



SUBJECT	Fee Correction Undergraduate Course UFOR 400 Field Trip Fee
SUBMITTED TO	Finance Committee
MEETING DATE	March 13, 2024
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	APPROVAL REQUESTED IT IS HEREBY RESOLVED that the Finance Committee, in accordance with authority delegated by the Board of Governors, approves a correction to the amount of a student field trip fee for undergraduate course UFOR 400 from \$550.00 to \$700.00, effective immediately and subject to increases as approved by the Board of Governors.
LEAD EXECUTIVE	Gage Averill, Provost and Vice-President Academic, UBC Vancouver
SUPPORTED BY	Christina Hendricks, Vice-Provost and Associate Vice-President Teaching & Learning <i>pro tem</i> Bhushan Gopaluni, Vice-Provost and Associate Vice-President Faculty Planning

PRIOR SUBMISSIONS

The subject matter of this submission has been considered by the Finance Committee on [November 20, 2023](#) (OPEN SESSION); Request: Ratification of Fees

EXECUTIVE SUMMARY

In June 2023, the Finance Committee was advised that documentation of Board approval could not be located for a total of 96 student fees across both campuses. The Administration brought forward all 96 fees, including 29 fees that the Administration had determined would no longer be collected, to the November 2023 meeting of the Finance Committee, at which the Committee, under its delegated authority, ratified and approved for collection on a going-forward basis the 67 remaining fees for which documentation of previous Board approval could not be located.

After approval was confirmed, and as the Administration was preparing the necessary information so that fees could be added to the student system and to the UBC Calendar, a data-entry error was identified. Unfortunately, a field trip fee from the Faculty of Forestry was inadvertently approved at the incorrect rate. UFOR 400 is an undergraduate course required by all students in the Bachelor of Urban Forestry.

The Administration is seeking to rectify this error and ensure the field trip fee is approved at the appropriate rate.

Faculty	Category	Course	Amount approved	Corrected amount to be approved
Forestry	Field Trip Fee	UFOR 400	\$550.00	\$700.00

The Office of the Vice-President Students conducted a student consultation regarding the fee proposal (as per Policy LR4). The e-consultation was conducted from January 16, 2024 to February 14, 2024. No submissions were received from the AMS or from individual students.

APPENDICES

1. Student Tuition Consultation Report

FACULTY OF FORESTRY: UFOR 400 FIELD TRIP STUDENT FEE

PROGRAM TUITION, FEE, DEPOSIT CONSULTATION REPORT

The Vice-President, Students Office, in partnership with the Faculty of Forestry conducted a student consultation to rectify a data error concerning the field trip fee for the undergraduate course UFOR400. This consultation aimed to ensure the accurate approval of the field trip fee at the appropriate rate. This report outlines the consultation process and summarizes student feedback.

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/zoom meeting to discuss the tuition proposal. A meeting was not requested by student representatives.

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

Timelines: The e-consultation was conducted over the period of Tuesday January 16, 2024 to Wednesday February 14, 2024.

Summary of Student Feedback: Submissions were not received by AMS and no individual student submissions were received.

APPENDIX 1: INVITATION TO CONSULTATION AND TUITION RATIONALE DOCUMENT

*****This message is sent on behalf of Dr. Samantha Reid, Executive Director of the Office of the Vice President, Students*****

Hello everyone,

The Faculty of Forestry recently identified a data-entry error in the approval of a field trip fee during the December 2023 Board of Governors meeting. This fee is related to an undergraduate course UFOR 400 and is required by all students in the Bachelor of Urban Forestry. The Administration is working to rectify this error and ensure the accurate approval of the field trip fee at the appropriate rate, aiming for transparency and adherence to the correct procedures.

In order to inform the program leads and the Board of Governors with regards to the field course fees 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 proposal if they wish. Please note: the scope of this consultation process is limited to the field course fees.

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 and fees rationale for the program, and
- the proposed tuition and fees.

Please share the document and this email as you see appropriate. **Comments and student organization submissions on the tuition proposal can be provided to Irena Deretic – Administrative Coordinator, Office of the Vice President Students (vpsassist@mail.ubc.ca).**

2. Face to Face/Zoom meeting

If requested by student representatives, we can arrange a face-to-face/Zoom 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 FEBRUARY 14TH AT MIDNIGHT.

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.

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

Thank you,

Samantha

Samantha Reid Ph.D. (she/her)

Executive Director

Office of the Vice President Students

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THE UNIVERSITY OF BRITISH COLUMBIA

FACULTY OF FORESTRY: UFOR 400 FIELD TRIP STUDENT FEE

OVERVIEW

At the December 2023 Board of Governors, the Board approved a number of student fees for which documentation of Board approval could not be located.

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