NEW PROGRAM APPROVAL PROCESS

The college's program development process includes a comprehensive set of accountabilities to ensure consistent academic quality assurance principles inform all decision making at the earliest stages of a program's development.

**Key Stakeholders:** Academic Centres, Office of Academic Excellence, Student Services, Senior Management, BOG.

**Connected CQAAP Standards:** 1.1-1.4; 2.1-2.3; 6.1-6.5

**Frequency:** Annual
Create, review, and/or revise, program vocational learning outcomes, mapping, learning methods, program structure, strategic alignments, designing for inclusion, sustainability outcomes, internationalization, final costing. See Curriculum Development Process for Details. As the program is getting developed, continue to fill out, review, revise, and finalize NPAP Final Proposal (sections 11-18) with support of your operations coordinator.

As the program is getting developed, continue to review, revise, and finalize program costing with support of your operations coordinator.

NPAP Proposal in its entirety (Sections 1-18, final approved program costing form, CVS Validation, Ministry Funding Form, Program Delivery Information Chart) goes to NPAC for final review.

Program Chair and Operations Manager with input from Senior Manager, Financial Planning & Analysis, Manager, Program Planning & Development as Curriculum Specialist and Program Development Team

Post NPAC final approval, the Program Chair and Dean prepare a memo and presentation for the Academic & Student Affairs Sub-Committee of the Board of Governors. Chair and Dean present to the ASA to gain program approval.

SMC, NPAC, Dean, Program Chair, Select Members of Program Development Team

One month after ASA approval presentation, the Board of Governors reviews and approves program for submission to Ministry

program Chair and Program Development Team, with Support from Manager, Program Planning & Development and Curriculum Specialist

Academic Excellence & CVS (if applicable) submit program to Ministry via the Ministry PFAAM system and request funding approval. If credential is a degree, Ministry submission triggers referral to PEQAB for review, site visit, recommendation, and Minister’s decision re: consent.

Program Chair and Program Development Team, with Support from Manager, Program Planning & Development and Curriculum Specialist

* DEPENDING ON TIME OF YEAR

Manager, Program Planning & Development

* DEPENDING ON TIME OF YEAR
13 Funding Approval Received

Ministry sends further program queries and/or notifies college of funding approval via PFAAM system. If approved, Academic Excellence confirms funding parameters (tuition and grant revenue) & compares to financial projections scoped in NPAP proposal forms. If discrepancy, then Finance, Dean, Chair & VPA must re-evaluate and approve.

Manager, Program Planning & Development

14 Internal Systems Triggered for Launch

If approved, then OAE informs Dean, Chair, Marketing, VPA, Special Advisor to the President, Office of the Registrar (Admissions and Enrolment), Finance.

Manager, Program Planning & Development

15 Curriculum Development Continues

Curriculum development can continue after program is launched. Curriculum is developed as subsequent years of the program launch. For degrees, this can be several years after the program received initial approval. (For example, Year 1 curriculum is prepared prior to launch, year 2 curriculum is prepared while year 1 curriculum is being delivered for the first intake, and so on.)

Program Development Team & Curriculum Specialist (On Chair’s Request & depending on OAE Available Resources)

1 MONTH–3 YEARS*

16 Program Quality Assurance Committee Presentation

1-2 years after program launch, the program presents to the Program Quality Assurance Committee (PQAC) on ability to realize program promise in new program proposal, as well as on quality & program strengths, challenges, learnings since launch.

Program Quality Assurance Committee, Program Coordinator & Chair

* DEPENDENT ON CREDENTIAL