

<b>SUBJECT</b>	<b>GRADUATE CERTIFICATE IN HIGHER EDUCATION</b>
<b>MEETING DATE</b>	<b>NOVEMBER 26, 2018</b>

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

APPROVED FOR  
SUBMISSION



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Santa J. Ono, President and Vice-Chancellor

<b>DECISION REQUESTED</b>	<p>IT IS HEREBY REQUESTED that <i>approval is granted for the following tuition fees for the Graduate Certificate in Higher Education:</i></p> <ul style="list-style-type: none"> <li>• <i>Domestic per credit tuition of (graduate level courses): \$462.97; and,</i></li> <li>• <i>International per-credit rate: \$591.76.</i></li> </ul>
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<b>Report Date</b>	22 October 2018
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**Presented By** Andrew Szeri, Provost and Vice-President Academic  
 Simon Bates, Associate Provost Teaching and Learning  
 Blye Frank, Dean, Faculty of Education

**EXECUTIVE SUMMARY**

The Graduate Certificate in Higher Education GCHIED is designed to meet the continuing professional development needs of those involved in the field of higher education. This certificate is for individuals teaching, supporting, or in monitoring roles in public and private institutions of higher education in British Columbia and beyond. Such individuals may include faculty; staff working in higher education (e.g., faculty advisors, registrar’s office staff, student services staff); and employees from government or funding agencies. Students will complete coursework on the following topics: an introduction to the field of higher education; the historical, philosophical, economic, and sociological foundations of higher education; organization and administration of higher education; and the Canadian systems of higher education. This proposal also contains a commitment to ladder the certificate course work and the course fees into the M.Ed. in Higher Education.

**Attachments**

1. Appendix 1 – Tuition and Fee Assessment Details
2. Student Tuition Consultation Report

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

Learning   
  Research   
  Innovation   
  Engagement  
 (Internal / External)   
  International

or  Operational

**DESCRIPTION & RATIONALE** Students will complete 12 credits of coursework with three courses as face to face and one offered online. Face to face sessions will be held on the UBC campus in the evenings (or some weekends) to allow for participation of students who are working during the day.

**Required Courses**

- EDST 493 Introduction to the Study of Higher Education
- EDST 511 Organization and Administration of Higher Education
- EDST 521 Foundations of Higher Education
- EDST 536 Higher Education Systems in Canada

**Rationale for the Program**

There are many people involved in the provision of higher education who wish to strengthen and deepen their knowledge base in this area. Others wish to complete a series of courses shorter than a full degree program. Many professionals are actively engaged in the day-to-day activities of universities, colleges, other institutions of higher education, and related institutions, without substantive knowledge of the key principles underpinning higher education. This certificate would meet their continuing professional learning needs and could ladder into M.Ed. in Higher Education or the higher education concentration in the MA in the Department of Educational Studies should students wish to complete a graduate degree program. Students completing the certificate will acquire a credential that is recognized by employers and thus could improve their career prospects and broaden their employment opportunities.

This graduate certificate adds an intermediary credential between undergraduate and graduate degrees that will be accessible and of particular interest to practicing professionals who wish a sophisticated level of professional development. This certificate fits well with the University's flexible and professional learning initiatives, and establishes an important model for other programs.

**BENEFITS** As noted above, the GCHIED will benefit the wider community of professionals whose work responsibilities are in the field of higher education.

**RISKS** The financial and operational risks to this certificate are minimal as the certificate is built from existing courses. The new certificate program will cover its costs from the beginning. Any surplus revenue will be used to support the academic mission of the graduate certificate and the Faculty.

**COSTS** Other than marketing, which the Faculty will cover, there are no start-up capital costs for the graduate certificate, as students will join existing courses. The certificate will be revenue neutral or revenue generating from the outset, with no additional resource requirements needed.

**FINANCIAL** There will be a credit-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.

Funding Sources,  
Impact on Liquidity

Students who apply for admission as a GCHIED student will be assessed \$462.97 per credit for domestic students and \$591.76 per credit for international students, subject to annual tuition increases as established by the University.

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**SCHEDULE** This certificate will be implemented in May 2019.

Implementation  
Timeline

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**CONSULTATION** Curriculum consultation request forms have been received back from the academic departments in the Faculty of Education at UBC Vancouver. All departments supported the proposal. A Student Tuition Consultation was conducted in September, 2018 and positive comments received. The certificate program underwent the curriculum approval process including budget review by SDS. Final Senate Curriculum Committee approval was received at the July 2018 meeting.

Relevant Units,  
Internal & External  
Constituencies

Consultation with Alma Mater Society (AMS), Graduate Student Society (GSS), took place during September and October 2018. The final consultation report is attached.

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## Appendix 1 – Tuition and Fee Assessment Details

**Program Description:** Graduate Certificate in Higher Education

**Anticipated Start Date:** 2019 Summer Session

	Domestic	International
Tuition fees per credit – Note 1	\$462.97	\$591.76
Application Fees (Graduate) – Note 2	\$104.00	\$168.25
Supplemental Application Fees	N/A	N/A

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.

## GRADUATE CERTIFICATE IN HIGHER EDUCATION 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 Graduate Certificate in Higher Education. This report outlines the consultation process and summarizes student feedback including the student representatives' submissions in Appendix 2.

### Student Representative Bodies Invited to the Consultation

- Alma Mater Society (AMS)
- Graduate Students Society (GSS)

**Mode of Consultation:** The consultation consisted of an e-consultation and an optional 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 of Education. Please see Appendix 1 for the invitation and tuition rationale document.

**Timelines:** The e-consultation was conducted over the period of September 18<sup>th</sup> 2018 to October 18<sup>th</sup> 2018.

**Summary of Student Feedback:** Submissions were received from the AMS. The submission is provided in full in Appendix 2.

Organization	Summary
AMS	<p><b>OPTIONS TO INCREASE ACCESSIBILITY</b></p> <p>“To further enhance the flexibility of the program, UBC may want to consider the option of daytime or additional online classes, to make the certificate more accessible for single parents with children or others that have difficulty attending evening classes.”</p> <p><b>FINANCIAL AID</b></p> <p>“The AMS hopes that UBC will be able to commit significant financial assistance through bursaries and scholarships for this program to ensure that the graduate certificate is accessible to people of all income levels.”</p>

No individual student submissions were received.

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

Good morning,

There is a proposal by the Faculty of Education to create a Graduate Certificate in Higher Education (GCHIED).

In order to inform the program leads and the Board of Governors with regards to the **tuition proposed** for this program, the University is undertaking a consultative process to get your comments as student representatives, and 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 outlines 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 organization submissions can be provided confidentially to Natasha Moore - Analyst, Vice President Students Office ([natasha.moore@ubc.ca](mailto:natasha.moore@ubc.ca)).**

### 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 THURSDAY 18<sup>TH</sup> OCTOBER, 2018**

### Confidentiality

Comments will be collected by the Vice-President Students Office, and only analysts 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.

If you have any questions about this process, please contact Natasha Moore ([natasha.moore@ubc.ca](mailto:natasha.moore@ubc.ca)).

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

Thank you

**Natasha Moore**

**Planning and Evaluation Advisor | UBC Wellbeing**

The University of British Columbia | Musqueam  
2260 West Mall | Vancouver, BC V6T 1Z4

## GRADUATE CERTIFICATE IN HIGHER EDUCATION (GCHIED)

### STUDENT TUITION CONSULTATION PROPOSAL

#### PROGRAM OVERVIEW

The Graduate Certificate in Higher Education (GCHIED) is designed to meet the continuing professional development needs of those involved in the field of higher education. There are many people involved in the provision of higher education who wish to strengthen and deepen their knowledge base in this area. Others want to complete a series of courses shorter than a complete full graduate degree program. Many professionals who are actively engaged in the day-to-day activities of universities, colleges, other institutions of higher education, and related institutions, would benefit from increasing their knowledge of the key principles underpinning higher education. This certificate would meet their continuing professional learning needs. The certificate could ladder into a full master's degree program for those wishing to complete their graduate degree. Students completing the certificate will acquire a credential that is recognized by employers and thus could improve their career prospects and broaden their employment opportunities.

The program is comprised of four existing courses for a total of 12-credits (four required 3-credit courses). Each three-credit course involves 39 hours of classroom time.

#### Required Courses

EDST 493	Introduction to the Study of Higher Education
EDST 511	Organization and Administration of Higher Education
EDST 521	Foundations of Higher Education
EDST 536	Higher Education Systems in Canada

Students will complete 12 credits of coursework on the following topics: an introduction to the field of higher education; the historical, philosophical, economic, and sociological foundations of higher education; organization and administration of higher education; and higher education systems in Canada. Three courses will be face-to-face and one will be offered online. Face to face sessions will be held on the UBC-V campus in the evenings (or some weekends) to allow for participation of students who are working during the day.

Winter term courses are usually held one evening a week for three hours for 13 weeks. Summer term 1 courses are held twice a week for 6-7 weeks and summer term 2 courses run daily, Monday to Friday, 3 hours each day for three weeks. For students taking one course per term, the certificate could be completed in four terms as outlined below. It could be completed in less time for those able to take more than one course per term.

#### *Key Features of the Program*

This certificate is designed for individuals teaching, supporting, or in monitoring roles in public and private institutions of higher education in British Columbia and beyond. Such individuals may include faculty; staff working in higher education (e.g., academic advisors, registrar's office staff, student services staff); and employees from government or funding agencies.

The certificate will recruit students to the M.Ed. in Higher Education and the higher education concentration in the MA in the Department of Educational Studies, as well as increasing the course loading efficiencies of this degree. This certificate fits well with the University's flexible and professional learning initiatives, and establishes an important model for other programs. The graduate certificate is a credential that is recognized by employers and thus could improve their career prospects and broaden their employment opportunities.

Other certificate programs in higher education exist in Canada. For example, the University of Toronto, OISE, offers a Certificate in Leadership in Higher Education which is a "part-time program designed to for those who aspire to or currently work in higher education leadership roles." However, this is an undergraduate certificate. The University of Manitoba offers an online Certificate in University and College Administration program that targets "mid-level administrators practicing in a post-secondary setting." The GCHIED is designed help meet the professional and

credential learning needs of those involved in the field of higher education. Students who complete the program will receive a certificate that can be recognized by employers and will improve our graduates' career prospects and broaden their career opportunities.

### **Target Learners**

1. Students who want to pursue graduate studies in Higher Education at the Certificate level;
2. Students who already have a master's degree in an area other than Higher Education who are taking on adult learning responsibilities in their current work and desire additional education related to their duties;
3. Students who want to take higher education courses prior to applying for a M.Ed. or M.A.

### **STUDENT CONSULTATION DURING THE PROGRAM DEVELOPMENT PROCESS**

Graduate students who have taken HIED courses over the last few years were consulted informally. Students have expressed a strong interest in a graduate certificate in higher education. These courses often attract students from other disciplines (most recently, engineering, astronomical sciences). Students expressed a strong interest in earning a certificate that would help them secure employment and were particularly supportive of the possibility of laddering into the MEd in Higher Education.

Since the GCHIED is comprised of existing courses, students were not consulted regarding course development. The required courses are part of the MEd Program in Higher Education and student feedback is regularly incorporated into course revisions. Faculty members teaching these courses have many years of experience teaching the same course content in Higher Education.

### **TUITION AND FEES RATIONALE**

The program will be offered beginning in May 2019.

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 GCHIED 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 (graduate level courses): \$462.98; one 3-credit course \$1,388.94

International per-credit rate: \$580.38; one 3-credit course \$1,741.14

### **Costs of comparable programs**

The University of Manitoba's Certificate in University and College Administration fee per course is \$560 (each course is 25 hours long vs. the UBC GCHIED where each course is 39 hours long). The University of Toronto, OISE, offers a Certificate in Leadership in Higher Education Half Course Fee is \$1,495.

### **PROPOSED TUITION AND FEES**

The total cost of the program is \$5,555.76 for domestic students and \$6,964.56 for international students.

**Program Description:** Graduate Certificate in Higher Education

**Start Date of the Program:** 2019 Summer Session 1

	Domestic	International
Proposed Tuition Fees – Note 1 EDST 493, EDST 511, EDST 521, EDST 536	\$462.98 per credit	\$580.38 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	\$104.00	\$168.25

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 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.

## 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 Graduate Certificate in Higher Education (GCHIED)  
October 18, 2018

Dear UBC Board of Governors,

This submission is made on behalf of the Alma Mater Society of UBC Vancouver (AMS) in response to the request for feedback from the Vice President Students Office on the tuition for the proposed Graduate Certificate in Higher Education.

The AMS recognizes the need and supports the creation of this new graduate certificate. In particular, we see the value in a program that allows people to enhance their higher educational credentials but lack the interest, time or resources to pursue a full master's degree (or already have one in another field). The structure of the certificate program – comprising evening classes in person and online instruction – seems wisely designed to minimize disruptions to one's professional life. The certificate has appeal to both working professionals and students.

To further enhance the flexibility of the program, UBC may want to consider the option of daytime or additional online classes, to make the certificate more accessible for single parents with children or others that have difficulty attending evening classes.

The proposed tuition of \$5,555.76 for domestic students and \$6,964.56 for international students appears to be consistent with other certificate offerings at UBC. The AMS is very supportive of the relatively small differential in tuition fees between domestic and international students for the proposed graduate certificate.

The AMS hopes that UBC will be able to commit significant financial assistance through bursaries and scholarships for this program to ensure that the graduate certificate is accessible to people of all income levels.

The AMS is grateful to the University for including student input into this process. We look forward to the creation of this graduate certificate and the important work of the students who enroll in the program.

Sincerely,



**Marium Hamid**  
President  
AMS Student Society of UBC Vancouver  
president@ams.ubc.ca



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