1 Program/ curriculum innovation recommended

ANNUAL

Post program review, PAC feedback, external accreditation requirements, PEQAB Program Standard Release or based on student or program team feedback, program change is recommended.

Deans, Chairs, program team, PEQAB, Student Success, PAC, Accreditors, Office of Academic Excellence

2 RO / OAE consultation

1–3 MONTHS

Program team or Chair consults on changes with Office of the Registrar and Office of Academic Excellence. If curriculum changes are significant and potentially impact funding or program outcomes, then the program changes document is completed.

Office of Academic Excellence, Office of the Registrar, Deans, Chairs, program team, PAC, PEQAB

3 Annual changes to database team in RO

ANNUAL (WINTER)

Program changes document due by February *(for changes in upcoming September).*

Chairs, program team, database team in RO

4 Program Management Tool (PMT) review

SPRING

PMT review is initiated for internal review and approval. This system feeds the content for the GBP program pages. Multiple internal stakeholders review and approve the information for accuracy.

Program team, Academic Chair, Finance, Office of the Registrar, Office of Academic Excellence, Marketing, etc.

5 Urgent database changes

SPRING

Changes to the database after approval must be reviewed by the Dean.

Program Chair, Dean, database team in RO

ACADEMIC PROGRAM REVISION / RENEWAL

Program teams consult on any significant change with Office of the Registrar & OAE. On an annual basis, program changes are communicated to the database team.

Key Stakeholders: Deans, Chairs, Program Team, Student Success, PEQAB, PAC, Accreditors, OAE, RO

Frequency: Annual