



January 6, 2005

To: Senate
From: Academic Policy Committee
Subject: Optional Transfer of Professional Graduate Programs from the
Faculty of Graduate Studies to the Disciplinary Faculties

There have been several Senate discussions (May and September 2004) of this policy document led by Barry McBride and Lorne Whitehead, the Academic Vice Presidents. The Senate has acted on the proposed policy by making decisions regarding several professional degrees (see Appendix A: Programs Already Transferred to Disciplinary Faculties). Although the transfer of these programs was enacted prior to the approval of the proposed policy, the Faculties involved acted in accordance with the policy and its associated guidelines. The Senate Academic Policy Committee also previously reviewed and endorsed this policy, but the policy has not yet been formally presented to the Senate for its approval. The Academic Policy Committee therefore makes the following recommendations.

Policy Recommendations

1. That disciplinary Faculties have the opportunity, upon approval, to assume administrative responsibility for new and existing programs designated as “graduate professional programs.”
2. That the process for designating a new or existing program as a “graduate professional program” and/or transferring administrative responsibility from the Faculty of Graduate Studies to one or more disciplinary Faculties be initiated by the Faculty/Faculties and comprise:
 - a. Discussion between the Vice President, Academic & Provost and the Faculty or Faculties involved;
 - b. Consultation with the Senate Academic Policy Committee;
 - c. Senate approval upon recommendation by the Vice President, Academic & Provost.
3. That Senate endorse “**Issues Related to the Administration of Graduate Professional Programs**” (included as ‘Appendix B’) for use as a guideline for disciplinary Faculties considering assuming such responsibility (and for the future Senates and their Academic Policy Committees to inform their judgments).



Background

In 1949, the UBC Senate established the Faculty of Graduate Studies, acting upon recommendations from two committees, one on Ph.D. studies and the other on the Organization of the University. In its earliest days the Faculty of Graduate Studies focused primarily upon degrees at the Master's and Ph.D. level. Especially in the past two decades the number of graduate programs at UBC has grown rapidly and of these an increasing number constitute what are typically referred to as professional programs (e.g., M.B.A.). In 1996 when the International Student Initiative was launched, the Provost designated some graduate programs as professional. This practice has continued and once the Tuition Freeze Act was lifted in 2002, certain designated professional graduate programs saw the introduction of differential fees.

Rationale

The recommendations are designed to accomplish one thing:

To further strengthen the particular kinds of relationships between students, professional communities, and disciplinary Faculties by having these Faculties assume responsibility, when they so choose, for students in designated professional graduate programs.

Disciplinary Faculties should be permitted to take on primary responsibility for designing and delivering the appropriate training aligned with professional occupational communities (e.g., Master of Jurisprudence, Master of Engineering). The Faculty of Graduate Studies will retain responsibility for all other graduate degrees, just as it does now.

Within their particular fields of study, disciplinary Faculties work closely with professional communities via advisory councils, professional standards associations, co-operative education and clinical placements, and accreditation bodies. Indeed the strength of these academic programs depends fundamentally upon linkages with professionals in the labour force and the organizations these professionals develop. Disciplinary Faculties should be given greater flexibility to develop Senate-approved programs that fit appropriately with these professional standards.

Disciplinary Faculties should be given more freedom to design effective professional degree and non-degree programs that will effectively target the needs and desires of the professional communities with whom they work. Many top quality students desire these degrees and their professional training is better left fully in the hands of the Faculties most directly connected with these areas. Also, these new procedures will maintain the ability of Continuing Studies to work with all Faculties to develop appropriate programming, both credit and non-credit.

There is diversity among graduate degree programs on the campus. The nature of scholarly activity varies both between and within Faculties and this diversity is an



important strength of university culture. As a research-intensive university, our research expertise should influence all programs, benefiting students in undergraduate, post-baccalaureate, and graduate programs, including students in professional graduate streams. The outcomes following from this motion are meant to influence administrative responsibilities for programs but should have no effect on this diversity of degree programs or the quality of these programs. Furthermore, all Master's and Doctoral level degree programs, including those designated as professional, will continue to be graduate programs offering graduate degrees and as such professional graduate degree programs will continue to be included in university material promoting graduate education.

An issue touching upon graduate degree designations, but extending beyond the immediate motion, relates to new trends in professional entrance to practice standards. In some professional areas, especially in the health sector, professional Master's degrees are a pre-requisite to obtaining a License to Practice (i.e., the degree is needed prior to taking the licensing examination). Other professional graduate degrees are not required for entrance to practice at this time (e.g., in Social Work entry to practice requires a Bachelor's). This issue will require careful attention in the near future.

Process

The idea of transferring responsibility for professional graduate degrees to the disciplinary Faculties was first formally introduced at a Committee of Deans retreat in the Fall of 2003. Subsequently the idea has been discussed briefly in a Committee of Deans meeting and has been included in discussions related to revisions of the Trek 2000 vision statement.

The proposal currently under review was initially developed by a committee established by the Provost to consider an implementation plan for the transfer of professional programs from the Faculty of Graduate Studies to the disciplinary Faculties. The Committee's report was presented to the Committee of Deans for feedback, and thus consultation with the Faculties has been conducted through the corresponding Deans. This proposal has been endorsed by the disciplinary Faculties through their Deans.

A draft proposal was taken to the Senate Academic Policy Committee for feedback and endorsement. The Committee has approved the final version of this document. The Graduate Council, a body of the Faculty of Graduate Studies, also discussed this proposal. Furthermore, the proposal was circulated to all members of Council of the Graduate Student Society and changes were made in light of their feedback. Discussions have also occurred with students in specific professional graduate programs. Since this is a matter transcending the role of individual Faculties, it is a decision of Senate, representing all of the Faculties, that is critical.

Since the admissions criteria and the curricula of existing programs will not be changed by the proposed transfer, approvals of the Senate Admissions Committee and the Senate Curriculum Committee are not required. Both of these Committees have, however,



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reviewed drafts of this proposal and were invited to provide input to the Senate Academic Policy Committee. Importantly, any future changes to admissions criteria or to the curricula of these programs will require the approval of these Senate committees in the usual manner.

The above approval process was also based on the advice of the Senate Agenda Committee.

Respectfully submitted,

Richard C. Tees
Chair, Senate Academic Policy Committee



Appendix A: Programs Already Transferred To Disciplinary Faculties

Responsibility for the following degree programs has been transferred from the Faculty of Graduate Studies to the disciplinary Faculties as shown.

Degree	Responsible Faculty
Doctor of Pharmacy (Pharm.D.)	Pharmaceutical Sciences
Master of Engineering (M.Eng.)	Applied Science
Master of Business Administration (M.B.A.)	Sauder School of Business
Master of Management (M.Mgt.)	Sauder School of Business

Appendix B: Issues Related to the Administration of Graduate Professional Programs

Eligible Professional Programs

There are various indicators that suggest those programs that should have the option of residing in disciplinary Faculties. Ultimately, the relevant Faculty will need to demonstrate to the Provost that a program should be designated as professional, and the Provost's approval will be necessary for a Master's or other advanced degree program (e.g., Pharm.D.) to be listed as professional. This approval will also require the endorsement of Senate, as noted above. Especially in the area of new professional graduate programs any new degree names require the approval of Senate and must be vetted first by the Senate Academic Policy Committee.

Program Quality

Professional programs have high standards and they continually seek to ensure these standards are maintained. Responsibility for the quality of professional programs, which now rests jointly with the Faculty of Graduate Studies and the disciplinary Faculties, will now rest solely with the disciplinary Faculties. Principles and common practices of quality assurance will be maintained by the disciplinary Faculties just as they now do for baccalaureate and post-baccalaureate programs. The cycle of program review that we use in all academic units will continue and disciplinary Faculties will be responsible for ensuring UBC-triggered reviews occur as well as the necessary reviews for accreditation and professional bodies.

Student advising and appeals

Responsibility for student academic advising currently rests with disciplinary Faculties, so that there will be no change. Responsibility for student appeals, which currently rests jointly with the Faculty of Graduate Studies and the disciplinary Faculties, will now rest solely with the disciplinary Faculties. All students have appeal mechanisms as spelled out in the calendar and these mechanisms will all continue to remain in effect, although



for students in professional graduate programs appeals will be the responsibility of disciplinary Faculties.

Student Government

Student government is a student issue, not the business of Senate. Under current arrangements, the Graduate Student Society would continue to represent any student registered in either a Master's level or a PhD program. The Alma Mater Society would continue to represent all students in credit-based programs at the University. The change proposed here would therefore have no effect on student membership in either the GSS or AMS.

Courses

Currently the approval of new courses and course changes are taken by the sponsoring Faculty to Senate through the Graduate Programs Sub-Committee of the Senate Curriculum Committee (which is now coincident with the Graduate Council Curriculum Committee). Therefore, curriculum approvals relating to professional programs will proceed directly to the Senate Curriculum Committee process and will no longer require the separate approval of Graduate Council.

Administration

Those administrative functions currently carried out by the Faculty of Graduate Studies, including those relating to student admissions and degree completion, will be transferred to the relevant disciplinary Faculties. However, the responsible Faculty may contract (on a fee for service basis) the Faculty of Graduate Studies or an alternative service unit to provide such administrative functions for those professional degrees being transferred, or for any new degrees that are developed.

Admissions

Responsibility for admissions to the relevant professional graduate programs, which currently rests jointly with the Faculty of Graduate Studies and the disciplinary Faculties, will now rest solely with the disciplinary Faculties. Disciplinary Faculties would be required to exercise the same diligence as the Faculty of Graduate Studies in meeting Senate standards. In some cases Faculties may also choose to contract the services of FoGS or Enrolment Services or an alternative service unit for all, or selected aspects, of admissions (e.g., the use of FoGS online application, related website updating, authentication of international transcripts, etc.). In handling application and tuition fees, professional graduate programs would be expected to use the University's Consolidated Billing Module (Registrar's Office).

Degree Completion

Responsibility for ensuring degree completion, which currently rests jointly with the Faculty of Graduate Studies and the disciplinary Faculties, will now rest solely with the disciplinary Faculties. Again, disciplinary Faculties will have to ensure compliance with Senate approved program requirements.



Program Transfers

Students in the relevant professional graduate programs may apply for transfer to a program in the Faculty of Graduate Studies. However, they will need to meet the required admissions criteria of the Faculty of Graduate Studies and will be considered by that Faculty on a case by case basis. Likewise, students in other graduate programs may wish to transfer to a professional graduate program and they too would need to apply and meet the required admission criteria of the disciplinary Faculty.

Resource Implications

An estimate of the direct costs to the Faculty of Graduate Studies for the administration of the relevant professional programs will be made, and the corresponding resources will be transferred to the relevant Faculties. Such a transfer should be revenue neutral such that any resources shifting from the Faculty of Graduate Studies should be tied to a reduction in workload. The portion of application fees that is retained by the Faculty of Graduate Studies will henceforth be retained by the responsible disciplinary Faculty.

Financial support for students

The University remains committed to increasing the financial support for students in other graduate programs. The administrative arrangements resulting from this motion will have only minor influences on funding. In all professional graduate programs with differential tuition, a portion of that tuition has been set aside for financial aid and awards to students in those specific programs. This will continue and will be administered Student Financial Assistance and Awards (as with the M.B.A.). Any merit-based awards – both annual and endowed – associated directly with professional graduate programs should be administered by Student Financial Assistance and Awards. Students enrolled in professional programs opting to shift to disciplinary Faculties should not in the future be eligible for any merit-based awards administered by the Faculty of Graduate Studies.

Tuition and other Fees

Tuition and other mandatory fees for the relevant professional graduate programs will be established and changed no differently to present procedure: that is, fee proposals are taken by the disciplinary Dean to the Provost. With appropriate consultation and once endorsed by the Provost, they are taken to the Board of Governors for approval. Given current practice, this proposal will have no impact on future changes in tuition fees (i.e., it is neutral with respect to fee changes).

Graduate Policy Development

Because professional programs will be affected by Senate approved policies for graduate programs, the development of these policies will include the concerns of the disciplinary faculties.



Appendix C: Checklist for Disciplinary Faculties

Prior to Transfer

- 1) The program must be designated as a professional master's program. This designation involves:
 - a) Consultation with faculty, students, and other interested bodies, as appropriate, e.g. professional and accrediting bodies;
 - b) Discussion between the Vice President, Academic and Provost and the Faculty or Faculties involved;
 - c) Consultation by the Senate Academic Policy Committee;
 - d) Senate approval upon recommendation by the Vice President, Academic & Provost.
- 2) The disciplinary Faculty consults with the Faculty of Graduate Studies and other service units to ensure awareness of the entire range of services provided by the Faculty of Graduate Studies and considers how these services will be delivered following transfer. Such services include:
 - a) Admissions: use of online application, transcript evaluation and authentication, web content development and maintenance;
 - b) Degree completion: evaluation of student files to ensure that all requirements have been met.
- 3) The disciplinary Faculty discusses with the Faculty of Graduate Studies and the Office of the Vice President, Academic & Provost the amount of direct costs to the Faculty of Graduate Studies for services provided under #2 above and arranges for a revenue-neutral transfer of these funds to the disciplinary Faculty upon approval of the program transfer. Such a transfer may be accomplished through the reallocation of application fee revenue.
- 4) The disciplinary Faculty investigates and considers any implications with respect to financial support for students, e.g., student eligibility for merit-based awards administered by the Faculty of Graduate Studies. This may include consultation with Student Financial Assistance and Awards.



The disciplinary Faculty consults with Enrolment Services regarding any necessary post-transfer changes to program or student coding in the Student Information System

Transfer Approval

- 5) The dean of the disciplinary Faculty sends a written request to the Vice President, Academic & Provost for approval. The request should include a proposed effective date and a summary of discussion regarding the items listed under “Prior to Transfer”.

The Vice President, Academic & Provost recommends the transfer to Senate for approval.

Following Transfer

- 6) The following responsibilities, which were previously shared between the disciplinary Faculty and the Faculty of Graduate Studies, become the sole responsibility of the disciplinary Faculty:
 - a) Program quality assurance;
 - b) Ensuring that regular program reviews occur, including internal reviews and reviews for accreditation and professional bodies;
 - c) Upholding Senate standards with respect to admissions, academic regulations, and degree completion;
 - d) Student appeals;
 - e) Submission of curriculum proposals to the Senate approval process;
 - f) Maintaining program descriptions in the Calendar and other publications.