee Terms of Reference, including a change in name, from the *Bachelor of General Studies Program Committee*, to the *General Studies Program Committee*.

### Current Activities

In addition to items 1-7 above, the committee has also made progress on the following items:

1. Review of admissions into, GPA requirements of, use of transfer credits in the Bachelor of General Studies, with suggested revisions identified;
2. Identification of assessment strategies and goals for the BGS, including course requirements, to line up with the newly developed program Learning Outcomes;
3. Draft revisions of calendar language.

### Regular Business, Fall 2014

1. The GSPC approved the following Thematic Option(s):
  - a. "Leadership in the Workplace"
  - b. "Educational Technology"
2. The GSPC did not approve two other proposed Thematic Options, but the committee has encouraged the students to redefine their thematic focus in line with their course selection, and to resubmit updated applications. These are still pending.

Electronic copies of the *General Studies Action Plan 2014-16* are available by contacting the committee chair, Michelle Rhodes ([michelle.rhodes@ufv.ca](mailto:michelle.rhodes@ufv.ca)) or from committee membership.

## Faculty Council Motions/Actions December 12<sup>th</sup>, 2014

	Motions/Action		Follow Up
	<p><b><u>MOTION</u></b> <span style="float: right;"><b>Frank Ulbrich/Elizabeth Dow</b></span>            THAT the agenda of December 12<sup>th</sup>, 2014 be approved as presented.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>		
	<p><b><u>MOTION</u></b> <span style="float: right;"><b>Barbara Salingre/Vandy Britton</b></span>            THAT the minutes of November 21<sup>st</sup>, 2014 be approved as presented.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>		
	<p><b><u>MOTION</u></b> <span style="float: right;"><b>Seonaigh MacPherson/David Dobson</b></span>            THAT the Bachelor of Adult Education Degree entrance requirements changes be approved with the following addition to Option #3:</p> <p>“Criteria for department discretion is posted on the department website”.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>		
	<p><b><u>MOTION</u></b> <span style="float: right;"><b>Vandy Britton/Robert Harding</b></span>            THAT the Professional Studies Faculty Council, Nominations and Elections Committee revised procedures be approved with the following revision:</p> <p>Removal of the word (teaching) under 4.1 Faculty, Eligible Faculty</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>		