



SUBJECT	Program Fees - Haida Gwaii Semester
SUBMITTED TO	Finance Committee
MEETING DATE	September 12, 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 the following fees for the Haida Gwaii Semester Program: <ul style="list-style-type: none"><i>i.</i> a \$4,000 program fee for students who participate in the Haida Gwaii Semester program during Winter Session Term 1 or Winter Session Term 2; and,<i>ii.</i> a \$3,200 program fee for students who participate in the Haida Gwaii Semester program during Summer Session Term 1, 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	Janice Stewart, Deputy Provost, UBC Vancouver David Shorthouse, Executive Director, Academic Initiatives Office of the Provost and Vice-President Academic, UBC Vancouver

PRIOR SUBMISSIONS

The subject matter of this submission was previously considered as follows:

Learning & Research Committee on [February 15, 2018](#) (OPEN SESSION); Request: Recommendations arising from Vancouver Senate meeting of December 13, 2017.

Finance Committee on [November 20, 2023](#) (OPEN SESSION); Request: Ratification of Fees.

EXECUTIVE SUMMARY

In September 2010, UBC's Faculty of Forestry collaborated with the Haida Gwaii Higher Education Society (HGHEs) to create the Haida Gwaii Semester, a program that provides an opportunity for students to participate in an academically rigorous, community-based experience delivered on Haida Gwaii. At the time of launch, students applied directly through the HGHEs, which is open to both UBC students and students from other post-secondary institutions (once accepted, students from other institutions were directed to apply to UBC as visiting, access, or unclassified students). The Faculty of Forestry collected tuition fees associated with the courses, while the HGHEs collected any additional program fees associated with the Semester program.

In February 2018, with full support from the HGHEs and the Council of the Haida Nation, the UBC Board of Governors approved the creation of the Haida Gwaii Institute, located within the Faculty of Forestry. Administration for the Semester program was assumed by the Institute. As the Institute is an administrative unit of the Faculty of Forestry, the program fees associated with the Semester program became 'UBC fees' and must be approved by the Board of Governors and are included in the UBC Calendar.

In reviewing Senate and Board documentation from 2010 onwards, we have been unable to locate documentation confirming that the Haida Gwaii Semester program fees were approved by the Board of Governors. Due to a previous lack of understanding about the relationship between the Faculty, HGHS, and the Haida Gwaii Institute, these fees were missed from the December 2023 Board request to ratify a number of student fees for which Board approval could not be located. The Faculty is seeking to ensure transparency and adherence to the correct procedures in place at UBC and is bringing these student fees forward for ratification.

All students who participate in a Semester Program are responsible for covering the costs of transportation to and from Haida Gwaii, food and accommodation, and any expenses for recreational activities outside of the program. Students are required to pay a program fee as follows:

- Winter Session, Term 1 (September to December, 5 courses): \$4,000
- Winter Session, Term 2 (January to April, 5 courses): \$4,000
- Summer Session, Term 1 (May to June, 4 courses) offering: \$3,200

The program fee covers all costs related to the program, including classroom space, instructor and community educator stipend, daily transportation to and from the classroom and on all field trips, bus driver/first aid attendant, and field equipment and safety gear.

The program fee is subject to annual increases as approved by the Board of Governors. The fee will continue to be collected from students by the Haida Gwaii Institute.

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 June 11, 2024 to July 11, 2024. No submissions were received from the AMS or the Forestry Undergraduate Society and no individual student submissions were received.

APPENDICES

1. Program Tuition, Fee, Deposit Consultation Report

FACULTY OF FORESTRY: HAIDA GWAI SEMESTER – PROGRAM FEES

PROGRAM TUITION, FEE, DEPOSIT CONSULTATION REPORT

The Vice-President, Students Office, in partnership with the Faculty of Forestry conducted a student consultation to ratify the Haida Gwaii Semester program fees. This consultation aimed to ensure the accurate approval of these fees and to ensure proper adherence to UBC procedures. This report outlines the consultation process and summarizes student feedback.

Student Representative Bodies Invited to the Consultation

- Alma Mater Society (AMS)
- Forestry Undergraduate Society (FUS)

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 June 11, 2024 to Thursday July 11, 2024.

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

APPENDIX 1: INVITATION TO CONSULTATION AND TUITION RATIONALE DOCUMENT

*****This message is sent on behalf of Samantha Reid, Associate Vice-President, Students, UBC Vancouver*****

Hello everyone,

In December 2017, the Faculty of Forestry proposed creating the new Haida Gwaii Institute. This proposal was fully supported by the HGHEB Board of Directors and the Council of Haida Nation, and it was approved by UBC's Senate in December 2017 and by the Board of Governors in February 2018, officially making the Haida Gwaii Institute an administrative unit of the UBC Faculty of Forestry. The Haida Gwaii Semester program fees, as part of the UBC Faculty of Forestry, must be approved by the Board of Governors and listed in the UBC Calendar. Due to past misunderstandings, these fees were not included in the December 2023 Board request, and the Faculty is now seeking to ratify them to ensure proper adherence to UBC procedures.

In order to inform the program leads and the Board of Governors regarding the ratification of Haida Gwaii Semester program fees, the University is undertaking a consultative process to gather your comments as student representatives, and provide an opportunity for students to share their individual comments on the proposal if they wish. **Please note:** the scope of this consultation process is limited to the program 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 THURSDAY JULY 11TH 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)

Associate Vice-President, Students

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THE UNIVERSITY OF BRITISH COLUMBIA

HAIDA GWAII SEMESTER – PROGRAM FEES

PROGRAM OVERVIEW

In September 2010, UBC's Faculty of Forestry collaborated with the Haida Gwaii Higher Education Society (HGHEs) to create the Haida Gwaii Semester. Offered by HGHEs, the semester would be comprised of 5 UBC undergraduate Conservation courses in the Faculty of Forestry and was an opportunity for students to participate in an academically rigorous, community-based experience delivered on Haida Gwaii. Students interested in participating applied directly through the HGHEs (open to both UBC students and students from other post-secondary institutions). Once accepted students were asked to apply to UBC as visiting, access or unclassified students. The Faculty of Forestry provided support for the process and collected tuition fees associated with the five courses. If requested, they would also facilitate providing official transcripts. Any additional program fees associated with the Haida Gwaii Semester were collected by HGHEs. Additional costs included expenses related to classroom space, instructor and community educator stipends, daily transportation to the classroom and on field trips, field equipment and safety gear (i.e. hard hats, high visibility vests, etc.), a guided tour of Gwaii Haanas or North Beach/Tow Hill.

Based on the great success of the first semester program, HGHEs soon expanded to offer a second semester program and in 2013, the conservation courses were changed to a HGSE course code to acknowledge they were offered through the Faculty in collaboration with Haida Gwaii Higher Education Society.

In December 2017 a proposal was put forward by the Faculty of Forestry to create the new Haida Gwaii Institute. This proposal was fully supported by the HGHEs Board of Directors and the Council of Haida Nation and was approved by UBC's Senate in December 2017 and by the Board of Governors in February 2018. The proposal made the Haida Gwaii Institute an official administrative unit of the UBC Faculty of Forestry. The Haida Gwaii Semesters continue to be offered and as agreed upon:

- The Institute manages which courses are offered, when, and associated teaching appointments;
- The Institute manages the application process and admission decisions. Once a non-UBC student receives an offer of admission they are asked to officially apply to UBC as a visiting, access studies or unclassified student.
- Tuition fees resulting from students taking HGSE courses associated with the Semester program are collected by the Faculty, in order to make sure the administrative and operational needs of the Institute are met;

- Any additional program fees related to the the program are paid directly to the Institute.

As the Institute is an administrative unit of the Faculty of Forestry, the Haida Gwaii Semester program fees are UBC fees and must be approved by the Board of Governors and included in the UBC Calendar. In reviewing Senate and Board documentation from 2010 onwards (when the Semester program was created), we have been unable to locate documentation confirming that the Haida Gwaii Semester program fees were approved by the Board of Governors. Due to a previous lack of understanding about the relationship between the Faculty, HGHEs, and the Haida Gwaii Institute, these fees were missed from the December 2023 Board request to ratify a number of student fees for which Board approval could not be located. The Faculty is seeking to ensure transparency and adherence to the correct procedures in place at UBC and is bringing these student fees forward for ratification.

FEES RATIONALE

All students who participate in a Haida Gwaii Semester or Summer Session are responsible for covering the costs of transportation to and from Haida Gwaii, food and accommodation, and any expenses for recreational activities outside of the program.

Students are required to pay a program fee as follows:

- Winter Semesters, students will be registered in 5 HGSE courses each worth 3 credits totalling 15 credits in tuition costs:
 - TERM 1 (September to December)offering: \$4,000
 - TERM 2 (January to April) offering: \$4,000
- Summer Session, students will be registered in 4 HGSE courses each worth 3 credits totalling 12 credits in tuition costs:
 - TERM 1 (May to June) offering: \$3,200

The program fee covers all costs related to the program including; classroom space, instructor and community educator stipend, daily transportation to and from the classroom and on all field trips, bus driver/first aid attendant, field equipment and safety gear, to name a few.

The program fee is subject to annual increases as approved by the Board of Governors. The fee will continue to be collected from students by the Haida Gwaii Institute.