



Dean’s Task Force Checklist

This document guides the dean’s task force in collecting data required for COTR program approval. It provides source material for the Program Idea Profile (PIP), New Program Proposal (NPP), and the program outline. This material also answers many of the questions that approval bodies such as VPAC and EdCo may ask.

Dean:	Department Head:
Academic Department:	
Proposed Program Title:	
Proposed Credential:	
Proposed Program Length:	
Proposed Implementation Date:	

PIP Development

1. Program Purpose and Background (PIP and NPP and Program Outline):
2. Program description
 - a. Detailed program description (PIP):
 - b. 150 words (COTR Calendar and Program Outline)
 - c. 75 words (Marketing)
 - d. 25 words (Marketing)
3. Delivery method (PIP and Program Outline):
4. Consultation (PIP and NPP):
 - a. Internal (e.g., task force, COTR departments, advisory committee):
 - b. External (e.g., post-secondary institutions, industry, government):
5. Rationale, including Labour Market Demand and relation to College Profile and Strategic Plan (PIP and NPP):
6. Curriculum courses, hours, and credits organized by semester (PIP, NPP, Program Outline)
7. Recommended prerequisites for full program admission as well as graduated entry program admission (graduated entry program admission provides access to a limited range of courses while prerequisites are completed) (PIP, Program Outline):
8. Student demand & Target Audience (PIP, NPP):
9. Transfer and Laddering and recommended updates to transfer agreements both internal and external as well as dual admission (PIP and NPP):

10. Experiential Learning elements (e.g., lab, service learning, practicum, work experience, co-op, capstone, field activities) (PIP):

NPP Development (additional Information needed)

11. Key objectives and Outcomes (NPP executive summary):

12. Skills, knowledge or attributes students will develop (NPP and Program Outline):

13. Provincial, National, and International certifications earned (NPP):

14. Risk Management considerations (NPP):

15. Capacity and resources within COTR departments:

- a. Student Affairs
- b. Aboriginal Coordinator
- c. Registration
- d. Library
- e. IT
- f. Educational Technology
- g. Marketing
- h. International
- i. Financial Aid, including StudentAid BC eligibility(NPP)
- j. Department Head and Program Coordinator
- k. Advisory Committee (NPP)

Program Outline Development (additional information needed)

16. Graduation requirements (Program Outline):

17. Flexible Assessment (Program Outline):

18. Grade Profile (Program Outline):

Other Information

19. Dual Credit opportunities:

20. Updates to College Profile:

- a. Courses being developed or replaced
- b. Cross-listed courses:

21. International Students (e.g., demand, availability of seats, prerequisites, application process):

22. Aboriginal Students (e.g., demand, indigenized curriculum):

23. Hiring needs in CORFA, CUPE, Management, other (e.g., Tutors):

24. School District support:

25. Budget outline if necessary – please attach

College of the Rockies Grade Scales - In effect starting Fall 2008 (updated fall 2009)											
	Scholars' List	Honours' List	Deans' List								
	GPA 10	GPA 9	GPA 8	GPA 7	GPA 6	GPA 5	GPA 4	GPA 3	GPA 2	GPA 1	GPA 0
	A+	A	A-	B+	B	B-	C+	C	C-	D	F
OFAD	≥98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70
	A+	A	A-	B+	B	B-	C+	C	C-	D	F
ABE	≥ 95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	<50
APNP/PNUR	≥ 95	94-90	89-85	84-80	79-75	74-70	69-65				<65
COOK TRN	≥ 95	94-90	89-85	84-80	79-75			74-70			<70
DENT	≥ 95	94-90	89-85	84-80	79-75	74-70					<70
ELT	≥ 95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	<50
FIRE TRNG	≥ 95	94-90	89-85	84-80	79-75			74-70			<70
NURS_(COTR/UVIC)	≥ 95	94-90	89-85	84-80	79-75	74-70	69-65	64-60			<60
HCA	≥ 95	94-90	89-85	84-80	79-75	74-70					<70
TRADES	≥ 95	94-90	89-85	84-80	79-75			74-70			<70
	A+	A	A-	B+	B	B-	C+	C	C-	D	F
ACCP	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
ATBO	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
BUAD	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
CWSP	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
CYFS	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60			<60
KNES	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
MAST	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
NST	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
TRMP	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50
UNIV STUD	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

English Equivalency Information

Many programs or courses at College of the Rockies require English 12 or equivalent. The following courses or assessments meet the English 12 or equivalent requirement:

- English 12, English First Peoples (EFP 12), ENGL 090, ENGL 091, or COMC 100 (please refer to the program admission requirements or course prerequisite information to determine the minimum grade required).; or
- ELT 89 with minimum grade of 85%; or
- English Language assessment: TOEFL iBT 80, LPI 5 with a minimum 28/40 for the essay, PTE 54, or IELTS 6 with a 6 or higher in reading and writing and no band less than 5.5, or equivalent as determined by the Registrar's Office.

Note: Communications 12 is not equivalent to English 12

Math Information