

<b>SUBJECT</b>	<b>TUITION   UNDERGRADUATE CERTIFICATE IN ADULT LEARNING AND EDUCATION</b>
<b>MEETING DATE</b>	<b>JUNE 14, 2018</b>

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR  
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

<b>DECISION REQUESTED</b>	<b>IT IS HEREBY REQUESTED that <i>the UBC Board of Governors approve proposed tuition of \$176.45 per credit for domestic students and \$1,256.33 per credit for international students for the new Undergraduate Certificate in Adult Learning and Education which will commence in September 2018.</i></b>
<b>Report Date</b>	March 26, 2018

**Presented By** Andrew Szeri, Provost & Vice-President Academic  
 Hugh Brock, Associate-Provost Academic Innovation  
 Dr. Blye Frank, Dean and Professor, Faculty of Education

**EXECUTIVE SUMMARY**

The Undergraduate Certificate in Adult Learning and Education (UGCALE) is designed to introduce the broad field of adult learning and education to those who anticipate being involved with designing, planning, implementing, teaching and evaluating educational and training programs for adults as part of their professional practice. Adult learning activities are found in a wide variety of contexts including public, private, community, and not-for-profit agencies and organizations, and those facilitating these activities work in both paid and volunteer capacities.

Students will complete 15 credits of coursework through which they will learn about the philosophical and historical foundations of adult education, including its contributions to civil society, the state and the market. They will also study the fundamentals of teaching, planning and designing adult learning activities. All courses will be offered online.

**Attached:**

1. Program Tuition and Fee Assessment Details
2. Student Tuition Consultation Report

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

- Learning     
  Research     
  Innovation     
  Engagement     
  International  
 (Internal / External)
- or  Operational

**DESCRIPTION & RATIONALE** The program comprises five existing courses, four core courses (offered every term in W1, W2, S1) – ADHE 327(3), ADHE 329(3), ADHE 330(3), ADHE 412(3) – and one elective chosen from either ADHE 328(3) or EDST 493(3).

All the ADHE courses are discussion-based courses in which students also complete papers and/or projects. ADHE 327 introduces students to various teaching perspectives, the role of motivation in adult learning, teaching strategies, learning assessment and developing a teaching philosophy.

ADHE 329 is a practical courses in which students learn how to plan short programs for adult learners (short courses, workshops, seminars), including administrative and pedagogical dimensions of program planning. In ADHE 330 students explore the ways in which the social, economic, cultural and political environment significantly shape the initiation and development of adult education activities in community-based settings. ADHE 412 introduces students to the theory and practice of adult education and learning in Canada and the world, including major ideas and issues such as the sites of adult learning and education, lifelong learning, philosophical perspectives, the history, aims of and participation in adult education of various groups in an array of contexts, as well as access and barriers.

In one of the elective courses, ADHE 328, students explore the major contexts of adult education as it relates to a wide range of social institutions including the economy, workplace, the government, community, and the media. The other elective course, EDST 493, introduces students to study of higher education in Canada and other countries emphasizing current issues such as the field of accessibility, enrolment, diversity of offerings, and internationalization.

**BENEFITS**  
Learning,  
Research,  
Financial,  
Sustainability &  
Reputational

There are many students across UBC from various faculties (health sciences, commerce, arts, etc.) who are taking many of the courses offered in the Diploma of Adult Learning and Education. They are interested in these courses given the future and current professional practice will or does involve the planning for and provision of adult learning and education activities. Many professionals are assigned to develop such activities without substantive knowledge of the key principles underpinning adult learning and education. This initiative is designed to give students who are already taking many of these Diploma courses a certificate, which can provide documentation of their studies in this area, which is useful for their current and future employment. It will also be attractive to those who wish to study in this area, but who do not want or are not in the position to complete a full 30-credit diploma program.

While there exist other undergraduate certificates and diplomas in adult learning and education available in Canada (for example CACE-Certificate in Adult and Continuing Education through Continuing Studies, University of Victoria and the Instructors Diploma offered by many B.C. colleges), these programs courses are not credited. Thus, this certificate helps meet the professional and credential learning needs of those involved in adult learning. Such a certificate could, for those who want to continue, ladder into a diploma program. Students completing the certificate will acquire documentation that can be recognized by employers and thus could improve their career prospects and broaden their employment opportunities.

The flexibility of the on-line program delivery will enable a broad group of individuals to participate, including those based in rural or remote areas.

**RISKS** This program has minimal risks, if any. ALE is an established program, the oldest in Canada. This program will not require the creation of new courses at UBC, rather existing courses will be offered to a wider audience. Since this is the second certificate in our program, the Registrar’s office has already established procedures to deal with any issues that might arise with regard to registration. The ALE Program will have a program adviser who will deal with issues such as scheduling, student performance etc.

**COSTS** This program will be cost neutral for UBC. No new courses will be created.

**FINANCIAL** No new funds are requested for this program and no additional fees will be charged.

Funding Sources, Impact on Liquidity Proposed program tuition is \$176.45 per credit for domestic students and \$1,256.33 per credit for international students, effective 2018 Winter Session. Tuition and fee details are attached to this document. Note: AMS has been informed of the tuition levels in the consultation which were provided as the 2017-2018 numbers rather than 18/19 which is in line with the start date of the program.

**SCHEDULE** The program is scheduled to launch in September 2018. The program will be accessible to two groups of students:

Implementation Timeline

1. Students who want to pursue undergraduate studies in Adult Learning and Education at the certificate level; and,
2. Undergraduate students who are completing their degrees at UBC in other faculties and disciplines and who want to add a focus to their studies.

**CONSULTATION** Undergraduate students who were taking ADHE courses as electives were consulted in the fall of 2014 via a survey conducted within each ADHE course. Students have also been consulted informally at informational ADHE events held regularly over the past two years (January 2016 – January 2018). Students have expressed a strong interest in the certificate with most student responses referring to the benefits for future employment and to the possibility of pursuing graduate studies in education.

Relevant Units, Internal & External Constituencies

Since the UGCALE comprises existing courses, and are not brand-new courses, students were not consulted as part of course development. This said, the content is already part of the Diploma in Adult Learning and Education, and as such, student feedback is regularly incorporated and will continue to be incorporated on a term by term basis, and when major revisions are undertaken. The instructors in this program have many years of experience teaching this same content in Adult Learning and Education.

## Appendix 1 – Program Tuition and Fee Assessment Details

**Program Description:** Undergraduate Certificate in Adult Learning and Education

**Start Date of the Program:** September 2018

	Domestic	International
Tuition fees per credit – Note 1	\$176.45	\$1,256.33
Application Fees (Undergraduate) – Note 2	\$69.25	\$116.25
Other Faculty and Course Fees Certificate Fee – Note 3	\$25.00	\$25.00

Note 1 – Proposed tuition will be subject to annual increases as established by the university.

Note 2 – This is the current fee for the 2019W application cycle and is subject to annual increases.

Note 3 – Certificate may require a payment to the department offering the certificate

# UNDERGRADUATE CERTIFICATE IN ADULT LEARNING AND EDUCATION (UGCALE)

## STUDENT TUITION CONSULTATION REPORT

The Vice-President, Students Office, in partnership with the Faculty of Education, conducted a student consultation regarding the tuition proposal for the new Undergraduate Certificate in Adult Learning and Education (UGCALE). This report outlines the consultation process and summarizes student feedback including the student representatives' submission verbatim in Appendix 2.

### Student Representative Bodies Invited to the Consultation

- Alma Mater Society (AMS)
- Education Students' Association (ESA)

### Mode of Consultation

The consultation consisted of an e-consultation and a face-to-face meeting. Student representative groups were invited to the consultation through email, and asked to distribute the invitation to their constituents as they felt appropriate. Student representative groups were also offered a face-to-face meeting to discuss the tuition proposal. A meeting was not requested by student representatives.

**Basis of Consultation:** The consultation was based on a tuition proposal and rationale document created by the Faculty. Please see Appendix 1 for the invitation and tuition rationale document.

**Timelines:** The e-consultation was conducted over the period of February 9<sup>th</sup>, 2018 to March 16<sup>th</sup>, 2018.

**Summary of Student Feedback:** A submission was received from the AMS. The verbatim submission is in Appendix 2.

Organization	Summary
AMS Submission	<p><b>UNIQUE PROGRAM</b> "This certificate is unique because it is the first credited certificate available in adult learning."</p> <p><b>STUDENT FINANCIAL AID</b> "The AMS hopes that UBC will be able to commit significant aid and scholarship for this program to ensure these opportunities are accessible to all financial backgrounds."</p>

No individual student submissions were received.

## **APPENDIX 1: INVITATION TO CONSULTATION AND TUITION RATIONALE DOCUMENT**

Good afternoon,

There is a submission by the Faculty of Educate to create an Undergraduate Certificate in Adult Learning and Education (UGCALE).

In order to inform the program leads and the Board of Governors with regards to the **tuition proposal** for this program, the University is undertaking a consultative process to get your comments as student representatives, and provide an opportunity for students to provide individual comments on the tuition proposal if they wish. **Please note: the scope of this consultation process is limited to the tuition proposal.**

The consultation will consist of:

### **1. e-consultation**

Please find attached a document which outline the details of the tuition proposal, including:

- an overview of the program,
- the student consultation that has happened to date,
- the tuition rationale for the program, and
- the proposed tuition.

Please share the document and this email as you see appropriate. **Comments on the tuition proposal and student submissions can be provided confidentially to: [jenna.omassi@ubc.ca](mailto:jenna.omassi@ubc.ca) (Jenna Omassi, Advisor, Vice President Students Office).**

### **2. Face to Face meeting**

If requested by student representatives, we can arrange a face-to-face meeting with the program leads regarding this tuition proposal. Please advise as soon as possible if you would like us to arrange a meeting.

**THE CONSULTATION PROCESS WILL END ON MARCH 16, 2018.**

### **Confidentiality**

Comments will be collected by the Vice-President Students Office, and only staff within that office will know the identity of individual students submitting comments. At no time will anyone outside of the Vice President Students Office know the identity of individual students who submit comments to this consultation. Your comments will only be used for the purposes of the tuition consultation.

Comments from individual students will be stripped of any identifying information to ensure confidentiality, but otherwise will be provided to the responsible program leads and Board of Governors verbatim.

Comments received from student organizations will be reported as coming from those organizations, and provided to the responsible faculty and Board of Governors as received. There will also be a summary report of the consultation developed for the Faculty and Board of Governors.

Please let me know if you have any questions about the process.

Thank you.

**Jenna Omassi**

Advisor, Strategic Support Team  
Vice-President Students' Office  
University of British Columbia | Vancouver  
[jenna.omassi@ubc.ca](mailto:jenna.omassi@ubc.ca)

**CERTIFICATE IN ADULT LEARNING AND EDUCATION (UGCALE)  
STUDENT TUITION CONSULTATION PROPOSAL**

**PROGRAM OVERVIEW**

The Undergraduate Certificate in Adult Learning and Education (UGCALE) is designed to introduce the broad field of adult learning and education to those who anticipate being involved with designing, planning, implementing, teaching and evaluating educational and training programs for adults as part of their professional practice. Adult learning activities are found in a wide variety of contexts including public, private, community, and not-for-profit agencies and organizations, and those facilitating these activities work in both paid and volunteer capacities. Students will complete 15 credits of coursework through which they will learn about the philosophical and historical foundations of adult education, including its contributions to civil society, the state and the market. They will also study the fundamentals of teaching, planning and designing adult learning activities. All courses will be offered online.

The program comprises five existing courses, four core courses (offered every term in W1, W2, S1) – ADHE 327(3), ADHE 329(3), ADHE 330(3), ADHE 412(3) – and one elective chosen from either ADHE 328(3) or EDST 493(3).

All the ADHE courses are discussion-based courses in which students also complete papers and/or projects. ADHE 327 introduces students to various teaching perspectives, the role of motivation in adult learning, teaching strategies, learning assessment and developing a teaching philosophy. ADHE 329 is a practical courses in which students learn how to plan short programs for adult learners (short courses, workshops, seminars), including administrative and pedagogical dimensions of program planning. In ADHE 330 students explore the ways in which the social, economic, cultural

and political environment significantly shape the initiation and development of adult education activities in community-based settings. ADHE 412 introduces students to the theory and practice of adult education and learning in Canada and the world, including major ideas and issues such as the sites of adult learning and education, lifelong learning, philosophical perspectives, the history, aims of and participation in adult education of various groups in an array of contexts, as well as access and barriers.

In one of the elective courses, ADHE 328, students explore the major contexts of adult education as it relates to a wide range of social institutions including the economy, workplace, the government, community, and the media. The other elective course, EDST 493, introduces students to the field of study of higher education in Canada and other countries emphasizing current issues such as accessibility, enrolment, diversity of offerings, and internationalization.

### ***Key features of the program***

There are many students across UBC from various faculties (health sciences, commerce, arts etc) who are taking many of the courses offered in the Diploma of Adult Learning and Education. They are interested in these courses given the future and current professional practice will or does involve the planning for and provision of adult learning and education activities. Many professionals are assigned to develop such activities without substantive knowledge of the key principles underpinning adult learning and education. This initiative is designed to give students who are already taking many of these Diploma courses a certificate, which can provide documentation of their studies in this area, which is useful for their current and future employment. It will also be attractive to those who wish to study in this area, but who do not want or are not in the position to complete a full 30-credit diploma program.

While there exist other undergraduate certificates and diplomas in adult learning and education available in Canada (for example CACE -Certificate in Adult and Continuing Education through Continuing Studies, University of Victoria and the Instructors Diploma offered by many B.C. colleges), these programs courses are not credited. Thus, this certificate helps meet the professional and credential learning needs of those involved in adult learning. Such a certificate could, for those who want to continue, ladder into a diploma program. Students completing the certificate will acquire documentation that can be recognized by employers and thus could improve their career prospects and broaden their employment opportunities.

The flexibility of the on-line program delivery will enable a broad group of individuals to participate, including those based in rural or remote areas.

The target learners are:

1. Students who want to pursue undergraduate studies in Adult Learning and Education at the certificate level;
2. Students who are completing their degrees at UBC in other faculties and disciplines who want to add a focus to their studies.
3. Students who already have a bachelor's degree in an area other than Adult Learning and Education who are taking on adult learning responsibilities in their current work and

desire additional education related to their duties;

4. Students who want to take adult learning and education courses prior to applying for an M.Ed. or M.A.

#### STUDENT CONSULTATION DURING THE PROGRAM DEVELOPMENT PROCESS

Undergraduate students who were taking ADHE courses as electives were consulted in the fall of 2014 via a survey conducted within each ADHE course. Students have also been consulted informally at informational ADHE events held regularly over the past two years (January 2016 – January 2018). Students have expressed a strong interest in the certificate with most student responses referring to the benefits for future employment and to the possibility of pursuing graduate studies in education.

Since the UGCALE comprises existing courses, and are not brand-new courses, students were not consulted as part of course development. This said, the content is already part of the Diploma in Adult Learning and Education, and as such, student feedback is regularly incorporated and will continue to be incorporated on a term by term basis, and when major revisions are undertaken. The instructors in this program have many years of experience teaching this same content in Adult Learning and Education.

#### TUITION AND FEES RATIONALE

The program will start its offering in May 2018.

There will be a course-based tuition fee relevant only for those students enrolling in the certificate directly; there is no extra fee for students taking these courses as electives in their current degree programs.

Students who apply for admission as a UGCALE student will be assessed the same fee as that for all Faculty of Education certificate programs, the Non-Degree Studies Fees that appear in the UBC Calendar, subject to annual tuition increases:

Domestic per-credit rate (undergraduate level courses): \$172.99; one 3-credit course \$518.97

International per-credit rate: \$1,163.76; one 3-credit course \$3,491.28

#### ***Costs of comparable programs***

The University of Victoria offers a similar Adult and Continuing Education Certificate. The fee is \$530 per course.

#### PROPOSED TUITION AND FEES

The total cost of the program is \$2,594.85 for domestic students and \$17,456.40 for international students.

**Program Description:** Undergraduate Certificate in Adult Learning and Education

**Start Date of the Program: 2018 Winter Session 2**

	Domestic	International
Proposed Tuition Fees – Note 1 ADHE 327, ADHE 329, ADHE 330, ADHE 412 One of ADHE 328, EDST 493	\$172.99 per credit	\$1,163.76 per credit
Minimum No. of Instalments	Not Applicable	Not Applicable
Amount per Instalment	Not Applicable	Not Applicable
Continuing Fees per Instalment	Not Applicable	Not Applicable
Application Fees – Note 2	\$68.00	\$102.00
Certificate Fee – Note 3	\$25.00	\$25.00

Note 1. The tuition for each course will be subject to annual tuition increases as established by the University.

Note 2. This is the current standard rate for applications for Faculty of Education certificate programs and is subject to annual increases.

Note 3: Certificate may require a payment to the department offering the certificate.

## APPENDIX 2: STUDENT SUBMISSIONS

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There was a submission from the AMS.



### **Submission to the UBC Board of Governors regarding the Tuition for the New Undergraduate Certificate in Adult Learning and Education March 16<sup>th</sup>, 2018**

Dear Board of Governors,

This submission is being made on behalf of the Alma Mater Society (AMS) of UBC Vancouver in response to the request for feedback from the Vice President Students Office sent on February 9<sup>th</sup>, 2018 on the tuition for the Undergraduate Certificate in Adult Learning and Education.

The proposed cost of the certificate is \$2,594.85 for domestic students and \$17,456.40 for international students. This certificate is unique because it is the first credited certificate available in adult learning.

This certificate addresses multiple UBC priorities by increasing access to higher education for prospective students who are not in a position to complete a diploma program or need the flexibility of on-line courses.

The AMS appreciates that these opportunities are made available to both international and domestic students. The AMS hopes that UBC will be able to commit significant aid and scholarships for this program to ensure these opportunities are accessible to all financial backgrounds. The AMS would appreciate an update from the development office on what awards and scholarships are acquired.

The AMS supports the creation of this new program and we are grateful to the University for including student input in this process. We look forward to the creation of this program and the great work that will be accomplished by those students who enroll in it.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Ehrenholz", written in a cursive style.

**Alan Ehrenholz**  
President  
AMS Student Society of UBC Vancouver  
president@ams.ubc.ca

A handwritten signature in black ink, appearing to read "Max Holmes", written in a cursive style.

**Max Holmes**  
Vice President Academic and University Affairs  
AMS Student Society of UBC Vancouver  
vpacademic@ams.ubc.ca