

**Draft  
AGENDA**

Applied & Technical Studies Faculty Council  
Thursday, September 11, 2014  
2:00 – 3:30 pm, Rivers Dining Room

		<b>Agenda Package Page #</b>
1.	<b>Welcome from the Chair</b>	John
2.	<b>Introductions</b>	
2.1.	Faculty Council Sessional/Relief Faculty	
	• <b>Rene Robertson</b> , Relief Instructor (Electronics)	
	• <b>Hans Kreitner</b> , Relief Instructor (Plumbing/Pipe Fitting)	
3.	<b>Presentation: Applied and Technical Studies: Facebook Page</b>	Yvonne
4.	<b>Items for Approval</b>	John
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4.3.	Minutes, April 10, 2014	Pg. 6-9
5.	<b>Review of Action Items Outstanding from Minutes of May 8 and April 10, 2014</b>	John Pg. 10
6.	<b>Unfinished Business</b>	
6.1.	Faculty Standards Committee – Draft Principles	Nancy
6.2.	Trades Bus Update: Decals	Jamie
7.	<b>Dean’s Report</b>	John
8.	<b>UFV Policy Review</b>	John T.
9.	<b>Reports from Other Faculty Council Representatives</b>	
10.	<b>New Business</b>	
10.1.	Automation & Control Systems Technician Proposal	John <i>Separate Attachment</i>
10.2.	Proposal to Create a School of Trades	John
10.3.	Mark Entry	John
10.4.	Educational Institution Practicum Agreement	John Pg. 11-20
11.	<b>Information Items</b>	John
11.1.	Giving Thanks 2014 – October 8 <sup>th</sup> (6:30 pm – 9:00 pm) <b><i>Faculty, Staff and Students needed to participate!</i></b>	Pg. 21
11.2.	Consultation on revised Attendance Policy <b><i>Due September 15</i></b>	Pg. 22-24
11.3.	Consultation on revised PLAR Policy <b><i>Due September 22</i></b>	Pg. 25-32
11.4.	UFV Board Funded Scholarships and Awards Recommendations <b><i>Due September 30</i></b>	Pg. 33-34
11.5.	Notice of Regular Annual Election and Call for Nominations for Student Positions (3.1.a. <i>Election Procedures</i> )	

**Next Meeting, October 9, 2014**

**DRAFT MINUTES  
APPLIED & TECHNICAL STUDIES FACULTY COUNCIL**

Thursday, May 8, 2014  
2:00 pm, Room 2041 TTC  
CEP Campus

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**Chair:** John English

**Present:** Al Behmer Avner Bachar David Riel Gurtaj Sandhu  
Heather Compeau\* Jim Carson Mark Ryan Myles Andrew  
Nancy Barker Paul Gumphrich Rod McLeod Rolf Arnold\*  
Ted Zak Tom Baumann

**Regrets:** Allan Arndt\* Anmol Mahil Bruce Corbeil Dean Key  
Glen Mackie Jamie Ubell Jim Watts John Todrick  
Kathy Miller Kevin Brennan Nick Penner Pat McGurk  
Rodney Smith Sandy Hill\* Sheldon Frank Tricia Thomson  
Wally Gallinger

**Guests:** Al Wiseman\* Darren Francis\*

**Recorder:** Kelli Graham\*

*\*non-voting member*

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**1. WELCOME FROM THE CHAIR**

John English, Chair, called the meeting to order at 2:00 pm.

**2. GUEST: OFFICE OF THE REGISTRAR**

Al Wiseman, University Secretary & Registrar and Darren Francis, Deputy Registrar were in attendance to provide information on the role of the Office of the Registrar.

The University Secretariat is responsible for:

- Supporting the university governing bodies - the Board of Governors, the Senate, and their standing and ad hoc committees
- Supporting policy development, maintenance and education
- Administering elections for the governing bodies as required by the University Act
- Providing leadership for Academic Integrity and Freedom of Information and Protection of Privacy

The Deputy Registrar is responsible for the day-to-day operations of the Office of the Registrar.

The Trades programs are quite different from other academic areas of the university and there are concerns with the student information system (Banner) not meeting the needs for the various programs. The university has a responsibility to have a record for students and would like to have the Banner system as the center point of all student information and there are improvements needed to achieve this.

The following areas of concern were brought forward:

- ITAs expectations on how marks are to be recorded and submitted would need to align with the Banner system.

- Two instructors sharing the teaching load of one class require a set up in Banner so both instructors may access student records.
- Agriculture students not meeting criteria are being dismissed through application stage and department does not know why.
- Due to the Trades term including the whole year “2014”, it is difficult for instructors to find their class with only a CRN. Suggestion of including term ‘start’ and ‘end’ dates for easier location of classes.
- Apprenticeship program mark entry not very user friendly.
- Trades would like to be in alignment with the rest of the university.
- Trades programs have line items that could be interpreted as courses and possibly help to avoid differences.

Al and Darren will review issues with the various departments over the next few months to determine the needs of the instructors.

### 3. UNFINISHED BUSINESS

#### 3.1. Nominations for Student Speakers at Convocation 2014

A student in the Agriculture program has been chosen as the student speaker at Convocation. The Dean’s office will contact this student to confirm their acceptance.

#### 3.2. Weekend Access

Rolf indicated that things are progressing with the weekend access to the trades center. Procedures for the access will be sent to everyone shortly.

### 4. MYERS BRIGGS FOLLOW-UP

A PD yearend wrap up is confirmed for Friday, May 30, 2014. More information will be sent to all faculty and staff over the next few days.

**ACTION: John E.**

### 5. NEW BUSINESS

#### 5.1. Student Orientations

Rolf reported that this year, trades will participate in a university wide student orientation on August 21, 2014. More information on the details of the day will be sent to faculty and students shortly.

#### 5.2. Four-Day Week Pilot Project

Rod McLeod reported on the preliminary results of a survey conducted with all students in his class regarding the four-day week pilot project. There was an overwhelming response in favour of the 4-day week. A final report will be circulated for information.

Jim C. reported that his summer Welding class will be operating on the 4-day week model and the students are all in favour of this. If anyone else is interested in pursuing a 4-day week model, please send an email to the Dean for further discussion.

### 6. INFORMATION ITEMS

#### 6.1. Library Advisory Committee (LAC)

The Library Advisory Committee (LAC) is calling for nominations for **one** representative from the Faculty of Applied & Technical Studies to serve a two (2) year term: September 2014 - June 2016.

The LAC advises the University Librarian on matters relating to the Library and library services. The LAC meets on the Abbotsford campus bi-monthly, Fridays, 9:00 AM to 11:00 AM, week four on the UFV meeting schedule.

If you are interested in representing the Faculty of Applied & Technical Studies on the LAC, please complete the nomination form and return it to [Karen.Chadsey@ufv.ca](mailto:Karen.Chadsey@ufv.ca), no later than 4:00 PM on Friday June 20, 2014. If more than two nominations are received, the Library will conduct an election.

## 6.2. Faculty Council Meeting Schedule 2014-15

Due to the Dean's attendance at Convocation, the June faculty council meeting will be cancelled.

The 2014-15 meeting schedule for the Applied & Technical Studies faculty council meetings was provided for information.

Meeting Dates	Time	Agenda Deadline
<b>September 11, 2014</b>	2:00 pm – 3:30 pm	September 8, 2014
<b>October 9, 2014</b>	2:00 pm – 3:30 pm	October 6, 2014
<b>November 13, 2014</b>	2:00 pm – 3:30 pm	November 10, 2014
<b>January 8, 2015</b>	2:00 pm – 3:30 pm	January 5, 2015
<b>February 12, 2015</b>	2:00 pm – 3:30 pm	February 9, 2015
<b>March 12, 2015</b>	2:00 pm – 3:30 pm	March 9, 2015
<b>April 9, 2015</b>	2:00 pm – 3:30 pm	April 6, 2015
<b>May 7, 2015</b>	2:00 pm – 3:30 pm	May 4, 2015

### **MOTION**

The meeting adjourned at 3:30 pm.

**R. McLeod**

**Next Meeting, September 11, 2014**

**DRAFT MINUTES  
APPLIED & TECHNICAL STUDIES FACULTY COUNCIL**

Thursday, April 10, 2014  
2:00 pm, Room 2041 TTC  
CEP Campus

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**Chair:** John English

**Present:** Al Behmer                      Anmol Mahil                      Avner Bachar                      Bruce Corbeil  
Dean Key                              Glen Mackie                      Heather Compeau\*                  Jamie Ubell  
Jim Carson                              Jim Watts                          Kathy Miller                          Mark Ryan  
Paul Gumprich                      Rod McLeod                      Rolf Arnold\*                          Ted Zak  
Tom Baumann                      Tricia Thomson                      Wally Gallinger

**Regrets:** Allan Arndt\*                      David Riel                          Gurtaj Sandhu                      John Todrick  
Kevin Brennan                      Nancy Barker                      Nick Penner                          Myles Andrew  
Pat McGurk                          Rodney Smith                      Sandy Hill\*                          Sheldon Frank

**Guests:** Martin Warkentin\*

**Observers:** Deborah Hawkes\*                  Kandie Husband\*

**Recorder:** Kelli Graham\*

*\*non-voting member*

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**1. WELCOME FROM THE CHAIR**

John English, Chair, called the meeting to order at 2:00 pm.

**2. PHOTOCOPY COPYRIGHTS**

Martin Warkentin, Copyright Librarian and Heather Compeau, Librarian presented information on how to submit a print request. Materials, where protected by copyright, require copyright clearance. The University is responsible for ensuring reasonable effort has been exercised to ensure all material that is distributed to students is compliant with current legislation and licensing agreements into which UFV has entered.

A flow chart that provides a step-by-step process was circulated and reviewed in detail and may be found at the following link: <http://libguides.ufv.ca/guidelines>.

For additional information please visit <http://libguides.ufv.ca/Copyright/>

Faculty are encouraged to contact Library Services for guidance if they are unsure of the process or requirements.

Martin Warkentin, Copyright Librarian, 604.504.7441 x4460 (v)

**3. ITEMS FOR APPROVAL**

3.1. Agenda 2014-04-10

<b>MOTION</b>	<b>B. Corbeil/T. Zak</b>
THAT the agenda be adopted as circulated.	
	<b>CARRIED</b>

3.2. Minutes 2014-03-13

**MOTION**

**T. Thompson/T. Baumann**

THAT the Minutes of 2014-03-13 be approved.

**CARRIED**

**4. REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES – March 13<sup>th</sup>**

4.1. Action Item 1, “Professor Emeritus” status for recent retirees.

John T. is working with individuals to obtain recent copies of CV's in order to work on the nomination package. The plan is to have this process completed for the June 2014 Convocation ceremony.

**ACTION: John T.**

4.2. Action Item 2, Weekend TTC Building Access

Mark and Rolf have been working on the procedures for weekend access to the TTC building. This could include Saturdays until 9:00 pm. At this point, it was decided that this would be for faculty only and instructors would be limited to their own program or area.

It was mentioned that the security system is in review and a possible change to the whole system may happen soon.

Rolf will set up a meeting with Security to discuss this change.

**ACTION: Mark R./Rolf**

4.3. Action Item 5, Convocation Fees

John and Tom will bring the topic of including the \$65.00 convocation fee in regular tuition as a separate line item to Senate for discussion.

**ACTION: John E./Tom**

4.4. Action Item 7, Air Quality

It was noted that the system can now be manually turned on but not manually shut off. Once turned on, the system runs for approximately one hour with no way of turning it off. Rolf will follow up with facilities.

**ACTION: Rolf**

**5. UNFINISHED BUSINESS**

5.1. Community Futures – Workshop – Thursday, April 24, 2014

A free workshop is being offered by Community Futures to students who are interested in starting their own business.

Students will learn how to determine the viability of their business idea while gathering the information they will need for a successful business plan. They will discover why some businesses are successful and others are not, what skills they are going to need and who their customers want to do business with. It has been proven that people who do thorough market research at least triple their chances of success! In this workshop they will learn about:

- *Competitive Analysis*
- *Peer Research*
- *Advertising and Marketing research*
- *Skills research (the skills required and the activities of an owner)*
- *Customer research – what they want and why*

**Thursday, April 24, 2014, 2:00 pm to 4:00 pm, Room 2041**

A flyer will be posted on bulletin boards and emailed to all faculty for communicating to interested students.

**ACTION: Dean's Assistant**

## 6. DEAN'S REPORT

The Dean provided the following information:

- ITA Review – the Dean attended a meeting where Dave Byng, Deputy Minister, Ministry of Jobs, Tourism, Skills Training and Labour, made a presentation on BC's Skilled Workforce for LNG. The PowerPoint presentation may be viewed on the network drive: <G:\FACULTY COUNCIL\JTST - British Columbias Skilled Workforce for LNG Dave Byng April 8 14.pdf>.
- Innovation Fund – the Dean will be submitting an application for the Innovation Fund. This application will include adding a person to our organization, an included faculty coordinator/director. In addition, the focus of the application will be on creating revenue-generating activities in trades.
- 2013-14 Budget Year End Position – the Dean advised that as of March 31, 2014, our year-end position resulted in a surplus of \$43,500.00. Departments that went over budget this year will be contacted individually for follow up.
- Trades Programs finishing after Convocation – the Dean asked for clarification on the programs that are finishing after Convocation.
  - ✓ Aircraft Structures Technician; 04-JUL-2014 is the last day of class (grades are expected one week after completion)
  - ✓ Architectural Drafting Technician; 06-JUN-2014 is the last day of class (grades are expected one week after completion) \*
  - ✓ Electrical Work; 18-JUL-2014 is the last day of class (grades are expected one week after completion) \*
  - ✓ Electronics Technician – Common Core; 06-JUN-2014 is the last day of class (grades are expected one week after completion) \*
  - ✓ Health and Human Services Certificate; 27-JUN-2014 is the last day of class (early semester grade deadline is 07-JUL-2014)
  - ✓ Heavy Duty/Commercial Transport; 06-JUN-2014 is the last day of class (grades are expected one week after completion) \*
  - ✓ Welding C (SD#33); 06-JUN-2014 is the last day of class (grades are expected one week after completion)

*\*if grades come in earlier for these programs and the department confirms that graduation requirements have been fulfilled Records may be able to provide parchments for these programs instead of conditional congratulatory letters at convocation.*

The Dean will send an email to Al Wiseman, University Secretary and Registrar, confirming the information.

**ACTION: John E.**

## 7. MYERS BRIGGS FOLLOW-UP

A PD yearend wrap up is being proposed for Friday, May 30, 2014. This would include a follow up session pertaining to the Myers Briggs workshop held last year with a lunch and conclude in the early afternoon.

A member of the committee asked that alternate days be considered. Further information on the exact date and the content of the day will be circulated soon.

**ACTION: John E.**

## 8. UFV POLICY REVIEW – *deferred*

## 9. REPORTS FROM OTHER FACULTY COUNCIL REPRESENTATIVES

Heather reported that the library in Chilliwack will be closed on April 29 for a retreat. The library in Abbotsford will be open on that day.

## 10. NEW BUSINESS

### 10.1. Faculty Standards Committee

The Dean advised that Nancy Barker is a committee representative on the Faculty Standards Committee. The Faculty Standards Committee has the responsibility to advise Senate on matters related to standards for faculty promotion through rank and tenure.

The Dean will be working on how scholarship and service apply to trades. More information will follow.

**ACTION: John E**

### 10.2. Shop Maintenance Schedule

The Dean acknowledged a recent issue regarding the facilities department arriving to do maintenance work without the prior knowledge of the instructors. In the future, facilities will contact the director, and if he is away and someone is acting in his place, the Dean will be notified.

### 10.3. Power Outage – Saturday, April 26, 2014

Due to issues in the welding shop, BC Hydro will be doing some work on site and will shut off the power for approximately 2-4 hours on Saturday, April 26, 2014. It was noted that there appears to be a slight improvement in the shop. No major concerns have been reported lately.

### 10.4. Service and Support in Chilliwack for Trades

Mark raised a concern with the lack of service and support in Chilliwack at the Trades & Technology Centre. The following concerns were raised:

- Lack of presence of IT personnel
- Computer issues not being resolved
- No water filter system
- No access to buildings for staff/students
- Bookstore failure with payment process
- Purchasing challenges
- Photocopier issues

It was noted that the Dean and Director are aware of the issues and ongoing discussions are taking place with facilities.

## 11. INFORMATION ITEMS

### 11.1. Elections Notice: Sessional/Relief Faculty

Notice was served of Faculty Council vacancies and Call for nominations for the following:

- Two Sessional/Relief Faculty positions to serve from September 2014 to August 2015

**ACTION: Dean's Assistant**

### 11.2. Nominations for Student Speakers at Convocation 2014

The provost office is seeking nominations for student speakers for our June 12 and 13 Convocation ceremonies. Selection as a student speaker is considered an honour for a graduate. Those selected receive an honorary certificate acknowledging they were a student speaker at Convocation, and will be profiled in Convocation publicity. Space is also made available for their guests in the reserved seating area at the ceremony.

Nominees should be students who are well-rounded in a variety of areas including public speaking, respected by other students, and willing to write and give the speech. Students must meet all requirements enabling them to graduate this June. Speeches should be five minutes maximum.



Nominations should be submitted to Janice Nagtegaal ([Janice.Nagtegaal@ufv.ca](mailto:Janice.Nagtegaal@ufv.ca)) in the Office of the Provost and Vice-President, Academic by **April 23, 2014.**

11.3. Senate Standing Committees – Expression of Interest

Expressions of interests are being sought from faculty members to serve on Senate Standing Committees for a two year term, August 1, 2014 – July 31, 2016. The Senate Governance Committee (SGC) welcomes expressions of interest for the following positions:

Academic Planning & Priorities	• 1 faculty
Senate Awards & Honours Committee	• 1 faculty
Senate Budget Committee	• 3 faculty
Graduate Studies Committee	• 3 faculty
Senate Research Committee	• 2 faculty
Undergraduate Education Committee	• 7 faculty
Senate Standing Committee for Student Appeals	• 2 faculty

To volunteer, please complete and return the expression of interest and information sheet to Lisa McMartin at [lisa.mcmartin@ufv.ca](mailto:lisa.mcmartin@ufv.ca). Deadline extended to 4:00 pm on **Tuesday, April 16, 2014.**

For further information on the Senate Standing Committees or the nomination process, please visit the Secretariat website at <http://www.ufv.ca/secretariat/expressions-of-interest/>

11.4. Consultation for deletion of the Advanced Placement Program (60) policy and Amendment of Permanent Record (66) policy

The University Secretariat is in the process of identifying and removing policies that do not serve a clear purpose, so UFV can focus on revising or developing the policies we need. As part of the consultation process, the University Secretariat invites members of the UFV community to submit collaborative or individual feedback to [Elaine.Harris@ufv.ca](mailto:Elaine.Harris@ufv.ca).

**Deadline:** April 30, 2014 at 4:00 pm

**Comments:**

It was noted that some faculty would like to see the Dean be present more often in Chilliwack. The Dean acknowledged this and thanked the group for the feedback.

The Director expressed thanks to all Trades faculty and staff for their hard work and support with the BC Skills Competition on April 9<sup>th</sup> at Tradex, Abbotsford.

The Director reported on a common orientation date for students. This item will be on the May 8<sup>th</sup> agenda for further discussion. If anyone has any concerns, please contact Rolf.

**MOTION**

The meeting adjourned at 3:30 pm.

**J. Ubell**

**Next Meeting, May 8, 2014**

**REVIEW OF ACTION ITEMS OUTSTANDING FROM MINUTES of May 8, 2014**

1.	<p>“Professor Emeritus” status for recent retirees.  <b>Action: John T.</b></p>	John T. working on application process.
2.	<p>Weekend TTC building access  <b>Action: Mark R., Rolf A.</b></p>	Procedures for accessing building will be distributed as soon as completed.
3.	<p>Inter-faculty Collaboration – extend an invitation to faculty from academic areas of the university to visit trades.  <b>Action: John E. /Michelle R.</b></p>	
4.	<p>Convocation Fees – include \$65.00 fee in regular tuition as a separate line item.  <b>Action: John E./Tom</b></p>	John and Tom to bring this forward to a future Senate meeting.
5.	<p>It was noted that the system can be manually turned on but not manually shut off. Once turned on, the system runs for approximately one hour with no way of turning it off. Rolf will follow up with facilities.  <b>Action: Rolf A.</b></p>	
6.	<p>Faculty Standards Committee - to advise Senate on matters related to standards for faculty promotion through rank and tenure. The Dean will be working on how scholarship and service apply to trades. More information will follow.  <b>Action: John E.</b></p>	
7.	<p>Call for Nominations for two sessional/relief faculty.  <b>Action: Dean’s Assistant</b></p>	Completed April 25 <sup>th</sup> – Call for nominations distributed to electable sessional/relief staff. Closing date May 16 <sup>th</sup> at 4:00 pm.

# MEMO



**From:** Peter Geller, Vice-Provost and Associate Vice-President Academic

**Date:** 12 June 2014

**Re:** Practicum Agreements Update for Deans' Council

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In January UFV received feedback from the University, College and Institute Protection Program (UCIPP) that its two-page "Work Experience Placement Agreement" does not contain the necessary wording around the obligations of each party, confidentiality, privacy, indemnities and insurance and, accordingly, it will no longer be supported. UFV is insured by the Province of British Columbia, with this program of self-insurance administered by UCIPP on behalf of the Risk Management Branch of the Provincial Government. When UFV gives an indemnity (and there is one in the practicum agreement), this indemnity must be reviewed and approved by UCIPP prior to UFV signing the agreement.

In January, Maureen Murphy alerted those that she was aware of who were involved in the practicum process as well the Deans (e-mail of 29 January 2014), advising that the short agreement could no longer be used, and providing a draft Educational Institution Practicum Agreement. Maureen's office has continued to work with those areas offering practicum placements, assisting with the transition. This has included including communicating through the Professional Studies Faculty Council Field Practice Committee (which includes membership from Arts and Health Science as well), and we both attended one of their meetings in the winter term.

The following "plain language" statement was developed as a brief general overview to provide to placement agencies:

UFV is committed to providing experiential learning for our students; in addition, a number of our professional programs require practicum placements. To that end, we are committed to working in partnership with the agencies, organizations and companies that provide practicum opportunities for UFV students.

The terms and conditions of practicum agreements are in place, primarily, for the protection of the Agency and the protection of its customers/clients. The agreement also outlines roles and responsibilities, dispute resolution, suspension/removal of a student, privacy and confidentiality (in favour of the Agency), a mutual indemnity provision, and reciprocal insurance requirements. Kindly note that the purpose of the mutual indemnity is to protect each party from the negligent actions of the other. From a risk perspective this means that each party remains responsible for those areas they are able to manage and control. For example, UFV remains responsible for the acts of its employees and students and the Agency remains responsible for the acts of its employees and for any adverse events that may occur on its premises.

UCIPP has also endorsed a “template” practicum agreement that can be rolled out broadly, which includes a pre-approved indemnity; the first template was rolled out in the health sector, and UFV has an affiliation agreement with Fraser Health that follows this model. There is also a pre-approved non-health practicum template and affiliation agreement.

Overall, the transition has occurred relatively smoothly, although some placement agencies have expressed concern over the level of detail in the new agreement. This work is ongoing, including developing affiliation agreements for agencies that provide practicum placements across several departments or program areas, such as Corrections and municipalities.

## **Attachment**

### **1. *Educational Institution Practicum Agreement***

**EDUCATIONAL INSTITUTION PRACTICUM AGREEMENT**

THIS AGREEMENT is made as of the \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

BETWEEN:

**The University of the Fraser Valley**  
33844 King Road Abbotsford, BC  
Phone: 604-504-7441 ♦  
Attn: [enter UFV contact person]

("Institution")

AND: "Agency Name"

("Agency")

**BACKGROUND:**

The Institution and the Agency wish to work together to support the learning experiences of student(s) enrolled in the Institution's \_\_\_\_\_ **Program** by providing them with access to **Work Experience Practicum** experiences at one or more facilities operated by the Agency.

**AGREEMENT:**

The Institution and the Agency agree to be bound by the attached Terms and Conditions ("Agreement").

This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument and either party may deliver an executed counterpart by original or electronic transmission.

BY SIGNING BELOW THE PARTIES AGREE TO BE BOUND BY THIS AGREEMENT:

Institution

Agency

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## TERMS AND CONDITIONS

### 1. DEFINITIONS

In this Agreement:

- (a) "Agency Staff" means the officers, directors, employees, contractors, subcontractors, representatives or agents of the Agency.
- (b) "Applicable Law" means all present and future laws, statutes and regulations, applicable to any person, property or event relating to this Agreement, and all directives, rules, guidelines, orders and policies of any governmental authority having authority over that person, property or event and all general principles of common law and equity.
- (c) "Business Day" means a day other than a Saturday, Sunday or statutory holiday in British Columbia.
- (d) "Confidential Information" means all data, information and material relating to the Agency and its Services, Agency Staff, contractors, service providers or Clients, whether or not it is stored in written, electronic or any other form, that Students or Institution Staff receive, in connection with this Agreement, including (i) Personal Information about Agency Staff and Clients, (ii) Client Records, (iii) any information about the business, affairs or operations of the Agency which is not generally known or available to the public.
- (e) "Client Records" means Client records and all other records and documents pertaining to the delivery of Services to Clients, or Client Personal Information.
- (f) "Client" means individuals who receive Services from the Agency or at the Facilities.
- (g) "Facilities" means those facilities that are operated or administered by the Agency.
- (h) "FOIPPA" means the *Freedom of Information and Protection of Privacy Act* (British Columbia), and regulations thereto, as amended or substituted from time to time.
- (i) "Health and Safety Standards" means all Applicable Laws, standards of practice and codes of ethics issued by any professional regulatory body, and all rules, policies and regulations in place at the Agency or its Facilities that apply to the Students or the Institution Staff at the Facilities, any of which relate to workplace safety, the delivery of Services or the health and safety of Clients or Agency Staff.
- (j) "Institution Staff" means the professors, sessional instructors, officers, directors, employees, contractors, subcontractors, representatives or agents of the Institution.
- (k) "Personal Information" has the meaning set out in FOIPPA;
- (l) "Program" or "Programs" means those educational programs offered by the Institution and recognized by the Agency.
- (m) "Services" means all services provided by the Agency to or for the benefit of members of the public whether in person, on the telephone, or online.
- (n) "Students" means those students of the Institution who are selected by the Institution to participate in the Programs.
- (o) "Work Experience Practicum" means that part of a student's educational experience which takes place in the workplace and may involve direct Client interaction or access to Client Records. In such an experience, the student may provide services to and for the benefit of Clients. The student provides such services under the general direction and supervision of Agency Staff who are authorized and qualified to provide the Services.

## 2. SCHEDULES

Schedule [REDACTED], if attached to this Agreement, will, for all purposes, form an integral part of this Agreement.

## 3. TERM

This Agreement will commence [REDACTED], 20 [REDACTED] and shall continue for a period of 5 year(s) to [REDACTED], 20 [REDACTED] unless terminated earlier in accordance with Section 11. The parties shall review this Agreement from time to time and revise if necessary by mutual agreement. The parties may agree, in writing, to renew this Agreement for further periods of one or more years/month(s).

## 4. MUTUAL OBLIGATIONS AND ACKNOWLEDGEMENTS:

(a) The Institution and the Agency agree:

- (i) to work collaboratively with each other to enhance the Work Experience Practicum of the Students in the Programs;
- (ii) to promote inter-professional practice education planning, delivery and evaluation;
- (iii) to comply with the provisions of this Agreement and all Applicable Laws in the delivery of the Program.

(b) The Institution and the Agency acknowledge that the Students' educational program is designed and sponsored by the Institution, and the Institution acknowledges that the Agency provides no representations or warranties concerning the Work Experience Practicum.

## 5. OBLIGATIONS OF THE AGENCY:

(a) The Agency agrees:

- (i) to provide Institution Staff and Students with reasonable access to Facilities for the Work Experience Practicum and to provide supplies and equipment as reasonably required to support the Work Experience Practicum; and
- (ii) to provide such onsite supervision of Students engaged in the Work Experience Practicum at the Facilities, as may be agreed upon with the Institution;
- (iii) to make available to the Student, and to the Institution Staff, the Health and Safety Standards, any applicable intellectual property policy, and such other of the Agency's rules, regulations and policies that apply to the Program;
- (iv) to consult with the Institution in its evaluation of the Programs when reasonably requested to do so;

(b) Notwithstanding any other provision of this Agreement, the Agency's obligations under this Agreement will be subject to the availability of resources, its operational and administrative needs and ensuring the safety and care of its Clients. Without limiting the foregoing, the Agency may, at its discretion, alter, change, re-schedule, substitute or terminate any Program or any Work Experience Practicum in order to meet its operational or administrative needs, in the event of employment or labour disputes or disruptions, to comply with Applicable Laws, in the event of emergencies or on the basis of the health or safety of Clients and Agency Staff.

## **6. OBLIGATIONS OF THE INSTITUTION:**

- (a) The Institution agrees:
  - (i) to work collaboratively with the Agency to ensure the effective operation and administration of the Programs, including scheduling the Work Experience Practicum and instruction for Students and attendance by Institution Staff;
  - (ii) to ensure all Students are duly registered at the Institution, are in good standing and satisfy all of the Institution's admission and performance standards necessary for participation in the Programs;
  - (iii) to work with the Agency to designate Agency Staff and/or Institution Staff who will be engaged in planning of the Work Experience Practicum experience and instructing Students in the course of the Program;
  - (iv) to take reasonable steps to ensure that the Students and Institution Staff are aware of and comply with this Agreement, conduct themselves professionally and courteously, and that they comply with the Health and Safety Standards, any applicable intellectual property policy, and all other rules, regulations, and policies of the Agency that apply to the Program;
  - (v) to acknowledge that the Agency may refuse to permit a Student or member of Institution Staff to attend at any of the Facilities if a student refuses to comply with the Health and Safety Standards, including any testing or screening requirements of the Agency; and
  - (vi) that the Institution is solely responsible for the operation of the Programs, and the form of instruction, design, and delivery of educational services to Students participating in a Program or Programs.
- (b) The Institution agrees that it is an independent body, and not the agent, partner or joint venturer of the Agency and the Institution will not hold itself out to the public as such or make representations to Students or others that the Agency has approved the Programs.
- (c) The Institution will take all reasonable steps to ensure that all Students and Institution Staff are aware and understand standards of work place behaviour, including but not limited to, harassment, discrimination, sexual misconduct, abuse, and appropriate professional and respectful work place behaviour, confidentiality, all consistent with Agency Work Experience Practicum policies and guidelines and other rules, policies and standards.

## **7. DESIGNATED REPRESENTATIVES, INCIDENT REPORTING & DISPUTE RESOLUTION**

- (a) In respect of the Program or Programs, the Institution and the Agency will designate one or more individuals to act as their respective representative(s) in all matters relating to the operation of the applicable Program or Programs, in order to facilitate communications between the parties to this Agreement.
- (b) The Institution will immediately report to the Agency any incident taking place at the Facilities involving its Students or Institution Staff that causes or compromises the mental or physical health or safety of Clients, Agency Staff or members of the public, including, but not limited to, breaches of the Health and Safety Standards.
- (c) If the Institution identifies a Student or Institution Staff member who poses or may potentially pose a health or safety risk to Agency Staff or Clients at the Facilities, the Institution will immediately advise the Agency, and will, if reasonably necessary to protect others, suspend that Student's or Institution's Staff member's participation in the Program, which may not be resumed without Agency approval.
- (d) The Institution and the Agency will make good faith efforts to resolve any dispute related to this Agreement by amicable negotiations. All claims, disputes or issues in dispute between the parties that are not resolved



by negotiation will, with the agreement of the parties, be decided by mediation or arbitration, or failing agreement, in a Court of competent jurisdiction within the province of British Columbia.

## 8. **SUSPENSION AND REMOVAL**

- (a) The Agency may suspend or exclude a Student or an Institution Staff member from Program activities at the Facilities, either temporarily, pending investigation or permanently, in any circumstances where the Agency or Institution has identified that the Student or Institution Staff member has, or there are reasonable grounds for believing that the Student or Institution Staff member has:
  - (i) failed to comply with the Health and Safety Standards or any other rules, regulations and policies of the Agency or any agreement with the Agency;
  - (ii) endangered the mental or physical health or safety of any person; or
  - (iii) otherwise interfered with or compromised the operation of the Facilities or the provision of Services.

## 9. **EMPLOYMENT**

The Institution agrees that the Institution Staff and Students are not, by virtue of their involvement or participation in the Programs, employees of the Agency, nor are they entitled to employment benefits of any kind whatsoever from the Agency, including but not limited to statutory programs and disability, life or other insurance coverage. The Agency will have no liability or responsibility for the withholding, collection or payment of income taxes, employment insurance, statutory or other taxes or payments of any nature on behalf of, or for the benefit of, the Institution, Institution Staff or the Students. The Agency shall be solely responsible for the employment, working conditions and any liabilities arising from its employment relationship with Agency Staff participating in the Programs. For further clarification, this provision does not limit the Agency's ability to hire Students independently of their participation in the Programs.

## 10. **PRIVACY AND CONFIDENTIALITY**

- (a) It is acknowledged that in the course of participating in the Programs, Institution Staff and Students may have access to Confidential Information, and that such information is subject to obligations of privacy and confidentiality.
- (b) The Institution acknowledges and agrees that all Confidential Information is deemed to be the property of the Agency, and that this Agreement does not grant the Institution, Institution Staff or Students any authority to use, disclose, collect or retain such information or records except to the extent strictly required for participation in a Program. Without limiting the foregoing, in no case will Students or Institution Staff be permitted to retain or remove Client Records from the Facilities without the express written consent of the Agency.
- (c) The Institution agrees that:
  - (i) it will take reasonable steps to ensure that all Institution Staff and Students are aware of and uphold Agency policies regarding privacy and confidentiality and comply and act consistently with the Agency's obligations under any Applicable Laws or standards and codes of ethical practice;
  - (ii) it will immediately report to the Agency any breaches or potential breaches of this paragraph 10, and provide assistance and cooperation with any investigation conducted by the Agency into such breach; and,
  - (iii) on request, it will immediately return any Client Records or Confidential Information in the possession of the Institution, and will use its best efforts to facilitate the return of any Confidential Information in the possession of Institution Staff or Students.

- (d) The Institution acknowledges that this Agreement requires the Institution to make disclosure of certain information about Students and Institution Staff to the Agency. The Institution shall obtain all necessary consents from Students and Institution Staff, as applicable, to permit such disclosures.
- (e) No Student will be permitted by the Institution to participate in a Program unless he or she has signed a Confidentiality Agreement in a form approved by the Agency.

#### 11. **TERMINATION**

- (a) This Agreement or any one or more Programs may be terminated as follows:
  - (i) by either party with or without reason, on 90 days' written notice;
- (b) Termination will not affect the obligations of either party with respect to any act, omission or event that occurs prior to the end of the effective date of termination.

#### 12. **INDEMNIFICATION**

- (a) The Institution shall indemnify and save harmless the Agency from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of the Institution, Institution Staff, or Students arising out of this Agreement, excepting always liability arising from the independent negligence of the Agency or Agency Staff.
- (b) The Agency shall indemnify and save harmless the Institution from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of the Agency or Agency Staff arising out of this Agreement, excepting always liability arising from the independent negligence of the Institution, Institution Staff, or Students.

#### 13. **INSURANCE**

The Institution and the Agency each agree to maintain insurance coverage as per below:

The Agency will:

- (a) Maintain comprehensive third party liability insurance in the minimum amount of \$5,000,000 (Cdn) per occurrence, and
- (b) provide proof of insurance coverage upon request by the Institution.
- (c) not cancel or materially alter its insurance coverage without 30 (thirty) days prior written notice to the Institution.
- (d) The foregoing insurance will be primary and not require the sharing of any loss by any insurer of the Institution.

The Institution will:

- (a) Maintain comprehensive third party liability insurance in the minimum amount of \$5,000,000 (Cdn) per occurrence, and
- (b) provide proof of insurance coverage upon request by the Agency.

- (c) not cancel or materially alter its insurance coverage without 30 (thirty) days prior written notice to the Agency.
- (d) The foregoing insurance will be primary and not require the sharing of any loss by any insurer of the Agency.
- (f) Notwithstanding this Article 13, so long as the Institution is covered by the University, College and Institution Protection Program ("UCIPP"), the Agency agrees that the above insurance requirements are satisfied by UCIPP.

#### 14. GENERAL

- (a) This Agreement shall be for the benefit of and be binding upon the parties hereto, their respective successors and permitted assigns.
- (b) If any provision of this Agreement is unenforceable or invalid for any reason whatever, such unenforceability or invalidity shall not affect the enforceability or validity of the remaining provisions of this Agreement and such provisions shall be severable from the remainder of this Agreement.
- (c) The provisions herein and Schedules hereto constitute the entire agreement between the Parties hereto and supersede all previous expectations, understanding, communications, representations and agreements, whether verbal or written, between the parties with respect to the subject matter hereof.
- (d) Any inconsistency between this Agreement, and the policies, guidelines, Schedules or documents appended to or incorporated by reference into this Agreement will be resolved in favour of the Agreement.
- (e) The failure by either party at any time to require strict performance by the other, of any term or provision of the Agreement shall not constitute a waiver or breach of such or any other term or provision of this Agreement, nor shall it constitute a waiver of any succeeding breach of any other term or provision.
- (f) No amendment to this Agreement shall be enforceable unless the same is in writing and signed by the Parties hereto.
- (g) This Agreement shall be governed by and construed according to the laws of the Province of British Columbia and the laws of Canada applicable therein, and the parties agree to attorn exclusively to the jurisdiction of the courts of British Columbia.
- (h) The Institution may not assign its rights under this Agreement.
- (i) Paragraphs 10, 11, and 12 will survive the termination of this Agreement.
- (j) Each notice to a Party must be given in writing. A notice may be delivered by hand, fax or other electronic transmission to a representative of the Party at the address set out on the first page of this Agreement or the facsimile number or electronic mail address set out below, and will be validly given if delivered on a Business Day to the above address, or, if transmitted on a Business Day by fax or other electronic transmission addressed to the other Party:

[Insert Fax Numbers]

[Insert e-mail address]

or to any other address, fax number, electronic mail address, or representative that the party designates in writing. Any notice if validly delivered, will be deemed to have been given when delivered.

- (k) Any party may deliver an executed copy of this Agreement by exchanging originals or by sending a electronic copy by fax or other electronic transmission. This Agreement and all documents contemplated by or in connection with this Agreement may be executed and delivered in any number of counterparts with the same effect as if all parties had signed and delivered the same document and all counterparts will be construed together to be an original and will constitute one and the same agreement.

# GIVING THANKS, UFV'S DONOR AND ALUMNI APPRECIATION EVENT

OCTOBER 8, 2014

6:30 PM – 9:00 PM

Canada Education Park

A special event is being planned for October 8<sup>th</sup> (6:30 pm – 9:00 pm) at CEP – “***Giving Thanks, UFV's Donor and Alumni Appreciation Event***”. This is the second annual event to recognize all UFV donors. Last year there were approximately 200+ in attendance and this year they are hoping for 500! This is a great opportunity for us to show appreciation to our current donors and to promote ourselves and possibly build relationships for the future.

The Faculty of Applied & Technical Studies has reserved space in the corridor at CEP for this event and now we need some keen faculty, staff and students to participate!

Here are the details that I learned from a preliminary meeting regarding the event:

## Objectives:

1. To thank and appreciate our top level donors (\$10,000 or higher and regular donors) – Christopher also noted the “Gifts in Kind” that Trades receives.
2. To recognize distinguished Alumni and Top 40 award winners (this year they would like to recognize “top 40 under 40” and “top 40 over 40”).
3. To cultivate and strengthen relationships.

There will be a short formal program with lots of good food. [Dr. Red Robinson will be the keynote speaker!](#)

These vignettes will run along the long corridor – and the green carpet and should include the following:

- 40<sup>th</sup> Anniversary theme...
- Feature a student and their story...
- Feature a faculty or staff member doing extraordinary work...
- Feature a project and its impact...
- Visually RICH methods – video...
- Student work or photos...
- Engaging students...
- Creative – Basically, they are asking ***What do we want to promote?***

**GOAL: continued philanthropy to UFV and our students!**

**If you are interested in participating and have some unique ideas on how to showcase our department, please let me know as soon as possible. I am also available to assist and help out in any way that I can.**

*Kelli Graham*

Assistant to the Dean

**To:** UFV Community  
**From:** Elaine Harris  
**Date:** 25/08/2014  
**Re:** Attendance policy revisions

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This policy is due for review and has been rewritten. There are a number of minor changes, such as re-wording, removing unrelated policies, addressing online courses, and adding sections to fit the new policy template.

The main changes are:

1. **First class attendance:** The current policy allows instructors, at their discretion, to withdraw students who do not attend the first class and do not notify the instructor in advance. This can result in inconsistent treatment of students in identical situations.

The revised policy requires instructors to *consistently* withdraw students (after a 24 hour wait period) who do not attend the first class and do not notify the instructor or department office. This approach should benefit students and UFV, as it opens seats for wait-listed students early in the semester, thus minimizing vacant seats, and the students who don't attend will consistently receive a refund and withdrawal.

The requirement to log-in by the deadline for online courses has been addressed. There is, however, no established start-of-course attendance requirement for other types of courses without scheduled classes (e.g. independent or directed studies, internships) so they have been excluded from this regulation.

2. **Attendance requirements set by instructors:** The revised policy indicates that instructors may set attendance requirements as required for achievement of the learning outcomes for a course. Attendance requirements can present barriers to students with disabilities or different learning styles. While regular attendance is encouraged, we can better accommodate students if mandatory attendance requirements are supported by the learning outcomes.
3. **Appeal:** An appeal process seems necessary because withdrawals under the Attendance policy do not appear to fall within the current terms of reference of the Senate Standing Committee for Student Appeals.

## ATTENDANCE

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice President, Academic
<b>Related Policies / Legislation</b>	Academic Warning (79) Course Withdrawal (81) Field Trips (56) Field Placement (57) Instructional Responsibilities (46) Registration – Student Responsibility (78)

## POLICY

Students are required to attend the first meeting of the classes in which they are registered and they must notify their instructors in advance if they are unable to attend. Students are responsible for meeting other attendance requirements specified by instructors.

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## REGULATIONS

Students who fail to attend the first meeting of a class in which they are registered and who do not notify the instructor in advance may be withdrawn from the course. Where an instructor determines that a student will be withdrawn, the instructor sends a notice to the registrar requesting that the student be withdrawn from the course. The registrar withdraws the student from the course and informs the student of the action taken.

1. At the first meeting of the course, instructors will specify attendance requirements and the consequences of failing to meet them.
  2. Notice of requirements for attendance outside regular class times will be specified in the timetable. Dates will be made available to students at least one month prior to the start of the semester.
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## ATTENDANCE

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice President, Academic
<b>Related Policies / Legislation</b>	Instructional Responsibilities (46) Academic Warning (79) Course Withdrawal (81)

## PURPOSE

This policy is to ensure attendance requirements at the University of the Fraser Valley (UFV) are fair, consistently applied, and appropriately communicated to students.

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## SCOPE

This policy applies to attendance in any course(s) offered for credit at UFV.

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## DEFINITIONS

In this policy the following definitions apply:

**Course:** A set of lectures or lessons in a particular subject, with defined learning outcomes, offered under a designated subject code and course number.

**Attendance requirement:** Any requirement to physically attend or to actively participate in a scheduled class or any course-related activity, including online activities, at a specified time

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## POLICY

UFV encourages regular attendance and participation in all course activities to optimize students' learning. Attendance requirements that are mandatory, and the consequences for failing to meet them, shall be communicated to students.

Mandatory attendance requirements at UFV include attendance at the first class of the semester and other attendance requirements specified by instructors. The Regulations section contains details of these requirements.

Students are responsible to be aware of and meet attendance requirements.

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**To:** UFV Community  
**From:** Maureen Wideman/Elaine Harris  
**Date:** 25/08/2014  
**Re:** Revisions to Prior Learning Assessment and Recognition policy (94), with deletion of Course Challenge (106) and Portfolio Assessment policies (97)

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The Prior Learning Assessment and Recognition policy has been revised to incorporate all methods of assessment into a single policy, so the Course Challenge and Portfolio Assessment policies will no longer be needed as separate policies. The PLAR policy has been rewritten to improve clarity and fit the new policy template.

The main policy changes are:

1. The policy establishes consistent eligibility requirements for all methods of PLAR, which will include admitted applicants and continuing students eligible to register. Currently Course Challenge and PLAR policies have different requirements.
2. The policy addresses the applicability and limitations of PLAR credit at UFV, including stating that PLAR credit is non-resident credit, and credits obtained in a semester do not apply to UFV GPA, student course loads, student loans/scholarship/awards, and dean's list. Note: Current policy does not address applicability to the GPA. The practice has been to include PLAR grades in the UFV GPA, however, it is inconsistent to count non-resident credit toward the UFV GPA.
3. The policy establishes credit/no credit as the default grading method, but permits letter grades if both student and evaluator agree.
4. The policy indicates that PLAR credit from other recognized institutions is accepted for transfer credit. This is current practice but is not stated in policy.
5. An appeal process has been added, including the final grade appeal for grades and appeal to the deans for other concerns. This is needed because the Academic Appeals policy was rescinded and this does not fall within the terms of reference of the senate standing committee on appeals.

Your feedback is appreciated. Please send comments to [Maureen.wideman@ufv.ca](mailto:Maureen.wideman@ufv.ca) and [elaine.harris@ufv.ca](mailto:elaine.harris@ufv.ca)

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## REGULATIONS

### 1. First class/start-of-course attendance requirement

The following regulations apply only to courses with scheduled classes and to online courses:

- Registered students are required to attend the first class of the semester for each course or, for online courses, to log-in by a specified deadline, or if unable to do so, to contact the instructor in advance.
- If a student fails to attend the first class or, for online courses, to log-in by the deadline, and has not contacted the instructor or the department or school office within 24 hours to indicate their intention to continue in the course, the instructor will notify the Office of the Registrar to withdraw the student.
- Students who have been withdrawn will be notified. Refunds/fee reductions will be in accordance with the published refund schedule.

### 2. Other attendance requirements

- Instructors may set attendance requirements for a course as required for the achievement of learning outcomes.
- If attendance at course activities outside regular class times is mandatory for a course, notice will be published in the semester timetable. Dates will be made available to students at least one month prior to the start of the semester.
- Instructors will specify any other attendance requirements and the consequences for failing to meet them at the first class for the course, or within the first week of the semester if a course does not have regularly scheduled classes. Consequences for failing to meet attendance requirements may include but are not limited to course failure or withdrawal.
- Students who have been withdrawn under this policy will be notified in writing.

### 3. Appeals

Students who have been withdrawn under this policy may appeal in writing, with a clear rationale and supporting documentation, to the dean responsible for the discipline. The decision of the dean is final.

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## APPENDICES

N/A

## PRIOR LEARNING ASSESSMENT AND RECOGNITION (DRAFT)

<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	Transfer credit (107) Re-Admission (90) Assignment of Course Credit (105) Residency (96) Final Grade Appeal (217)

### PURPOSE

This policy is to establish principles, standards, and criteria for the assessment and recognition of credit for students' prior learning.

### SCOPE

This policy applies to the assessment and recognition of students' prior learning. It does not apply to transfer credit for courses from recognized institutions, which is governed under Transfer Credit policy.

### DEFINITIONS

In this policy, the following definitions apply:

**Prior Learning:** Learning acquired outside the University of the Fraser Valley (UFV), typically through professional, work or life experiences, independent study, or through completion of courses that are not eligible for transfer credit under UFV's Transfer Credit policy.

**Prior Learning Assessment and Recognition (PLAR):** The process of identifying, assessing and recognizing what a person already knows and can do for the purpose of awarding academic credit. (*Canadian Labor Force Development Board, 1999*)

**Credit:** The numeric value assigned to a course.

**Portfolio:** A collection of documents, objects and other evidence compiled by the candidate that demonstrates tangible proof of learning and reflection on the learning.

**Portfolio assessment:** A method of PLAR in which a student's portfolio is assessed against the learning outcomes of a course or program.

**Course challenge process:** A method of PLAR in which a student's learning is evaluated through a faculty-developed examination or other final evaluation instrument designed to test for knowledge directly related to the learning outcomes of a specific course.

**Unassigned credit:** Credit given for learning that does not equate to specific UFV courses but is considered worthy of credit towards a UFV credential.

**Resident credit:** Credits obtained by taking courses through UFV.

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## **POLICY**

The University of the Fraser Valley recognizes that learning takes place in a variety of ways, and that giving credit for students' prior learning can improve students' access to and completion of programs, eliminate duplication of learning, and optimize the use of resources. Credit shall be given for demonstrated learning that is consistent with the learning outcomes and standards required for UFV programs.

UFV is committed to providing flexible, accessible, fair, and transparent assessment processes while maintaining academic rigour. UFV departments and schools are encouraged to provide opportunities for credit through PLAR for programs and courses.

The university adheres to the following principles for PLAR:

1. Credit is awarded only for demonstrated learning that reflects knowledge, skills, and attributes at a level of achievement appropriate to the subject, course or program. Credit is not given for experience alone.
  2. The determination of level, type, and amount of credit granted will be made only by UFV faculty members with expertise in the subject matter.
  3. Credit shall not be given more than once for the same learning.
  4. UFV will provide information, advice, and support for students seeking PLAR, and for faculty members involved in assessments.
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## **REGULATIONS**

### **Eligibility for PLAR**

1. PLAR is available only to applicants admitted to UFV programs and to UFV students who are currently enrolled in credit courses or eligible to register under re-admission regulations.
2. Official course outlines will indicate whether credit through PLAR methods is available. UFV departments/schools will determine whether program-based assessments are available.
3. Only credit applicable to the student's intended or current program of studies at UFV, in a discipline taught at UFV, will be assessed
4. Credit sought through PLAR cannot duplicate any other body of learning that previously has been taken for credit at UFV or has been assessed for prior learning or transfer credit.

### **Assessment processes**

1. The department head or director for the discipline is responsible to approve the student's request when the above criteria are met and to designate a faculty member with the qualifications and content expertise to act as the evaluator.
  2. The evaluator, in consultation with the student and in accordance with policies of the department or school, will determine the PLAR assessment method(s) most appropriate for the program and courses. Methods may include but are not limited to course challenge processes and portfolio assessments.
  3. Regardless of the method used, the student is responsible to demonstrate learning that meets
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the learning outcomes of the course or program, and the evaluator is responsible to determine the level and amount of credit supported by the assessment and to assign the final grade.

4. The student will be charged a non-refundable fee, payable in advance, to proceed with the PLAR assessment.
5. Once students have registered and paid for PLAR assessments, withdrawals are not permitted other than through the appeal process, when extenuating circumstances beyond the student's control prevent the student from completing the assessment.

### **Grading and Recognition of PLAR credit**

When PLAR credit is granted:

1. Grades will be assigned on a credit/no credit basis, unless both the student and evaluator agree to use letter grades.
2. The student's transcript will indicate that credit was earned through PLAR and will show the course or the discipline and level for unassigned credits, the number of credits, and the grade obtained, whether or not the outcome was successful.
3. PLAR credit is given for learning achieved outside UFV and therefore is not resident credit at UFV. Residency requirements limit the number of PLAR credits that can be used towards completion of programs.
4. PLAR credits are not included in the UFV Grade Point Average, do not count towards a student's semester course load, and do not apply to the qualifications for full-time or part-time student status, student financial aid, awards and/or scholarships, or Dean's list.

UFV will grant transfer credit for credits obtained through PLAR at other recognized institutions on the same basis as if the credits had been obtained through courses offered by the institution.

### **Appeals**

Students will have access to UFV's final grade appeal process.

Appeals related to the assessment process itself may be addressed in writing, with a clear rationale and supporting documentation, to the dean responsible for the discipline. The decision of the dean is final.

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## **APPENDICES**

**Prior Learning assessment (PLA) Implementation Guidelines for British Columbia** – Centre for Curriculum, Transfer and Technology (C2T2), 1999, available on the BCCAT website.

**PRIOR LEARNING ASSESSMENT AND RECOGNITION**

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	

**DEFINITIONS**

Prior Learning Assessment and Recognition (PLAR) is defined as a process of assessment by valid and reliable means, by a qualified specialist, of what has been learned that is worthy of credit in a course or program offered by the institution providing the credit. PLAR is used to evaluate learning which may have been achieved through work experience, independent reading, hobbies, volunteer work, informal and formal learning, travel, artistic pursuits or other activities. PLAR may be used to relate that prior learning to an educational goal.

UFV offers PLAR candidates several methods of documenting and demonstrating that they have achieved a level of learning equivalent to that which normally would be acquired through formal study in the public post-secondary system. The methods include, but are not limited to, course challenge, portfolio assessment, and assessment of credits earned. No single PLAR method is best for any or all situations; methods should be selected to suit the unique needs of the particular situation.

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**POLICY**

UFV recognizes that knowledge and skills are acquired through formal learning, life and work experience. Through Prior Learning Assessment and Recognition, such learning can be assessed and appropriate credits can be granted.

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**REGULATIONS**

An applicant requesting PLAR must be admitted to UFV before PLAR will proceed.

UFV will award credit only for prior learning which is documented. PLAR is based on documentation that provides evidence of learning.

Program/department faculty will determine the PLAR assessment method and grading scheme most appropriate for their program and courses.

Prior learning will be assessed only by an expert the area. The Assessor will be responsible for ensuring that the documentation provided by the student supports the claim for credit.

Students who receive an unfavourable decision from the Assessor will have access to UFV’s appeal process.

The student’s transcript will show that credit has been earned through PLAR.

Credit awarded will not necessarily be transferred to other degree programs or institutions.

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## PORTFOLIO ASSESSMENT

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	

### POLICY

Portfolio assessment is a method of Prior Learning Assessment and Recognition (PLAR) by which learning is articulated, and documented in a portfolio format.

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### REGULATIONS

All students considering portfolio assessment are strongly encouraged to participate in a short orientation seminar, and/or a more comprehensive course to prepare them for the assessment.

The student has the primary responsibility for preparing the evidence that university creditable learning has taken place and that it contributes to an appropriate balance of theory and practical application.

The portfolio should demonstrate to the assessor that the student meets the objectives or learning outcomes identified by the department or program. The portfolio will be submitted to the assessor/s by a PLAR Facilitator.

Normally, no more than twenty-five percent (25%) of the credits required in a program will be awarded for learning which is demonstrated and documented in a portfolio.

The portfolio will include:

- a) a chronological record detailing significant activities which could include, but not be limited to, work experience, volunteer experience, and non-formal learning.
- b) a paper detailing educational and career goals.
- c) a description of specific learning outcomes.
- d) documentation such as job descriptions, performance appraisals, transcripts, samples of work, testimonials, certificates of attendance, previous credentials and awards.
- e) a narrative that will convey to the assessor that the learner has the knowledge applicable to the course or program area in which the learner is requesting assessment.
- f) other materials that document evidence of the learner's knowledge of the assessed subject area.

## COURSE CHALLENGE

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice President, Academic
<b>Related Policies / Legislation</b>	

### POLICY

Course challenge is a form of Prior Learning Assessment and Recognition. It is suitable for learners wishing to acquire credit for specific UFV courses. After consultation with the department or program head or designate, a student may be granted permission to seek credit for a course through a demonstration of meeting course objectives.

Course challenge is available only to students who are currently registered in credit courses at the University of the Fraser Valley, or who have completed one or more courses at UFV within the past three academic years.

A student is not permitted to challenge a course he/she has previously failed. A student may not challenge a course more than once. Course challenge is not permitted for a course for which credit has already been obtained at UFV or through transfer credit.

General PLAR policies will apply to course challenge.

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### REGULATIONS

1. A student must acquire permission of the department or program head or designate to register to challenge a course.
  2. Students considering challenging a course are urged to obtain permission prior to commencement of classes. Normally, students enrolled in a regular section will not be permitted to challenge that course.
  3. The department or program head or designate will set the requirement(s) to be met for successful course challenge.
  4. The department or program will set appropriate grading standards.
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**MEMORANDUM**

Chair: Tom Baumann  
604.792.0025 ext. 2481

Assistant: Monique Castonguay  
Phone: 604.854.4506

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To: Faculty and College Councils

From: Tom Baumann, Chair, Senate Awards and Honours Committee

Date: May 22, 2014

Re: Recommendations for minimum standards of UFV Board Funded Scholarships  
and Awards

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Please provide your input to this minimum standards guideline as soon as possible, preferably at the June meetings, but no later than the end of September 2014, so that our committee can finalise the content and make a recommendation to Senate. That will help us go through all scholarships to make sure the criteria are applied to each.

Please submit recommendations to the Senate Awards and Honours Committee via [monique.castonguay@ufv.ca](mailto:monique.castonguay@ufv.ca).

Regards

Tom Baumann

## **Recommendations for minimum standards of UFV Board Funded Scholarships & Awards SCHOLARSHIPS**

1. Unless otherwise specified, scholarships are tenable only at UFV.
2. The minimum standard for an award designated as a scholarship will require the student to:
  - a. have completed 80% (12 credits) of a full program load at UFV in the qualifying period with a minimum of a 3.00 grade point average in each period.
  - b. maintain enrollment in 80% of a full program load during the period in which the scholarship is issued.
3. Students entering UFV directly from secondary school and wishing to be considered for entrance scholarships require at least an 80% graduating average.
4. Students entering UFV directly from another post-secondary educational institution and wishing to be considered for scholarships will be assessed in the same manner as UFV students.

## **AWARDS**

1. Unless an award specifies otherwise, applicants must possess a minimum 2.00 Undergraduate Cumulative GPA and have attained in their most recent semester of 60% fulltime study a minimum 2.00 Undergraduate GPA, or satisfactory standing in a trades or vocational program.
2. Unless an award specifies otherwise, applicants must be enrolled in at least nine undergraduate credits in the semester of application, or be enrolled full-time in an undergraduate trades or vocation program. Students approved to study at a reduced course load by StudentAid BC or Disability Services must be enrolled in at least six undergraduate credits in the semester of application.

## **CANCELLATION & RETRACTION**

Any medal, prize, scholarship, or award may be withheld, reduced, cancelled or retracted for any of the following reasons: lack of suitable candidates, failure of the candidate to meet the required terms and conditions, behaviour unbecoming of a recipient, withdrawal from the institution, reduced income on invested funds or withdrawal of the award by the donor.