

Report of the Joint Planning Committee:

**Three-Year Program Priorities for
Malaspina University-College
2006/07 – 2008/09**

Prepared by:

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John Black

March 30, 2006

Membership

The Joint Planning Committee for 2006 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
Chris Foote
Fred Jacklin
Rae Kornberger
Virginia MacCarthy
Dan McDonald, Chair, Planning and Resources Committee
Alexander Pevec
Pamela Speight
Rosalyn Kilpatrick (non-voting)

Management Committee:

Edwin Deas
David Drakeford
Mike Grant
Steve Lane
Maria Lauridson
Anne Leavitt
Fred MacDonald
Mike Mann
Darrel Mansbridge
Carol Sansburn
Dennis Silvestrone
Laureen Styles
Pam Montgomery (non-voting)
Rhonda McLaren (non-voting)

Mandate

The mandate of the committee was to identify and recommend a list of priorities for major program expansions and new program development for Malaspina University-College for the three-year period 2006-2009. 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 2006
- Ministry of Advanced Education – Committed FTE Allocations for Malaspina University-College
- Malaspina University-College: Three-Year Priorities for New and Expanded Programs 2005-06 to 2007-08
- Update to Three-Year Program Plan: 2006/07 and 2007/08
- New Program Approval Process: Guidelines for Program Development
- Malaspina University-College: Planning Context 2005-08
- Malaspina University-College Institutional Service Plan 2005/06-2007/08
- Education Council Criteria for Ranking Proposals to Add or Expand Programs (revised)
- 2006-07 Budget Planning Assumptions

The following terms were agreed upon:

- The addition or expansion of programs must be accomplished within the limits of new funding committed by the Ministry of Advanced Education in each fiscal year. The intention was that new or expanded programs must deliver sufficient student FTEs to meet institutional commitments for delivery.
- 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.

- 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.
- As in the previous year, it was agreed that Trades programs would again be considered as eligible for AVED funding, despite the fact that they have been funded in the past by the Industry Training Authority.
- 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.

Deans and Campus Principals were asked to submit proposals for new programs or major program enhancements for the period 2006/07 to 2008/09 that are consistent with and emerge from Faculty or Campus plans and priorities. They were provided with templates requiring basic program and budget information. They were then asked to present their Faculty plans and priorities for program development to the committee. The requests for FTE funding for new programs and program enhancements outnumbered the FTE funding available from the Ministry, therefore the committee process focused on reducing and prioritizing the requests.

There was discussion about the fact that several Deans requested additional funds to support implementation of previously approved programs. Deans made the point that the original budget estimates had been based on very preliminary information and subsequent program development work had revealed that more funding would be required. The committee agreed to consider these requests on an individual basis and to include them in the process of ranking along with all new program proposals.

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 and enhancements recommended for funding allocations are shown in the attached “Joint Planning Committee Recommended Program Priorities.” A total of 93.4 FTEs were allocated of a total 95.0 available, leaving a remainder of 1.6 unallocated FTEs. 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 and Expanded Programs” based on these recommendations, which illustrates the plan for program implementation by year and Faculty. It should be noted that some of the enhancement funds approved are for programs to be implemented in 2006-07 and 2007-08, with the bulk of the funding allocations for programs to be implemented in 2008-09. The roll-out of this three-year plan results in a temporary surplus of funding in 2006-07 of 12 FTEs, in 2007-08 of 3 FTEs, and in 2008-09 of 1.6 FTEs. The use of these funds on a non-recurring basis will be addressed by the Vice-President Academic through consultation with Deans and Principals.

In addition to the programs that require funding, two programs have been added to the three-year plan that do not require FTE funding but that otherwise meet the criteria for new program development. These are the Bachelor of Arts Major in Visual Arts, and the Bachelor of Science Major in Chemistry.

A revised summary of FTE allocations by Faculty for the three-year period 2006-2009 is also attached.

Issues for Further Consideration

In the course of their deliberations, the Joint Planning Committee members raised some issues for future consideration, which are itemized below. Some relate to committee procedures and others to broader institutional questions. Because the committee does not meet regularly throughout the year, these matters will be followed up by the Vice-President Academic and the Director of Educational Planning and brought forward for further discussion as appropriate.

- The committee raised concerns about the process by which Deans requested enhancement funds for programs that were approved at lower funding rates in previous years. They suggested that this matter requires further consideration and perhaps guidelines for future years, in particular to avoid the perception that this approach might be used to gain earlier funding approval.
- There was some discussion of the basis for deciding between Introductory Trades Training and the Bachelor of Technology in Workplace Leadership and Supervision, since these programs were rated very similarly. It was suggested that the role and

importance of higher level trades training in the institution should be discussed. This could be linked to the broader discussion of AVED funding for trades programs.

- It was suggested that a prioritized “back-up plan” be developed in case the implementation of one or more programs is delayed or cancelled.
- A concern was raised about the focus on funding new programs rather than enhancing successful programs that are already in place and for which student demand is known. It was agreed that the expansion of existing programs should be discussed further as an option or strategic choice for the next round of funding.
- It was requested that Registration be involved earlier in the process of program development and implementation. This matter will be pursued with the Director of Enrolment Management/Registrar.
- It was suggested that a procedure is required for handling requests for new programs that do not require funding allocations.
- It was suggested that the process for preparing budget information for programs should be clarified and a pre-screening process introduced so that budget information presented to the committee is more reliable.
- It was suggested that more substantial information on the market demand for new programs should be presented as part of the program proposal.
- It was suggested that an evaluation of new program implementation success should be undertaken to inform future planning decisions.

Attachments

- Joint Planning Committee Recommended Program Priorities
- Malaspina University-College Three-Year Priorities for New and Expanded Programs
- Allocation of Growth FTEs by Faculty and Year

Joint Planning Committee Recommended Program Priorities

1	=	Previously Committed / Request for Enhancement	FTE Requests	Anticipated Delivery
2	=	New Requests		
		FTE Funding Available	95.0	95.0
		Total Funding Allocated	93.4	114.7
		Difference	1.6	(19.7)

Recommended for FTE allocation by the Joint Planning Committee:				
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2	Sci&T	BSc Major in Marine Science	10.0	17.0
1	Man	Bachelor of Tourism Management, Major in Hospitality <i>(enhancement: 15.6 FTEs already approved)</i>	12.0	2.6
1	SS	BA Major in Philosophy <i>(enhancement: 7 FTEs already approved)</i>	4.0	0.0
1	A&H	BA Major in Graphic Design <i>(enhancement: 14 FTEs already approved)</i>	10.0	11.6
2	H&HS	Disabilities Studies Diploma	12.0	12.0
1	StuSer	BA Major in Physical Education <i>(enhancement: 14.7 FTEs already approved)</i>	3.1	3.4
1	SS	BA Major in Political Science <i>(enhancement: 7 FTEs already approved)</i>	7.0	7.8
2	ACE	Training for First Nations Initiative (CE)	16.1	26.5
2	ACE	Event Management Certificate (On-line) <i>(Future commitment of 5.0 FTEs)</i>	7.0	7.6
2	ACE	Introductory Trades Training Initiative (CE)	12.2	26.2

Not recommended for FTE allocation by the Joint Planning Committee at this time:				
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2	T&AT	Bachelor of Technology in Workplace Leadership and Supervision		
2	A&H	History (expansion)		
2	A&H	BA Minor in Asian Languages and Cultures		
2	A&H	BA Minor in Digital Media Production		
2	ACE	Non-Credit On-line Training Initiative (CE)		
2	H&HS	Bachelor of Early Childhood Development		
2	A&H	English (expansion)		
2	A&H	Creative Writing (expansion)		

Malaspina University-College Three-Year Priorities for New and Expanded Programs

This table summarizes new or expanded programs approved for funding and development in the three years 2006/07-2008/09. Funding is also indicated for approved programs that carry over into 2009/10. All new programs must be approved through Malaspina's program approval process.

Faculty	New Program or Program Expansion	2006-07		2007-08		2008-09		2009-10	
		Funded	Delivery	Funded	Delivery	Funded	Delivery	Funded	Delivery
Adult & Continuing Education	BC Campus Online								
Adult & Continuing Education	Non-credit Certificates, Credit Programs, Statements of Program Completion, Credit Courses, External Credentials								
Adult & Continuing Education	Training for First Nations Initiative (CE)					16.1	26.5		
Adult & Continuing Education	Event Management Certificate On-Line					7.0	7.6	5.0	4.4
Adult & Continuing Education	Introductory Trades Training Initiative (CE)					12.2	26.2		
Arts & Humanities	Bachelor of Music in Jazz Studies <i>Implementation postponed to 2006/07</i>	34.0	37.0						
Arts & Humanities	Bachelor of Arts Minor in Media Studies	3.0	3.4						
Arts & Humanities	Bachelor of Arts Minor in Languages & Culture	7.0	9.0	8.0	9.0				
Arts & Humanities	Bachelor of Arts Major in Media Studies	5.0	9.2	9.0	9.2				
Arts & Humanities	Bachelor of Arts Major in Graphic Design <i>Includes enhancements of 5 FTEs in 06/07 and 5 FTEs in 07/08</i>	11.0	12.6	13.0	13.8				
Arts & Humanities	Bachelor of Arts Minor in Theatre <i>Implementation postponed to 2007/08</i>	8.0	9.0	8.0	9.0				
Arts & Humanities	Bachelor of Arts Major in Interior Design			6.0	7.2	8.0	7.2		
Arts & Humanities	Bachelor of Fine Arts in Visual Arts			15.0	16.4	16.0	16.4		
Arts & Humanities	Bachelor of Arts Major in Visual Arts (credential only)			0.0	0.0	0.0	0.0		
Arts & Humanities	Bachelor of Arts Minor in Film Studies			5.4	13.6	9.0	10.2		
Education	Bachelor of Multi-Disciplinary Studies (credential only)			0.0	8.0				

Education	Diploma in Education Evaluation (credential only)			0.0	12.0				
Health & Human Services	Bachelor of Science in Nursing								
Health & Human Services	Dental Hygiene Diploma	18.0	18.0	18.0	18.0				
Health & Human Services	Therapist Assistant	5.4	21.0						
Health & Human Services	Bachelor of Social Work			24.0	24.0	24.0	24.0		
Health & Human Services	Disabilities Studies Diploma					12.0	12.0		
Management	Bachelor of Tourism Management Major in Hospitality <i>Implementation postponed to 2007/08 Includes enhancement of 12 FTEs in 08/09</i>	15.6	34.0			12.0	2.6		
Management	Bachelor of Arts Major in Economics	7.5	10.0						
Management	Masters of Business Administration			0.0	20.0				
Science & Technology	Bachelor of Natural Resource Protection <i>Implementation postponed to 2006/07</i>	29.0	19.0						
Science & Technology	Bachelor of Science Minor in Earth Science Bachelor of Arts Minor in Earth Science <i>Implementation postponed to 2006/07</i>	10.0	10.0	6.0	0.0				
Science & Technology	Horticultural Therapy Diploma								
Science & Technology	Engineering (expansion)	20.0	20.0	20.0	20.0				
Science & Technology	Forestry (expansion)			2.5	5.0				
Science & Technology	Bachelor of Science Minor in Computing Science; Bachelor of Arts Minor in Computing Science			2.5	5.0				
Science & Technology	Technology Diploma in Renewable Energy/HVAC (with Trades & Applied Technology)			10.0	10.0	30.0	30.0		
Science & Technology	Bachelor of Science Major in Environmental Chemistry			15.0	15.0	40.0	40.0		
Science & Technology	Bachelor of Science Major in Chemistry (credential only)			0.0	0.0	0.0	0.0		
Science & Technology	Bachelor of Science Major in Marine Science					10.0	17.0		
Social Sciences	Bachelor of Science Minor in Geography (credential only)	0.0	0.0						

Social Sciences	Bachelor of Science Major in Psychology (credential only)	0.0	6.0						
Social Sciences	Bachelor of Arts Major in Philosophy <i>Includes enhancement of 4 FTEs in 07/08</i>			11.0	10.0				
Social Sciences	Bachelor of Arts Major in Political Science <i>Includes enhancement of 7 FTEs in 08/09</i>			7.0	10.0	7.0	7.8		
Social Sciences	Bachelor of Science Minor in Psychology			1.6	1.6				
Student Services	Bachelor of Arts Major in Physical Education <i>Includes enhancement of 3.1 FTEs in 06/07</i>	17.8	24.4						
Trades & Applied Technology	Carpentry/Framer Technician Certificate								
Trades & Applied Technology	Baker Levels 1, 2 and 3 Apprenticeship	4.8	4.8						
Trades & Applied Technology	Commercial Transport Mechanic	4.8	4.8						
Trades & Applied Technology	Cook Levels 2 and 3 Apprenticeship	3.2	3.2						
Trades & Applied Technology	Aluminum Boat Builder Certificate			12.0	12.0				
Trades & Applied Technology	Pulp & Paper Operations Program			16.0	18.0				
Cowichan	Carpentry/Framer Technician Certificate								
Cowichan	Diploma in Criminology			4.0	10.0				
Powell River	Human Services Rotation (CSW, SEAC, ECEC, CYC)								
Powell River	Practical Nursing Diploma <i>Implementation postponed to 2007/08</i>	8.0	10.0						
Yearly Totals	Funding Allocated and Delivery Totals	212.1	265.4	214.0	276.8	203.3	227.5	5.0	4.4
	AVED Funding Available	221.0		205.0		205.0		204.0	
	Carry over from previous year	0.0		8.9		-0.1			
	To carry forward to subsequent year and to be used as non-recurring funds in present year	8.9		-0.1		1.6			

Allocation of Growth FTES by Faculty and Year

<i>Faculty</i>	<i>06/07</i>	<i>07/08</i>	<i>08/09</i>	<i>Future</i>	<i>Subtotal</i>	<i>Faculty Total</i>
ACE Previously Approved	0.0	0.0	0.0	0.0	0.0	
ACE Approved in 2006 Vote	0.0	0.0	35.3	5.0	40.3	40.3
A&H Previously Approved	63.0	59.4	33.0	0.0	155.4	
A&H Approved in 2006 Vote	5.0	5.0	0.0		10.0	165.4
COW Previously Approved	0.0	4.0	0.0	0.0	4.0	
COW Approved in 2006 Vote	0.0	0.0	0.0	0.0	0.0	4.0
EDUC Previously Approved	0.0	0.0	0.0	0.0	0.0	
EDUC Approved in 2006 Vote	0.0	0.0	0.0	0.0	0.0	0.0
H&HS Previously Approved	23.4	42.0	24.0	0.0	89.4	
H&HS Approved in 2006 Vote	0.0	0.0	12.0	0.0	12.0	101.4
MGMT Previously Approved	23.1	0.0	0.0	0.0	23.1	
MGMT Approved in 2006 Vote	0.0	0.0	12.0	0.0	12.0	35.1
POW Previously Approved	8.0	0.0	0.0	0.0	8.0	
POW Approved in 2006 Vote	0.0	0.0	0.0	0.0	0.0	8.0
S&T Previously Approved	59.0	56.0	70.0	0.0	185.0	
S&T Approved in 2006 Vote	0.0	0.0	10.0	0.0	10.0	195.0
SS Previously Approved	0.0	15.6	0.0	0.0	15.6	
SS Approved in 2006 Vote	0.0	4.0	7.0	0.0	11.0	26.6
ST. SERV Previously Approved	14.7	0.0	0.0	0.0	14.7	
ST. SERV Approved in 2006 Vote	0.0	0.0	3.1	0.0	3.1	17.8
T&AT Previously Approved	12.8	28.0	0.0	0.0	40.8	
T&AT Approved in 2006 Vote	0.0	0.0	0.0	0.0	0.0	40.8
TOTALS	209.0	214.0	206.4	5.0	634.4	634.4