

S.88-24

SIMON FRASER UNIVERSITY

MEMORANDUM

TO: Senate

FROM: Senate Undergraduate
Admissions Board

SUBJECT: Proposed Public University
Transfer Credit Committee

DATE: April 21, 1988

Action undertaken by the Senate Undergraduate Admissions Board gives rise to the following motion:

"that Senate approve the establishment of a Public Universities Transfer Credit Committee and associated procedures, as set out in S.88-24"

Note:

Subsequent to the SUAB consideration, the matter has been discussed by the Presidents of the three provincial universities and the Ministry of Advanced Education and Job Training has agreed to provide secretariat services for the committee. The committee would be advisory to the Tri-Universities Presidents' Council.

SIMON FRASER UNIVERSITY
Memorandum

To: SUAB

From: N. Heath
Secretary, SUAB

Subject: Proposed Public University
Transfer Credit Committee-SUAB 177

Date: Oct. 1, 1987

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Discussion held earlier in 1987 among the four public degree granting institutions in B.C. (UBC, SFU, UVic, OLI) have resulted in the attached proposal, concerning a joint procedure for evaluating private post-secondary institutions.

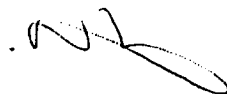
SFU representatives in this process have been Dr. R. Saunders and N. Heath. To implement the procedures, approval is required from SUAB and Senate.

The joint committee would permit a full evaluation of private institutions which is not generally carried out at this time. Institutions with whom we currently have transfer credit agreements (eg. Columbia College, Alpha College, Coquitlam College) would be invited to submit applications to be evaluated. Other institutions which might also wish to be evaluated for the purpose of having courses accepted for university transfer might include New Summits College, City University, and numerous other developing private colleges.

The evaluation process would be somewhat similar to accreditation procedures which are widespread in the U.S.A. However, the joint committee does not intend for its evaluation to imply accreditation, as that term is understood outside Canada. The range of institutions and nature of enquiry would be limited to suitability of the institutions to offer academic post-secondary courses at the university level.

Recommendation:

"That SUAB approve and submit to Senate for consideration and approval the establishment of a Public Universities Transfer Credit Committee and associated procedures as set out in SUAB 174."



PROCEDURES FOR EVALUATION

INTRODUCTION:

The public universities of British Columbia (OLI, SFU, UBC, UVIC) have received requests for transfer credit for post-secondary courses and programs offered in British Columbia by private institutions that are not governed by the University Act, the College and Institutes Act, the Institute of Technology Act or the Trinity Western College Amendment Act. These requests raise issues relating to the adequacy of the institution's resources, facilities and general academic policies that are of concern to all of the public universities, as well as issues relating to specific courses that are of concern to each university individually. Accordingly, the public universities have decided to process applications for transfer credit from these institutions in two stages:

Stage one: An evaluation of the adequacy of the resources, facilities and academic policies that affect the ability of the institution to deliver high-quality university transfer courses in an appropriate academic environment. This evaluation will be conducted by the public universities in concert.

Stage two: An evaluation of individual courses for which transfer credit has been requested. This evaluation will be conducted by each university individually according to its own policies and procedures as is currently the case.

All requests for transfer credit should be initiated by the institution offering the courses.

A Stage I evaluation will not be held unless the institution has applied to one of the public universities for transfer credit for a university-level course that it is currently offering or is planning to offer in the following academic year. Unless a first stage evaluation has already been completed, an application to any of the public universities for transfer credit for a course will be considered an application for a first stage evaluation, and transfer credit will not be granted for any courses until the first stage evaluation has been completed and the results considered by the Public Universities Transfer Credit Committee.

STAGE I EVALUATIONS:

The purpose of the Stage I evaluation is to ensure that any institution offering courses for transfer credit to the public universities of British Columbia has resources, facilities and general academic policies conducive to university-level work in the chosen fields of instruction, at a high level of excellence, on a continuing basis.

PUBLIC UNIVERSITIES TRANSFER CREDIT COMMITTEE

COMMITTEE OPERATIONAL PROCEDURES

- a) a private institution must submit an initial request for transfer credit to one of the Public Universities;
- b) that public university will submit the request to the Chairman of the Public Universities Committee;
- c) the Chairman will request that the private institution file a request for evaluation including all written materials;
- d) the Chairman in consultation with the PUTC Committee will then establish an Evaluation Sub-Committee and provide it with the materials. This sub-committee shall consist of at least one academic member and one University Registrar, both of whom are members of the PUTC Committee;
- e) the Evaluation Sub-Committee will conduct the evaluation and report back to the Committee with recommendations and rationale. This report shall be considered confidential;
- f) the Committee then will consider the confidential report and its final advisory position will be made known to the private institution by the Chairman. Private institutions that receive a positive evaluation may then proceed to Stage II Evaluation for course by course consideration as per the individual procedures of each public university. Private institutions that receive a negative evaluation will be given appropriate notice that the Committee's advice shall be that their request for transfer credit status be denied.
- g) it is understood that a re-evaluation of a private institution may be requested by a Public University at any time.

Materials required for consideration in the evaluation include:

A) General Background

The institution should provide a general statement of the nature, history and objectives of the institution. This statement may include:

- a description of all programs offered by the institution, at all levels, including remedial programs and future plans.
- a record of enrolment by program for the previous five years including projected enrolment.

B) Admissions Policies

The institution must have admissions policies consistent with the level of preparation generally expected of students entering a university transfer program at British Columbia public college or of students admitted to the public universities.

Evidence in support of this may include:

- a concise official statement of admissions policies for university transfer programs, including a statement of the level of proficiency in English expected upon entry.

C) Governing Structure

The college must demonstrate that it has an organizational structure with appropriate academic governance and with qualified administrative staff appropriate for the accomplishment of its educational purposes.

Evidence in support of this may include:

- the composition and responsibilities of the institution's governing bodies;
- a complete description of the academic structure of the institution;
- an administrative chart of the institution;
- a list of the senior administrative staff, their vitae and job descriptions;
- a statement of the institution's relationship to other organizations (government, university, church, etc.).

D) Facilities

i) Libraries and Resource Centres.

Libraries, Resource Centres and Support Services must be adequately supplied and appropriately staffed to support the **institution's** curricula. Students must have adequate access to relevant materials for study and research.

Evidence in support of this may include:

- a summary of holdings in all subject areas;
- collection policies;
- resources available;
- future plans and priorities regarding libraries, resource centres and support services.

ii) Physical Plant.

The **institution's** building, classrooms, computing facilities, laboratories and their furnishings must be appropriate to support the **institution's** curricula and instruction.

Evidence in support of this may include:

- facilities available;
- policies and practice regarding utilization and maintenance;
- future plans and priorities regarding the physical plant.

E) Faculty

The **institution** must be adequately staffed with qualified faculty, educated at the appropriate level in disciplines that are consistent with the academic goals and objectives of the **institution**.

Evidence in support of this may include:

- an outline of the hiring policies for academic staff at the **institution**;
- a list of full-time and part-time faculty including their curriculum vitae showing their degrees and areas of expertise.

F) Review

The Public Universities Transfer Credit Committee may, at any time, initiate a review of private institutions which have previously obtained status leading to Stage II: Course Evaluation. Both the initial examination, and any subsequent review, will provide opportunity for an on site visit by the Evaluation Sub-Committee. It should be understood that following an initial evaluation, the institution has a responsibility to report new initiatives, revisions, and other changes to its programs to this Committee.

G) Reminder

It will be understood by the private institution requesting evaluation that this Public Universities' Committee is NOT an accrediting agency and accordingly, the institution may NOT use a recommendation of the Committee in its advertising or promotional material. The Public Universities Transfer Credit Committee reserves the right to revise the procedures at anytime.

STAGE II EVALUATIONS:

Policies of individual Universities will apply in the Stage II evaluation process. Approval at Stage I does not guarantee that course approval will result at Stage II.

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