



SUBJECT	ARTS CO-OP FEE
MEETING DATE	NOVEMBER 26, 2018

Forwarded on the Recommendation of the President

APPROVED FOR SUBMISSION

Santa J. Ono, President and Vice-Chancellor

DECISION REQUESTED	IT IS HEREBY REQUESTED that <i>approval be granted to split the current work-term Arts co-op fee in two, with 50% assessed during the "search" term and 50% assessed during the work term.</i>
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Report Date	October 25, 2018
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Presented By Andrew Szeri, Provost and Vice-President Academic
 Gage Averill, Dean, Faculty of Arts
 Julie Walchli, Director, Faculty of Arts Co-operative Education Program

EXECUTIVE SUMMARY

The Arts Co-op Program was approved by the University’s Senate in Spring 1999, and no significant changes have been made to the format and structure of the undergraduate co-op courses since then. In response to the growth of the program over the past two decades and the increasingly competitive nature of the labour market, the Arts Co-op Program has developed more robust coaching and advising processes to assist students in their job search.

Currently, students in Arts are enrolled in a co-op course when they obtain a co-op position. The full co-op fee is assessed at this time. The Arts Co-op Program is proposing a restructuring of the current co-op courses with a new search-term three-credit course at which time 50% of the co-op fee will be assessed, with the remaining 50% of the fee assessed during the co-op work term.

Attachments

- Appendix 1 – Current vs. Proposed List of Arts Co-op Courses

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

- Learning Research Innovation Engagement (Internal / External) International

or a **Operational**

DESCRIPTION & RATIONALE	The Arts Co-op Program was approved by the University’s Senate in Spring 1999, and no significant changes have been made to the format and structure of the undergraduate co-op courses since then. Given the growth of the program over the past two decades and the increasingly competitive nature of the labour market, the time commitment required of students during their co-op job search process has increased significantly.
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The Arts Co-op Program has developed more robust coaching and advising processes customized for the unique needs of Arts students, expanded online curriculum to support students' job searches, and new Program requirements and evaluation measures to help students be successful in securing a co-op term and succeeding on the job.

Currently, students in Arts are enrolled in a co-op course when they obtain a co-op position. The full co-op fee is assessed at this time. As recommended by the External Review of the Arts Co-op Program (2017), the Arts Co-op Program is proposing a restructuring of the current co-op courses, with 50% of the fees assessed during the search term, for a new search-term three-credit course, and 50% during the co-op work term course. This is not a new or increased student fee, but will ensure fees are charged at the true time that cost is incurred to help the Program be appropriately funded, help better track students' work and study schedules, and assist with retention rates.

If a student is unsuccessful in a search term but completes the search term requirements, or if his/her personal circumstance changes unexpectedly and causes him/her to cease the job search mid-search, there is no penalty, either financial or on the transcript. The search term can be extended at no extra cost and the student registered into a subsequent search course section with no fees attached, even if the search terms are not consecutive. This model will not penalize students who are unable to land a co-op job on their initial attempt if they have fulfilled the search term course requirements.

Students who have tried unsuccessfully two times to secure a co-op job may be assigned a withdrawal or fail grade for the search term and be re-evaluated for participation in the Co-op Program. Students who are unsuccessful on their second search but have fulfilled the search term course requirements and responsibilities will normally be withdrawn from the search course. Only those who do not fulfill their requirements and responsibilities for reasons within their control (*e.g.*, lack of interest or commitment) may be considered for a failing grade.

<p>COSTS Capital & Lifecycle Operating</p>	<p>Charging fees that match in time with services provided will help the Arts Co-op Program be more transparent with students about the workload of the Program. There are no other budgetary impacts for the Faculty of Arts.</p>
<p>FINANCIAL Funding Sources, Impact on Liquidity</p>	<p>The Arts Co-op program is proposing to split the \$759.75 work-term fee in two, with \$379.87 (half) charged to a student during the search-term as part of a new search-term three-credit course and \$379.87 (half) charged to a student during the work-term as part of the existing three-credit course.</p> <p>Rates indicated are the current approved standard co-op work-term fee rates for 2018-2019 and are subject to increases, when approved by the Board. Overall there is no fee increase for students and there are no new fees being proposed. Existing co-op fees will be distributed across two terms rather than one.</p>
<p>SCHEDULE Implementation Timeline</p>	<p>The first three-credit search term will be offered effective September 1, 2019. Co-op students who joined the Program under the existing agreement have an option of remaining in the old system and courses (paying full co-op fee in work term) or opting-in to the new system and courses (paying half the co-op fee in search term and the remaining half in work term).</p>

CONSULTATION Relevant Units, Internal & External Constituencies	<p>Formal consultations have been completed with the following groups and their feedback incorporated:</p> <ul style="list-style-type: none"> · Arts Academic Advising · Office of the Dean of Arts · Office of the Provost · VP Students Office · Enrolment Services · Student Financial Services · UBC Co-op Programs
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The Vice-President Students Office, in partnership with the Faculty of Arts, conducted a student consultation with the AMS as per Policy 71. The e-consultation was conducted from September 17, 2018 to October 17, 2018, and the report appended.

Previous Report Date	December 5, 2017
Decision	<p>The Board of Governors approved, according to the fee schedule "Schedule B":</p> <ul style="list-style-type: none"> · Tuition-related fees effective May 1, 2018 · Mandatory fees effective September 1, 2018 <p>This included approval for the co-op work term fee of \$759.75 for 2018-2019.</p>
Action / Follow Up	N/A

Appendix 1: Current vs. Proposed List of Arts Co-op Courses*Part A: Current Arts Co-op Courses and Fees*

For the 2018-2019 academic year, the co-op fees are as follows:

- Administration and training fee (one-time) - \$247.00
- ASTU course fee (for any ASTU co-op course) - \$759.75

Program	Work Term		Sections		
	#	Course	Fall	Winter	Summer
Undergraduate	1	ASTU 310	101	201	941
Undergraduate	2	ASTU 311	101	201	941
Undergraduate	3	ASTU 410	101	201	941
Undergraduate	4	ASTU 411	101	201	941
Undergraduate	5	ASTU 412	A-101	B-201	941
Undergraduate	6	ASTU 412	A-101	B-201	941

Part B: Proposed Arts Co-op Courses and Fees

- Each search and work term has a credit value of 3
- New course code of ARTC for all undergraduate Arts Co-op courses

ARTC Search Term	Section(s)	Note	ARTC Work Term	Section(s)	Note
100 (3)	001 (50% fee), 002 (no fee), 003 (no fee)	To obtain 1st co-op work term	110 (3)	101 201 941	Co-op work term #1 (all are 50% fee)
200 (3)	001 (50% fee), 002 (no fee), 003 (no fee)	To obtain 2nd co-op work term	210 (3)	101 201 941	Co-op work term #2 (all are 50% fee)
200 (3)	N/A		211 (3)	101 201 941	Extension of co-op work term with the same employer as 110 (all 100% fee)
300 (3)	001 (50% fee), 002 (no fee), 003 (no fee)	To obtain 3rd co-op work term	310 (3)	101 201 941	Co-op work term #3 (all are 50% fee)
300 (3)	N/A		311 (3)	101 201 941	Extension of co-op work term with the same employer as 210 or 211 (all are 100% fee)
400 (3)	001 (50% fee), 002 (no fee), 003 (no fee)	To obtain optional 4th co-op work term	410 (3)	101 201 941	Co-op work term #4 (all are 50% fee) - Optional
400 (3)	N/A		411 (3)	101 201 941	Extension of co-op work term with the same employer as 310 or 311 (all are 100% fee)
445 (3)	001 (50% fee), 002 (no fee), 003 (no fee)	To obtain optional 5th co-op work term	450 (3)	101 201 941	Co-op work term #5 (all are 50% fee) - Optional
445 (3)	N/A		451 (3)	101 201 941	Extension of co-op term with the same employer as 410 or 411 (all are 100% fee)
456 (3)	001 (50% fee), 002 (no fee), 003 (no fee)	To obtain optional 6th work term	460 (3)	101 201 941	Co-op work term #6 (all are 50% fee) - Optional
456 (3)	N/A		461 (3)	101 201 941	Extension of co-op term with the same employer as 450 or 451 (all are 100% fee)

Note: Proposed courses and sections are for reference only and subject to change.

ARTS CO-OP PROGRAM CURRICULUM REVISIONS STUDENT TUITION CONSULTATION REPORT

The Vice-President, Students Office, in partnership with the Faculty of Arts, conducted a student consultation regarding the tuition revisions for the Arts Co-op Program. 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)

Mode of Consultation

The consultation consisted of an e-consultation. 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 revision proposal and rationale document created by the Faculty of Arts. Please see Appendix 1 for the invitation and tuition rationale document.

Timelines: The e-consultation was conducted over the period of September 17th to October 17th.

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

Organization	Summary
AMS	<p>CLARITY FOR STUDENTS "Splitting up the fees into two instalments will make the process of producing payments easier for students, as this revision does not ask for the full sum of payment up front. The AMS believes it will help designate to students the amount of work needed for both the work term and search team independently."</p> <p>BUDGET CONTINUTIY FOR STUDENTS "The revision also encourages flexibility in that it allows for students already in the current Co-op stream to continue with their old payment plan"</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 Arts to revise tuition structure for the Arts Co-op Program.

In order to inform the program leads and the Board of Governors with regards to the **tuition revision** 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 revision if they wish. **Please note: the scope of this consultation process is limited to the tuition revision.**

The consultation will consist of:

1. e-consultation

Please find attached a document which outlines the details of the tuition revision, including:

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

Please share the document and this email as you see appropriate. **Comments on the tuition revision and student organization submissions can be provided confidentially to Natasha Moore – Planning and Evaluation Advisor (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 WEDNESDAY OCTOBER 17TH, 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).

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

Thank you

Natasha

Arts Co-op Program Curriculum Revisions Student Tuition Consultation Document

OVERVIEW

The Arts Co-op Program was approved by the University's Senate in Spring 1999, and no significant changes have been made to the format and structure of our undergraduate co-op courses since then. For several reasons, outlined below, we feel it is important to update our course code and course format to better reflect the workload of the co-op program for students, and to make the operational processes of course registration and progress through the Program more scalable and sustainable. We are proposing a restructuring of the current co-op courses. **This change will split the current \$759.75 undergraduate co-op fee in two, with 50% of the fees charged for a new search term course, and 50% charged for the co-op work term course**, rather than fees being tied only to the co-op terms¹. This is not a new or increased student fee. Students currently registered in existing co-op courses will have the choice of remaining in the old system/courses or opting-in to the new system/courses.

In Arts, students complete 3 Co-op terms (each term offers 13-16 weeks of full-time, paid work related to the students' studies and career goals with an employer organization) to graduate with a co-op degree. Currently, co-op students are enrolled in a co-op course when they obtain a co-op position. The 3 non-academic co-op credit course amounts to \$759.75, is the same across all co-op programs at UBC, and is the same for domestic and international students. This proposal will split the fee evenly between the search term for a co-op position and the co-op work terms.

TUITION RATIONALE

Rationale:

Given the growth of the program over the past 2 decades and the increasingly competitive nature of the labour market, the time commitment required of students during their co-op job search process, which students engage in to be hired by an employer for a co-op term, has changed significantly. Our Program has responded by developing more robust coaching and advising processes customized for the unique needs of our Arts students, expanded online curriculum to support our students' job searches, and new Program requirements and evaluation measures to help students be successful in securing a co-op term and succeeding on the job. In the absence of new course descriptions, we've advised students of these search term requirements and assessment methods in a document called "Terms and Conditions" which students sign when they first join the Co-op Program at the start of their 2nd or 3rd year.

Our recent External Review (2017) recommended moving towards a co-op fee model where fees are charged at the true time the cost is incurred to help the Program be appropriately funded and help us to better track students' work/study schedules, which will help with retention rates. As outlined above, spreading the existing co-op tuition fee over 2 terms will make payment easier for students as well.

There are no other budgetary impacts for the Faculty/Dean's Office in making these changes; however, charging fees that match in time with the services provided will help the Arts Co-op Program to be more transparent with students about the workload of the Program.

¹ Because UBC considers Co-op course fees Program Fees and not Tuition fees, we can decouple the fees students pay from the "credit" value they see for their co-op courses. This flexibility, not found with academic courses, enables the new course structure we are proposing here.

Considerations for Students:

Like other courses, additive or academic, drop and withdrawal deadline dates will apply to both the search-term and work-term courses, a system familiar to students. As well, students will be able to follow program guidelines in the academic calendar, information further supported by the Terms & Conditions document that they sign when they join the Program, making expectations, policy and process more transparent. Adding the 3-credit search term course to a student's transcript will be "on top" of the permitted 15 course credit limit.

If a student is unsuccessful in a search term but completed the search term requirements, or if his/her personal circumstance change unexpectedly and cause him/her to need to cease the job search mid-search, there is no penalty, either financial or on the transcript. The search term can be extended at no extra cost and the student registered into a subsequent search course section with no fees attached even if the search terms are not consecutive. This model would not penalize students who are not able to land a co-op job on their initial attempt if they have fulfilled the search term course requirements.

For those students who have tried unsuccessfully two times to secure a co-op job, we have the option of assigning a withdrawal or fail grade for the search term and re-evaluating their participation in the Co-op Program. Note that students who are unsuccessful in their second search, but who fulfilled the search term course requirements and responsibilities as agreed upon in the Terms and Conditions, will normally be withdrawn from the search course. Only those who do not fulfill their agreed-upon requirements and responsibilities for reasons within their control (e.g. lack of interest or commitment) may be considered for a fail grade.

CONSULTATION

Formal consultations have been completed with the following groups and their feedback incorporated:

- Arts Academic Advising
- Office of the Dean of Arts
- Office of the Provost
- VP Students Office
- Enrolment Services
- Student Financial Services
- UBC Co-op Programs

All of the groups are supportive of the proposal and the new courses we plan to create, as well as the proposed tuition changes. The other UBC Co-op Programs are considering adopting this model; the Engineering Co-op Program may move to a similar structure in the coming months.

TUITION AND FEES RATIONALE

The Arts Co-op program is proposing to split the current work-term \$759.75 co-op fee² in two, with \$379.87 charged to a student during the search-term as part of a new search-term 3-credit course and \$379.87 charged to a student during their work-term as part of the existing 3-credit course.

Overall there is no fee increase for students and there are no new fees. Existing co-op fees will be distributed across two terms instead of one.

² This is the current standard rate for the 2018W session. Co-op fees are subject to annual increases.

APPENDIX 2: STUDENT SUBMISSIONS

There was a submission from the AMS.



Submission to the UBC Board of Governors regarding the Revisions in Tuition for the Arts Co-op Program Curriculum October 17th, 2018

Dear 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 revision for the Arts Co-op Program Curriculum.

The proposed tuition amount will remain the same, but the alteration requested is to split the current \$759.75 Undergraduate Co-op fee in two instalments. The first installment will be allocated towards the Co-op search term course, and the second will cover the Co-op work term course.

Splitting up the fees into two instalments will make the process of producing payments easier for students, as this revision does not ask for the full sum of payment up front. The AMS believes it will help designate to students the amount of work needed for both the work term and search term independently. The revision also encourages flexibility in that it allows for students already in the current Co-op stream to continue with their old payment plan.

The AMS is grateful to the University for including student input in this process. We look forward to the implementation of this revision and the great work and continued success of students enrolled in the Arts Co-op 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
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