

THE UNIVERSITY OF BRITISH COLUMBIA



Senate Secretariat
Senate and Curriculum Services
Enrolment Services
2016-1874 East Mall
Vancouver, BC V6T 1Z1

February 23, 2009

To: Okanagan Senate Admissions & Awards Committee
Okanagan Senate Academic Policy Committee
Okanagan Senate Curriculum Committee

Vancouver Senate Admissions Committee
Vancouver Senate Academic Policy Committee
Vancouver Senate Curriculum Committee

Cc Doug Owram, Deputy Vice-Chancellor, UBC Okanagan
Alaa Abd-El-Aziz, Provost, UBC Okanagan

Dave Farrar, Provost & Vice-President, Academic, UBC Vancouver
Anna Kindler, Vice-Provost, Academic Affairs, UBC Vancouver

From: Brian Silzer
Associate Vice-President, Enrolment Services & Registrar

Subject: Inter-campus Student Mobility

I am pleased to provide a status update on recent discussions related to inter-campus student mobility. As we move forward, your Committees will be charged with developing and recommending to your respective Senates policy changes that will clarify student options for mobility between campuses. I hope that this summary will be useful to you as you undertake this work.

April 2008 Meeting

In April 2008, a working group of administrators and Senate committee chairs met to discuss guiding principles related to inter-campus student mobility.

The group reached general agreement on a framework (hereafter “the 2008 Framework”, attached) as a basis for further discussion. They also identified a particular challenge related to the separation of UBC budgets and enrolment management activity by campus. Members suggested that the Provosts of the two campuses determine whether and how budgets and student full-time equivalent (FTE) counts would flow between the two campuses.

Since the April 2008 meeting, issues related to student mobility have been raised in several different forums. The two Provosts have had several informal discussions on the matter, and the item also appeared on the agenda of a June 2008 joint meeting of the deans from both campuses. President Toope and other Okanagan Senators in particular have requested regular status updates and have expressed a need for urgency in filling a policy void in this area.

Most observers acknowledge that – given that we have separate academic governance processes and (in all but one case) separate faculties -- it would not be realistic to expect that a student should be able to gain access to any program on any campus at any time. Individual programs have requirements that must be met in order for a student to graduate. Those requirements vary by Faculty, which means they also vary by campus.

When students do move between campuses, they are often uncertain about how their courses will ultimately meet program requirements. While all UBC courses “transfer” from one campus to the other and are clearly visible on the student transcript, there is no guarantee that a course taken at one campus will satisfy a program requirement at the other campus. Advisors have also expressed confusion about whether coursework completed at the other campus should be considered “resident UBC credit.” Because our policies and Calendar entries are not sufficiently clear, inconsistent practices have developed and a certain level of frustration has been evident.

February 23, 2009 Meeting

On February 23, 2009, the following group came together to discuss potential ways forward on inter-campus student mobility:

- Dr. Alaa Abd-El-Aziz, Provost, UBC Okanagan;
- Dr. David Farrar, Provost & Vice-President, Academic, UBC Vancouver;
- Dr. Anna Kindler, Vice-Provost, Academic Affairs, UBC Vancouver;
- Mr. Brian J. Silzer, Associate Vice-President & Registrar; and
- Ms. Lisa Collins, Associate Registrar, Senate & Curriculum Services.

The group acknowledges that there remains much work to be done. We would encourage the development of new and revised policy where appropriate through the Senate process and would be prepared to consult, assist, or guide as necessary.

We offer the following comments:

1. Policies on inter-campus student mobility are best articulated at the UBC system level, rather than independently by the campuses. This can hopefully be accomplished through collaboration between the respective committees of the campus-based Senates to develop a common policy and Calendar language.

2. Inter-campus student mobility should not be more difficult or administratively complicated than transfer to the University from another institution. Indeed, it should be possible to orchestrate more streamlined internal arrangements.
3. The group is generally supportive of the ideas set out in the 2008 Framework. Setting aside the special case of Engineering, students taking courses on the other campus are by definition studying outside their program and Faculty. Students transferring from a program at one campus to a program at the other campus are by definition changing Faculties. Even though both the Vancouver and Okanagan campuses offer a Bachelor Arts, for example, each program has distinct requirements. The academic autonomy of faculties and programs must be respected.
4. Residency Requirements

Our policies need to anticipate two scenarios: students who wish to transfer from one program to another (and who wish to change campuses in so doing) and students who wish to complete some of the requirements of their program at the other campus. In either case, the “residency requirement” as articulated in the Calendar entry on Requirements to Receive a Degree or Diploma ought to be maintained. The Calendar entry currently reads in part as follows:

The requirements for degrees and diplomas are described in the faculty and school entries. Except where the requirements of a particular degree or diploma program specifically state otherwise, a student must:

1. *satisfy all the program requirements by completing studies either at UBC or elsewhere;*
2. *satisfy at least 50% of the credits required for the program while registered in the program¹; and*
3. *in undergraduate programs, complete upper-division UBC credits to satisfy at least 50% of the credits required by point (2) above.*

¹*Courses taken while studying at another institution on a Senate-approved exchange program satisfy this requirement.*

5. Inter-campus Transfer Students

In considering how much inter-campus transfer our UBC policies should support, the group was of the opinion that the most reasonable comparator is the existing process for transfer from one Faculty to another. Students changing campuses are in effect changing faculties, even within the same discipline. Although there are likely to be more

efficiencies when transferring between Faculties within the same discipline, coursework completed while enrolled in one program may not be applicable to the new program. Student year levels may change and it may take additional time to complete all of the requirements of the second program. This is already the case for students transferring between programs.

6. Intra-UBC Exchange Students

The group respectfully suggests that, although the model described in the 2008 Framework document is suitable, the term “exchange” is not appropriate. Exchange agreements imply parity in student flow between partners. Given the relative size of the two campuses and data collected to date about student migration patterns, an expectation for equality in FTEs sent and received would be unrealistic. Different terminology would help manage expectations in this area. One suggestion is “inter-campus visitor”, which would need to be distinguished conceptually and in our systems and processes from students visiting from other institutions.

7. Competition for Spaces in Programs and Courses

Clearly not all students applying for admission to a high-demand (quota) program with a limited number of student seats – either by transfer from another university program or by direct entry -- are going to gain admission. The group agrees that, all other factors being equal, it is appropriate to accord a local student some advantage over a student from a degree program at the other campus. Where there is capacity, however, UBC should take care of its own.

Programs accepting UBC students from other degree programs must determine through their usual Faculty approval processes whether to hold students to a competitive transfer average or some other standard. Should the standard for students from programs at the other campus be the University minimum, the same transfer average as for students from other institutions, or somewhere in between?

These kinds of internal transfer arrangements are currently negotiated on a program-to-program basis, and this should continue. Such arrangements may exist between Faculties and programs on the same campus (and they currently do), or between Faculties and programs on two campuses.

Course registration is also often competitive. If a student is permitted to change programs, s/he then is accorded course registration priority as a student in the new program with no special arrangement necessary.

For students enrolled in a program at one campus but completing some requirements at the other, it is important to consider what constitutes an appropriate registration date. At the moment, priority is given to local students (ordered themselves by year level and

grade average), with students from the other campus assigned registration dates falling later in the process – often at the same time as visiting students from other universities. While it seems reasonable to accommodate local students first, the group suggests that UBC students from the other campus could be assigned a registration date earlier than visitors from outside the University.

8. Student Advising and Request Processing

There is unanimous agreement that regardless of the academic policies in effect, the University needs to do a better job of coordinating advising services for students wishing to move between campuses and facilitating the application process. To this end, we recommend that a designated Enrolment Services staff at UBC O and UBC V would serve as a single point of contact to clarify student options and guide students through the process. While academic advising would still happen at the program level at each campus, Enrolment Services facilitators, working with student advisors, could play a helpful coordinating and troubleshooting role.

9. Budgets, FTE Counts, Provincial Grants

In 2008W, 115 students transferred from Okanagan to Vancouver and 14 students transferred from Vancouver to Okanagan. A typical student would be in the a Bachelor of Arts or Bachelor of Science at UBC Okanagan applying to transfer to Vancouver at the end of first or second year.

It is expected that inter-campus transfer numbers will remain small. The initial focus should be on clarifying and facilitating options for students rather than actively promoting the movement of large numbers of FTEs. It is understood that, as partnerships develop, mobility may grow over time.

If numbers of students moving between campuses remain low, impacts on budgets and enrolment reporting will be minimal. If numbers grow, the Provosts will discuss adjusting budgets to compensate for disproportionate movement. The Provosts do not consider the development of such a budget model to be a necessary precursor to Senate academic policy approval. Additional data collection over a three-year period will make patterns easier to predict.

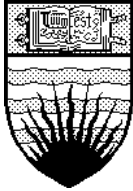
Students should be counted for the purposes of enrolment statistics based on the campus they attend. Students are not able to be concurrently registered at two campuses during the same term except when enrolled in distance education courses.

The Provosts jointly subscribe to the general principle that the tuition follows the students, i.e., that tuition for a course is collected centrally by the Registrar but allocated to the campus offering that course. The fees are further allocated within a campus through the normal budget process. This principle currently holds when applied

to either of the two student mobility scenarios. For students in programs at one campus but taking courses at the other, further consideration is necessary to determine where student-levied fees should be paid and related services accessed.

Should you wish clarification of any of the above, do not hesitate to contact me and I will coordinate a response.

THE UNIVERSITY OF BRITISH COLUMBIA



12 September 2008

SENATE SECRETARIAT

Enrolment Services

2016 - 1874 East Mall

Vancouver, B.C. Canada V6T 1Z1

Tel: (604) 822-9952 Fax: (604) 822-5945

christopher.eaton@ubc.ca

Current Status of Discussions on Student Mobility

In the late spring and summer of 2008, a small working group of administrators and committee chairs from UBC Okanagan and UBC Vancouver came together to discuss principles around student mobility between UBCO and UBCV. The group consisted of

Dr Alaa Abd-El-Aziz, Provost, UBC Okanagan

Dr James Berger, former Chair, Vancouver Senate Admissions Committee

Mr Christopher Eaton, Academic Governance Officer, Enrolment Services (meeting convener)

Dr Jennifer Gustar, former Chair, Okanagan Senate Curriculum Committee

Dr Paul Harrison, Chair, Vancouver Senate Academic Policy Committee

Dr Daniel Keyes, former Chair, Okanagan Senate Policies & Procedures Committee

Dr Anna Kindler, Vice-Provost, UBC Vancouver

Dr Peter Marshall, Chair, Vancouver Senate Curriculum Committee

Dr Sharon McCoubrey, Chair, Okanagan Senate Admissions & Awards Committee

Respect for the following principles were viewed by the group as being necessary for the success of student mobility between UBC campuses:

- 1) The academic autonomy of each campus and its faculties and programs need to be respected, in doing so:
 - a. There are differences in programs and courses— even those with the same or similar names – between campuses that need to be taken into consideration; although a course may meet the goals or needs of one program, it may not be acceptable for the specific goals or needs of another.
 - b. Budgets and programs are separate and flexibility for students in one academic program should not compromise the programs of other students.
- 2) Faculties and programs should be encouraged to continue to develop and facilitate linkages between programs to draw upon the unique abilities and skills of each campus to better students' programs of study, on both an organized basis (e.g., a cohort of students in a program completing a term or a series of courses at another), or individual basis (e.g., a student in a masters program requiring a methodology course only available at the other campus).

- 3) Generally, existing processes should be used -with modifications as needed - rather than creating new structures.
- 4) A differentiation needs to be made between students transferring programs, and students completing aspects of a program based at one campus with courses based at another.
- 5) In the first instance (students transferring programs):
 - a. The acceptability of a course for a program's requirements is a matter of academic judgment for the receiving program and campus.
 - b. Students transferring between programs at different campuses should normally be given the same rights and held to the same standards as students transferring between programs at the same campus
 - c. The regulation requiring a majority of a program to be completed while registered in that program should be maintained (aka, the residency requirement).
- 6) In the second instance (students completing some of the requirements for a program at one campus with courses from the other):
 - a. Students should be treated as much as possible in the same manner as outgoing and incoming Exchange students, including the assurance of the following:
 - i. Consent of both the sending and the receiving program;
 - ii. Either a reasonable degree of parity between outgoing and incoming students within faculties, or transfer of budget to compensate the disproportionately receiving faculty.
 - iii. Comparable advising, housing, and fee arrangements to existing exchange agreements between UBC and other institutions.
 - b. In order to ensure that a student graduates from a program in which they completed a majority of their studies:
 - i. An intra-UBC exchange would take the place of an external exchange for a student
 - ii. An intra-UBC exchange would be precluded for students who have already transferred between campuses and would preclude them from transferring between campuses, as this would violate the spirit of the residency requirement.
 - c. Students will normally complete such an exchange in their 3rd year, but may also do so in other years if possible with their program of study.
- 7) Although the ideas of student transfers and student exchanges can be applied universally (that is, to both direct entry and professional, undergraduate and graduate) with the consent of the faculties and programs, it is expected that most activity will occur at the direct-entry level and graduate levels due to cohort systems and specialized curricula.

Issues still to be addressed are items 1 (b) and 6 (a) (ii) above. Some concerns have been raised that the number of students having interest in some programs will be greater than the number of spaces potentially available. This may be addressed by a) a competitive system for space allocations, or b) resource allocations to compensate programs stressed

by mobility, or c) a combination thereof. The exact number of spaces available for students will need to be discussed by the faculties and provost's offices, likely at the same time as discussions on seat allocations generally.