

Office of Institutional Analysis and Planning fonds

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***** Institutional records -- researcher access subject to review *****

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 - Higher Education Committee Records series
 - Senate Budget Committee Records series

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Fonds Description

Office of Institutional Analysis and Planning fonds. – 1960-1984.

2.94 m of textual material.

Administrative History

The Office of Institutional Analysis and Planning was established at the University of British Columbia in 1976 to assume duties previously performed by the Office of Academic Planning, which began operations in 1961. Like its predecessor, I.A.P. was responsible for a wide range of functions including the preparation of statistical material, forecasting enrollments, building needs and staffing requirements. The functions of I.A.P. were transferred to Budget, Planning and Systems Management in 1984 whose name was shortened in 1990 to the Office of Budget and Planning.

Scope and Content

The fonds consists of records of both the Office of Academic Planning and the Institutional Analysis and Planning Office for the period 1960-1979. Materials include records from various departmental and senate planning and building committees on campus, Presidential committees, senate committees, office correspondence, external and internal reports, and Universities Council of British Columbia (UCBC). It is arranged into the following ten series: Departmental Planning and Use Committee Records; Senate committee on Academic Building Needs Records; Presidential Committees Records; Institutional Analysis and Planning Reports; Office Correspondence; Subject Files; Collective Bargaining Records; UCBC Records; Higher Education Committee Records; and Senate Budget Committee Records. Many of the files have initials corresponding to either the name of the office where they were opened (IAP, OAP) or the name of the former director William L. Tetlow (WLT) these initials were retained as part of the file title.

Notes

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

File list available.

Items in Box 16 were added in September 2018. Reports in Boxes 17 and 18 were added in March 2021.

The records of the office's successor, the [Office of Budget and Planning](#), are described separately. There is some overlap in the contents of the two fonds. Other related

records may also be found in the fonds of [Campus and Community Planning](#) and [Physical Plant](#).

Series Descriptions

Departmental Planning and Use Committee Records series. – 1962-1975.

75 cm of textual material.

Series consists of minutes, agendas, notes and correspondence of departmental committees. The material discusses space and equipment needs of the departments and buildings concerned.

Series arranged in chronological order.

Senate Committee on Academic Building Needs series. – 1967-1978.

44 cm of textual material.

Series consists of minutes, agendas, notes, reports and correspondence of a member of this committee. The records detail student numbers, building scheduling and use.

Series arranged in chronological order.

Presidential Committee Records series. – 1961-1979.

31 cm of textual material.

Series consists of minutes, notes, announcements of various presidential committees and Ad Hoc committees. The records document a wide variety of committees.

Series arranged in chronological order.

Institutional Analysis and Planning Reports series. – 1961-1984.

60 cm of textual material.

Series consists of correspondence, reports, statistical analysis and survey forms. The records document the analysis of the University both physically and intellectual (via course evaluations).

Reports in Box 16 were found in remote storage and added in September 2018. Those in Boxes 17 and 18 were added in March 2021.

Series arranged in chronological order.

Office Correspondence series. – 1969-1976.

19 cm of textual material.

Series consists only of out-going flimsies. The records document the whole correspondence of the director of the department during the periods noted.

Series arranged in chronological order.

Subject Files series. – 1960-1978.

43 cm of textual records.

Series consists of reports, correspondence, notes and newspaper cuttings. The records document the University's response and participation in external task forces and also document the varied concerns which required study during the office's lifespan.

Series arranged in chronological order.

Collective Bargaining Records series. – 1972-1978.

12 cm of textual material.

Series consists of correspondence, memos, faculty lists, draft reports, documentation of arbitration, personal notes of salary negotiations, salary investigation reports and statistics. The records document the formation of a faculty bargaining unit at UBC and the monitoring of salary levels in the university sector by UBC.

Series arranged in chronological order.

UCBC Records series. – 1975-1979.

4 cm of textual material.

Series consists of correspondence, agendas, statistics and notes. The records document the interaction of UBC with the UCBC.

Series arranged in chronological order.

Higher Education Committee Records series. – 1969-1973.

6 cm of textual records.

Series consists of minutes, agendas, reports correspondence and newspaper clippings. The records document the activities of the Higher Education committee.

Series arranged in chronological order.

Senate Budget Committee Records series. – 1975-1977.

5 cm of textual material.

Series consists of minutes, agendas, reports correspondence and newspaper clippings. The records document the activities of the Senate Budget committee.

Series arranged in chronological order.

File List

BOX 1

DEPARTMENTAL PLANNING AND USE COMMITTEE RECORDS

- 1-1 OAP Medical Faculty - Hospital 1962
- 1-2 Biological Sciences Building - Working Papers 1967,71
- 1-3 Library Building - Sedgewick Planning Coordinating Committee 1968-71
- 1-4 Geological Sciences Building - Planning Coordinating Committee 1968-73
- 1-5 Law Building - President's Planning Coordinating Committee 1968-75
- 1-6 OAP Medical Faculty - Planning Co-ord. Committee Audiology and Speech Sciences Human Genetics and Data Processing 1969-71

BOX 2

- 2-1 OAP Physical Education Complex Planning Coord. Cmte. - Women's Gym 1969-73 [1 of 3]
- 2-2 OAP Physical Education Complex Planning Co-ord. Cmte. - Women's Gym. 1970 [2 of 3]
- 2-3 OAP Physical Education Complex Planning Co-ord. Cmte. - Women's Gym. 1970 [3 of 3]
- 2-4 OAP Medical Faculty - Nursing 1970
- 2-5 OAP Medical Faculty - Basic Sciences 1970-71
- 2-6 Mental Retardation Unit 1970-71
- 2-7 OAP - Mental Retardation and Research Unit Planning Coordinating Committee 1971
- 2-8 OAP - Relocatable Accommodation President's Planning Co-ord. Cmte. and Users' Cmte. 1971
- 2-9 OAP Medical Faculty 1971
- 2-10 OAP Botanical Gardens Development Planning and Coordinating Committee 1972-73
- 2-11 Geological Science Building - Office Wing P.C. Committee - Design 1971-73

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- 3-1 Civil and Mechanical Engineering Building User's Committee 1972-74
- 3-2 Animal Care - Planning Coordinating and User's Committee 1972-74
- 3-3 Anthropology and Sociology Facility - Planning Coordinating and User's Committee 1972-74

- 3-4 Biological Sciences Building - Planning Coordinating and User's Committees 1972-75
- 3-5 President's Advisory Committee on Proposed Aquatic Facilities 1973
- 3-6 Mental Retardation and Research Unit User's Committee 1973
- 3-7 Processing Section - Main Library Users' Committee 1973-75
- 3-8 Processing Section - Main Library Planning Coordinating Committee 1973-75
- 3-9 Aquatic Facilities - Planning Coordinating Committee 1974

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- 4-1 Aquatic Facilities - User's Coordinating Committee 1974
- 4-2 Aquatic Facilities - Miscellaneous 1974-75
- 4-3 Aquatic Facilities - Planning Coordinating Committee 1975
- 4-4 Sitting of Library Processing Centre Ad Hoc Committee 1975
- 4-5 Extension to SCARFE Building - Users' Committee and Planning Coordinating Committee 1975

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- 4-6 OAP Academic Building Needs Committee 1969-70

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- 5-1 OAP Academic Building Needs Committee 1970-71
- 5-2 OAP Academic Building Needs Committee 1970-71
- 5-3 Senate Committee on Academic Building Needs 1971-72
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- 5-6 Senate Building Needs 1972-73

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- 6-1 Academic Building Needs 1973-74
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- 6-4 Academic Building Needs 1973-74 [3 of 4]
- 6-5 Academic Building Needs 1973-74 [4 of 4]
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- 6-8 Academic Building Needs 1973-74 [3 of 4]
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- 7-1 Senate Committee on Academic Building Needs 1973-75
- 7-2 Academic Building Needs Senate Committee on 1975-76

BOX 7A

- 7a-1 Academic Building Needs (senate) Committee WLT 1976-77
- 7a-2 IAP Academic Building Needs Committee 1977-78

PRESIDENTIAL COMMITTEE RECORDS

- 7a-3 Recreation, President's Temporary Committee on (1961-71)

BOX 8

- 8-1/2 Senate Committee on Long Range Objectives (1973-176)
- 8-3 OAP Evaluation of Undergraduate Student Performance, President's Committee on (1971)
- 8-4 IAP Database Management System (1972-77)
- 8-5 Gerontology - President's Ad Hoc Committee on Research in Gerontology (1975)
- 8-6 Campus Transportation and Circulation Study Reports - President's Ad Hoc Committee (1975)
- 8-7 Ad Hoc Planning for Extended Care Hospital (1975)
- 8-8 Presidential Committee for University Community Services - Food Services (1975)

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- 9-1 IAP Salary Differentials for Faculty Men/Women, Press. Ad. Hoc. Comm. on Nov. 75-77
- 9-2 IAP Information Systems Committee 1977-78
- 9-3 IAP Information Systems Committee 1978-79

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- 9-4 Capital Planning May 1961
- 9-5 Space Data 1961-67
- 9-6 Full Time Equivalents (FTE) Miscellaneous Data Pertaining to 1967-68
- 9-7 Arts I 1968 [1 of 3]
- 9-8 Arts I 1968 [2 of 3]
- 9-9 Arts I 1968 [3 of 3]
- 9-10 Arts II Evaluation 1970-71

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- 10-1 Space Inventory - Correspondence and PR 1969-73
- 10-2 Grading Study 1970-71
- 10-3 OAP Standards of Quality in Education (faculty teaching load etc.) 1970-71
- 10-4 Forecasting Techniques 1971
- 10-5 Space Data 1971-73/74
- 10-6 Surveys - various 1972
- 10-7 Traffic - Vehicular Speed in Pedestrian Areas 1973
- 10-8 Goals of the University 1973
- 10-9 year - round systems 1974-76
- 10-10 Campus Transportation and Circulation Study Reports - Drawings 1975
- 10-11 WLT Day Care 1975
- 10-12 Alumni Survey Lockhart 1976
- 10-13 IAP "Control Group" (UBC admin. Planning and Coord. group) 1977-79
- 10-14 IAP Objectives. UBC Oct.-77
- 10-15 IAP Price - Waterhouse Data 1978

(continued)

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- 10-16 IAP Correspondence 1969-70
- 10-17 IAP Correspondence Sep71-Dec./71

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- 11-1 IAP Correspondence Jan./72-May/72
- 11-2 IAP Correspondence Jun./72-Mec./72

- 11-3 IAP Correspondence Jan./73-Mar/74
- 11-4 IAP Correspondence Apr/74-Aug/75
- 11-5 IAP Correspondence Sep75-Jun./76
- 11-6 President - Correspondence with 1964-71

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- 11-7 Faculty Association 1960-76
- 11-8 Faculty Survey - CUF 1963
- 11-9 Bladen Commission 1964
- 11-10 Graduate Studies 1965-75

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- 12-1 Systems Research Group 1968-70
- 12-2 Formula Financing (Ontario) 1969-70
- 12-3 OAP Sociological Study - UBC Students 1970-72
- 12-4 UBC & Govt. Material for Senate and Fac. Ad. Hoc. Mtg. 1971-73
- 12-5 Universities Acts - other Provinces to 1972 1972
- 12-6 OAP Senate Admissions Committee 1972
- 12-7 University Governance 1972-74
- 12-8 Bremer Newspaper Clippings on and Reports 1973
- 12-9 Universities - Other Provinces 1973
- 12-10 Women, Status of 1973 [1 of 7]
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- 13-1 Women, Status of 1973 [3 of 7]
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- 13-3 Women, Status of 1973 [5 of 7]
- 13-4 Women, Status of 1973 [6 of 7]
- 13-5 Women, Status of 1973 [7 of 7]
- 13-6 Report on the Status of Women at UBC 1973
- 13-7 Master Teacher Award 1973-74
- 13-8 Universities Act Changes 1973-74
- 13-9 IAP Dennison, Turner et al Report 1975-76
- 13-10 WLT Winegard Commission 1976
- 13-11 WLT Yukon Student Assistance 1976
- 13-12 WLT Bottomley Report (UCBC) Mar. 76

- 13-13 WLT Alberta Financial Planning Project 1976-77
- 13-14 IAP WLT Health Sciences Mar-76-78

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- 14-1 WLT Medical School Enlargement 1976-78

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- 14-2 Statistic Canada Salary Scales at Canadian University 1972-75
- 14-3 IAP Collective Bargaining 1974 [1 of 2]
- 14-4 IAP Collective Bargaining 1974 [2 of 2]
- 14-5 WLT Collective Bargaining UBC Faculty 1975-76 [1 of 2]
- 14-6 WLT Collective Bargaining UBC Faculty 1975-76 [2 of 2]
- 14-7 WLT Quarshie Reports (collective bargaining) 1975-76
- 14-8 WLT Law Faculty Salary Study Final Report Nov.-76
- 14-9 IAP Medical Salaries - EM Report July 77
- 14-10 IAP Medical Salaries Arbitration Sept & Dec. 78

UCBC RECORDS

- 14-11 IAP UCBC Information Systems Comm. 1975-77
- 14-12 IAP UCBC New Crisis of Can. Univ. 1977
- 14-13 IAP UCBC Capital Developments Comm. Space Sub-Comm. 1975-79
- 14-14 IAP UCBC Business Affairs Comm. 1975-79

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- 14-15 Higher Education Dr. J.B. Macdonald 1962-63 [1 of 2]

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- 15-1 Newspaper File Higher Education 1972
- 15-2 Higher Education - Dr. J.B. Macdonald 1962-63 [2 of 2]
- 15-3 Higher Education 1972-73

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- 15-4 WLT - Budget Committee, Senate 1975-76
- 15-5 WLT - Budget Committee, Senate 1976-77

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INSTITUTIONAL ANALYSIS AND PLANNING REPORTS (cont.)

- 16-1 Analysis of Undergraduate Student Performance – Sessional Examination Results – May 1968 Feb. 1969 [3 folders]
- 16-2 Systems Approach Space Sub-system – Development of Space Inventory File August 1969

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- 17-1 A Re-examination of “A comparison of enrolments and costs in B.C.’s colleges, technical institute and universities (1973-74)” December 1975
- 17-2 Report on Sabbatical Leave Policies at Canadian Universities March 1976
- 17-3 Procedures for Financial Exigency at Canadian Universities March 1976
- 17-4 Pension Plans at Canadian Universities April 1976
- 17-5 Salary Comparison: UBC Faculty, Community College Faculty & Vancouver Public School Teachers June 1976
- 17-6 Statistical Data for Collective Bargaining June 1976
- 17-7 Teaching Workload Analysis for Commerce & Bus. Admin. July 1976
- 17-8 Space Utilization Report May 1977
- 17-9 A Review of Medical Faculty Salaries – 1972/73-1976/77 July 1977
- 17-10 Faculty Composition and Costs 1977-1987 October 1977
- 17-11 Data for Committee on Demographics April 1978
- 17-12 Memo re The Hansen Report (UCBC) April 1978
- 17-13 CAUBO Pilot Study on Costs of University Research, 1976/77 August 1978
- 17-14 Administrative Stipends and Honoraria – CONFIDENTIAL October 1978
- 17-15 A Review of Medical Faculty Salaries – 1972/73-1977/78 October 1978
- 17-16 Space Analysis – Phase One – Revised Edition October 1978
- 17-17 Faculty of Science Budget and Salary Information – 1974/75-1978/79 November 1978
- 17-18 A Review of Law Faculty Salaries at Canadian Universities – 1971/72-1977/78 November 1978

BOX 18

- 18-1 The Utilization of the Instructional Facilities at U.B.C. 1978
- 18-2 Universities Council of British Columbia – Resource Allocation Model
March 1979
- 18-3 A Review of Law Faculty Salaries at Canadian Universities – 1971/72-1978/79
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- 18-4 A Review of Medical Faculty Salaries – 1972/73-1978/79 August 1979
- 18-5 Turnover Savings – UBC Faculty October 1979
- 18-6 Dental Faculty Salaries at UBC and Other Canadian Universities – 1971/72-
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- 18-7 Faculty Age Analysis December 1979
- 18-8 Commerce Faculty Salaries at UBC and Other Canadian Universities –
1974/75-1979/80 May 1980
- 18-9 The Constituencies for Post-Secondary Continuing Education in British
Columbia June 1980
- 18-10 Dental Faculty Salaries at UBC and Other Canadian Universities – 1971/72-
1979/80 July 1980
- 18-11 Analysis and Projections of Space Inventory and Space Entitlement 1977/78-
1980/81 1980
- 18-12 On Applying the UCBC Space Entitlement Formula at a Departmental Level
April 1981
- 18-13 Prudent Resource Allocation – II July 1981
- 18-14 An Examination of U.B.C. Tuition Fees – 1970/71-1980/81 September 1981
- 18-15 REVISED – On Applying the UCBC Space Entitlement Formula at a
Departmental Level November 1981
- 18-16 A Review of Medical Faculty Salaries – 1972/73-1980/81 March 1982
- 18-17 Commerce Faculty Salaries at UBC and Other Canadian Universities –
1978/79-1983/84 March 1984
- 18-18 Departmental Profiles Summary November 1984