

Report of the Joint Planning Committee:

**Three-Year Program Priorities for
Malaspina University-College
2007/08 – 2009/10**

June 14, 2007

Membership

The Joint Planning Committee for 2006/07 was composed of the following representatives of Education Council and senior instructional administrators from the Management Committee:

Chair: David Thomas, Vice-President Academic

Recorder: Kathryn Snow (*non-voting*)

Education Council:

John Black
Nona Brack
Fred Jacklin
Janet King
Jean Maltesen
John Morgan
Alexander Pevec
Pamela Speight
Jean Tonski

Management Committee:

Edwin Deas (*non-voting*)
David Drakeford
Harry Janzen
Steve Lane
Maria Lauridson
Anne Leavitt
Fred MacDonald
Mike Mann
Darrel Mansbridge
Pam Montgomery
Ralph Nilson (*non-voting*)
Arlette Raaen
Patrick Ross (*non-voting*)
Dennis Silvestrone
Laureen Styles
David Thomas, Chair

Mandate

The mandate of the committee was to identify and recommend a list of priorities for program expansions and new program development for Malaspina University-College for the three-year period 2007/08-2009/10. At the same time, the majority of funding for the three-year period was clawed back by the Ministry, resulting in the need for the Joint Planning Committee to revise the previous three-year program priorities, ensuring

Malaspina's long-term goals could be met. This resulted in the removal of some previously prioritized programs from the program mix.

Authority for determining programs to be offered at the institution rests with the University-College Board and is a matter on which the Board must seek advice from Education Council, according to the terms of the College and Institute Act. The Management Committee is advisory to the Executive Committee on operational matters including the delivery of instructional programs. The Joint Planning Committee therefore provides a venue for discussion of program priorities that integrates the interests of these groups, with the understanding that any recommendations require subsequent approval by Education Council, Management Committee, Executive Committee, and the University-College Board.

The recommendations of the Joint Planning Committee inform institutional curriculum development, budget planning, and facilities planning, and will be incorporated into Malaspina's annual Institutional Service Plan. It is anticipated that this process will be repeated annually to produce a three-year rolling plan for program development and implementation.

Process

Four committee meetings were held, including one orientation meeting in November followed by three meetings in February and March to develop recommendations. Background materials provided to members as a context for discussion included:

- Program Priority Planning Process: February 2007
- Ministry of Advanced Education – Committed FTE Allocations for Malaspina University-College (1,100 of the 25,000 seat expansion)
- Report of the Joint Planning Committee 2006/07 – 2008/09
- Malaspina University-College: Three-Year Priorities for New and Expanded Programs 2006/07 to 2008/09
- Update to Three-Year Program Plan 2007/08
- New Program Approval Process: Guidelines for Program Development
- Annual Review of Program Implementation (ARPI) Terms of Reference
- Malaspina University-College: Planning Context 2006-09
- Priorities of Malaspina University-College 2006-09
- Education Council Criteria for Ranking Proposals to Add or Expand Programs
- Program Priority Planning templates
- Ministry SIP FTE Review FTE Summary (Revised AVED committed FTE allocations for Malaspina)
- Summary of Requests for Joint Planning Committee 2006/07

The following terms were agreed upon:

- Our highest level of internal commitment for 2007-08 growth is to programs that were approved and implemented in previous years but still require their final funding installments to successfully complete the multi-year implementation

process. Students are already enrolled in these programs and there have been substantial institutional investments in advertising, promotion, hiring, facilities, etc. Programs are Bachelor of Music in Jazz Studies, Dental Hygiene Diploma, and Bachelor of Natural Resource Protection.

- Our next level of internal commitment is to new programs scheduled for first implementation in 2007-08. Of these, some have already completed the full approval process, including review by external panels and DQAB where required. Because the approval process is expensive in terms of time, labour, and direct costs of DQAB, these programs already represent a significant investment on the part of the institution. The programs have been announced to students and advertising is underway. Programs include Bachelor of Arts, Major in Physical Education, Minor in Languages and Culture, and Minor in Theatre.
- The addition or expansion of programs must be accomplished within the limits of unallocated funding from previous years (144.9 FTEs) and new funding for 2007/08 (98 FTEs) totaling 242.9 FTEs. This should be considered to be the extent of new funding for the next three years, other than an additional 18 FTEs in 2009/10. (These additional 18 FTEs were not included in the Joint Planning Committee's allocation.)
- The value of FTEs provided by the Ministry of Advanced Education was considered to be \$6,000 per FTE, with 55% of that amount to be dedicated to direct instruction, 15% to instructional support, and 30% to general support and institutional overhead. Only in cases where the Ministry agreed to fund targeted programs at a higher level, for example in certain health programs, was a higher FTE value considered in the development of the budget template. While the Ministry is also providing some "top-up" funds for programs in Aboriginal and Skills areas, allocation of additional funds is to be decided on a program by program basis.
- The intention was that program proposals should be assessed according to the criteria developed and approved by Education Council for the ranking of proposed new programs, and with reference to priorities identified in Malaspina's Institutional Service Plan and Education Plan. The allocation of new FTE funding was not intended to be proportional across Faculties.
- The availability of appropriate instructional facilities was considered in assessing proposals for new programs. Changes or delays to planned facilities construction may therefore have a bearing on the ability to implement programs in a timely way and may result in revisions to program development plans. Malaspina University-College is committed to the completion of the new Science Centre; therefore, long-term program planning should support this facility.
- As in the previous year, it was agreed that Trades programs would again be considered as eligible for AVED funding. This approach has been endorsed by AVED in the context of increasing provincial demand for trades training.

- The document, *Programs with Funding Requests for 2007/08 to 2009/10*, was provided to the committee as a starting point for deliberations (see attached).
- Recommendations of the Joint Planning Committee must be taken back to Education Council and Management Committee for endorsement before being forwarded to the University-College Board for final approval.

Before the funding clawback was announced, Deans and Campus Principals were asked to submit proposals for new programs or major program enhancements for the period 2007/08 to 2009/10 that are consistent with and emerge from Faculty or Campus plans and priorities. They were provided with templates requiring basic program and budget information and were to present their Faculty plans and priorities for program development to the committee. These plans were submitted based on the original AVED FTE commitment to Malaspina of 1,100 FTEs as part of the 25,000 seat expansion.

Once the new funding arrangement was clear, Deans and Campus Principals were given the opportunity to withdraw from consideration programs that were previously in the three-year plan and to re-rank all of their proposed programs with implementation dates of 2007/08 to 2009/10.

The requests for FTE funding for new programs and program enhancements far outnumbered the FTE funding available from the Ministry, therefore the committee process focused on reducing and prioritizing the requests.

The requests for funding were discussed, several proponents were asked to provide additional or revised program or budget information, and some proposals were changed or withdrawn. Once committee members indicated that they had sufficient information on the remaining programs, a vote was conducted to rank all proposals. The results of the vote were considered by the committee and, with some slight modifications, formed the basis for the committee's final recommendations.

Recommendations

The programs recommended for permanent funding allocations are shown in the attached *BALLOT RESULT 2007/08 to 2010/11 - Joint Planning Committee 2006/07*. A total of 134.5 FTEs were allocated permanently to six programs. 9.6 FTEs were left over but were not sufficient to implement the next program of priority, BA Major Graphic Design. The committee did not make a final recommendation as to whether or not this program should move ahead.

Programs are listed in order of priority, and the committee recommends that they be implemented according to this ranking, given the availability of funding, timelines for program approval, and other factors that may prevail in a given year.

Also attached is a revised version of Malaspina's *Three-Year Priorities for New & Expanded Programs* based on the committee's recommendations, which illustrates the plan for program implementation by year and Faculty.

Attachments

- *Programs with Funding Requests for 2007/08 to 2009/10 (Starting Point)*
- *BALLOT RESULT 2007/08 to 2010/11 - Joint Planning Committee 2006/07*
- *Malaspina University-College Three-Year Priorities for New and Expanded Programs*

Programs with Funding Requests for 2007/08 to 2009/10

Total FTEs available from non-recurring: 144.9

Faculty	Partially Implemented Programs	Funded
H&HS	Dental Hygiene	18.0
Student Services	Bachelor of Arts Major in Physical Education	17.8
Science & Technology	Bachelor of Natural Resource Protection	29.0
Arts & Humanities	Bachelor of Music in Jazz Studies	34.0
Programs Committed To		<u>98.8</u>

Faculty	New Program or Program Expansion	2007-08 Request
Adult & Continuing Education	Training for First Nations Initiative (CE)	16.1
Adult & Continuing Education	Event Management Certificate On-Line	12.0
Adult & Continuing Education	Introductory Trades Training Initiative (CE)	12.2
Arts & Humanities	Bachelor of Arts Minor in Languages & Culture	15.0
Arts & Humanities	Bachelor of Arts Major in Media Studies	14.0
Arts & Humanities	Bachelor of Arts Major in Graphic Design	24.0
Arts & Humanities	Bachelor of Arts Minor in Theatre	16.0
Arts & Humanities	Bachelor of Arts Major in Interior Design	14.0
Arts & Humanities	Bachelor of Fine Arts in Visual Arts/BA Vis Art	31.0
Arts & Humanities	Bachelor of Arts Minor in Film Studies	14.4
Health & Human Services	Bachelor of Social Work	48.0
Health & Human Services	Disabilities Studies Diploma	12.0
Management	Bachelor of Resort & Hospitality Mgmt	27.6
Management	Bachelor of Arts Major in Economics	7.5
Science & Technology	Green Building Renewable Energy Technician Diploma (with Trades & Applied Technology)/PDD	40.0
Science & Technology	Bachelor of Science Major in Environmental Chemistry/Chemistry	55.0
Science & Technology	Bachelor of Science Major in Marine Science	10.0
Social Sciences	Bachelor of Arts Major in Philosophy	11.0
Social Sciences	Bachelor of Arts Major in Political Science	14.0
Social Sciences	Bachelor of Science Minor in Psychology	1.6
Trades & Applied Technology	Aluminum Boat Builder Certificate	12.0
Trades & Applied Technology	Pulp & Paper Operations Program	16.0
Cowichan	Diploma in Criminology	4.0
Totals	Total Requests	427.4
	New AVED Funding Available	98.0
	Total available: 144.9 less 98.8	46.1
	To Allocate	144.1

BALLOT RESULT 2007/08 to 2010/11 Joint Planning Cttee. 2006/07

Programs with Funding Requests in Rank Order:

Faculty	Program Proposal	Total Request			
Social Sciences	Bachelor of Arts Major in Philosophy	6.0	90.0	15.000	
Science	BSc. Major in Environmental Chemistry/Chemistry	55.0	721.8	13.124	
AH	Bachelor of Arts Major in Interior Design	14.0	176.0	12.571	
Management	Bachelor of Tourism Management Major in Hospitality	15.0	175.0	11.667	144.1 FTEs Available
AH	Bachelor of Arts Major in Visual Art	4.5	45.6	10.133	
Science	Green Building Renewable Energy Technician Diploma and Post Degree Diploma	40.0	384.6	9.615	134.5
AH	Bachelor of Arts Major in Graphic Design *	24.0	200.9	8.371	158.5
ACE	Aboriginal Bridging Certificate Program	23.4	195.8	8.368	181.9
Health	Bachelor of Social Work	48.0	336.0	7.000	
Sciences	Bachelor of Arts Major in Political Science	14.0	98.0	7.000	
Cowichan	Science First Year Offerings	24.0	133.0	5.542	
AH	Bachelor of Arts Minor in Languages & Culture *	15.0	82.4	5.493	
Management	Bachelor of Arts Major in Economics	3.2	12.8	4.000	
Trades	Culinary Arts Diploma	18.0	66.0	3.667	
Health	Concentrations in H&HS	8.0	29.0	3.625	
ACE	Training for First Nations Initiative (CE)	16.1	48.3	3.000	
AH	Bachelor of Arts Minor in Theatre *	16.0	48.0	3.000	
AH	Bachelor of Arts Major in Media Studies	14.0	42.0	3.000	
Cowichan	BBA First Year Offerings	14.0	42.0	3.000	
ACE	Introductory Trades Training Initiative (CE)	12.2	34.1	2.795	
Trades	Aluminum Boat Builder Certificate	12.0	26.6	2.217	
Trades	Pulp & Paper Operations Program	16.0	29.0	1.813	
ACE	Certificate In Community Leadership	3.0	3.5	1.167	
ACE	Event Management Certificate On-Line	12.0	0.0	0.000	
ACE	Continuing Education In Health & Human Services	1.7	0.0	0.000	

* Ready for implementation in Sept 2007

Malaspina University College - Three-Year Priorities for New & Expanded Programs Approved FTE Funding Allocations by Faculty and Year

This table summarizes new or expanded programs approved for funding and development in 2007/08-2009/10.

Funding is also indicated for approved programs that carry over into 2010/11.

All new programs must be approved through Malaspina's program approval process.

Shading indicates temporary funding allocation

		2007-08	2008-09	2009-10	2010-11
Faculty	New Program or Program Expansion	Funded	Funded	Funded	Funded
Adult & Continuing Education	Aboriginal Bridging Certificate	17.0	17.0	17.0	
Adult & Continuing Education	Various CE activity	40.5			
Arts & Humanities	Media Studies Expansion	4.5			
Arts & Humanities	BA Minor Theatre	16.0			
Arts & Humanities	BA Minor Languages and Culture	10.0			
Arts & Humanities	BA Major in Interior Design		6.0	8.0	
Arts & Humanities	Bachelor of Music in Jazz Studies	34.0			
Arts & Humanities	BA Major in Visual Arts	4.5	4.5		
Education	Master in Educational Leadership		0.0		
Health & Human Services	Dental Hygiene Diploma	18.0			
Management	Bachelor of Resort and Hospitality Management		8.0	7.0	
Management	8 Sections	6.0			
Science & Technology	Bachelor of Natural Resource Protection	29.0			
Science & Technology	Green Building Renewable Energy Diploma(s)		40.0		
Science & Technology	BSc Major in Environmental Chemistry			15.0	40.0
Science & Technology	BSc Major in Chemistry			0.0	0.0
Science & Technology	BSc Major in Marine Science			0.0	
Social Sciences	BA Major in Philosophy	6.0			
Social Sciences	BSc Major and Minor in Psychology	0.0			
Student Services	BA Major in Physical Education	17.8			
Student Services	BA Major in Physical Education	3.5			
Trades & Applied Technology	Aluminum Boat Builder Certificate	10.0			
Trades & Applied Technology	Pulp & Paper Operations Program	18.0			
Trades & Applied Technology	Culinary Arts Diploma		18.0		
Cowichan	One additional CAP section	3.0			
Powell River	Non-credit Online Training	1.0			
Powell River	Elder College	0.7			
Powell River	Theatre 100	2.3			
Available Funding:	From previous non-recurring and unallocated	144.9	138.1	79.6	67.6
	New base funding	98.0	0.0	18.0	0.0
	Total available for allocation	242.9	138.1	97.6	67.6
Allocation:	Permanent base funded	104.8	58.5	30.0	40.0
	Temporary non-recurring	137.0	35.0	17.0	
	Total allocation	241.8	93.5	47.0	40.0
	Unallocated	1.1	44.6	50.6	27.6