COLLEGE OF THE ROCKIES

College Policy & Procedures Manual	
Category	6 – Instruction
Policy #	6.1.2

PROCEDURES:

6.1.2 Program and Course Development and Approval

PROGRAM APPROVAL -- PROPOSED NEW CREDIT PROGRAMS

Stage 1: Identification and Acceptance of New Credit or Degree Program Ideas

Proposals for new credit programs from all members of the College community, along with an appropriately completed template (see Appendix A – PIP) will be forwarded to the Vice President Academic and Applied Research who will assess program consistency with the current Strategic Plan.

The appropriate Dean and Department Head will identify a Dean's Task Force who will (see Appendices C & D):

- Contact College personnel who should be involved and/or consulted in the proposal development, including the Indigenous Education Coordinator, Director of Teaching and Learning, Faculty, Instructional Specialist, Manager of Applied Research and Innovation, Facilities, Information Technology, Finance, Manager International Education and Development and other department areas affected by the changes.
- Conduct initial research into program feasibility including research into associated programs offered within the College and by other institutions, student demand for such programs from our region and beyond, local and Pan-Canadian labour market demand and financial analysis of the program feasibility.
- Submit a Program Idea Profile (Appendix A - PIP) to the Vice President's Academic Council (VPAC) for review.
- Following recommendation by VPAC for approval the Program Idea Profile will be circulated to Education Council (EdCo) for review and advice.
- Upon recommendation of EdCo, the Program Idea Profile will be brought to the Board of Governors for information only.

Stage 2: New Non-Degree Program Proposal or New Degree Proposal

A new Non-Degree Program Proposal or a new Degree Proposal will be developed in accordance with the guidelines found on at https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/online-application-system/guidelines-templates. See a summary for Non-Degree Proposal Guidelines in Appendix B. Proposals will be submitted to the following for advice:

- VPAC
- EdCo

The proposal and any advisory comments from EdCo will be submitted to the President.

The President will recommend appropriate action and the VP Academic and Applied Research or delegate will forward the proposal to the on-line "Post-Secondary Institution Proposal System" (PSIPS) website for peer review and comment.

Following the required 30-day posting on the website, the proposal will be completed by the Dean, taking into consideration and/or incorporating peer review and comments.

If the Dean does not recommend the program, the VP Academic and Applied Research will inform EdCo.

The proposal and advisory comments will be submitted to the following for final approval:

- President/CEO, who will inform the Board
- Degree Quality Assurance Board (for New Degree Proposals only)

The Vice President Academic and Applied Research will post the new program implementation date, if and when appropriate.

Stage 3: Program Implementation

Once the program implementation notice has been posted, the appropriate Dean will (see Appendix E):

- Submit recommendations and establish a program Advisory Committee;
- Hold Advisory Committee meetings and obtain recommendations for curriculum, marketing, staff, etc.;
- Initiate marketing;
- Contact relevant service areas such as Indigenous Education, International Education and Development, Facilities, Marketing, Student Services, Information Technology, Applied Research and Innovation, the Instructional Specialist, the Director of Teaching and Learning and other department areas affected by the changes;
- Continue curriculum development (see workflow procedures as per Terms of Reference for Curriculum Standing Committee);
- Receive EdCo approval of curriculum;
- Develop staffing plans;
- Hire staff;
- Keep VPAC and EdCo informed; and
- Implement program.

APPENDICES

Appendix A: New Credit Program Idea Profile (PIP)

Proposed Program Title: _____

1	**Credential**	
2	**Start Date**	
3	**Contact / Department Information**	
4	**Purpose / Background including connection to College's Strategic Priorities**	
5	**Program Description**	
6	**Delivery (method, location, staffing model, required resources, etc.)**	
7	**Financial Analysis (startup costs; delivery costs including salaries, space, resources and supports; revenue source; estimated revenue to support delivery)**	
8	**Consultations (internal and external to the College; Indigenous Education; International Education and Development; Director of Teaching and Learning; etc. Maintain records of input on file)**	
9	**Labour Market Demand (local and Pan-Canadian; relevant career pathway options)**	
10	**Curriculum (note any external accreditations if applicable)**	
11	**Prerequisites**	
12	**Student Demand and Enrolment (Domestic, Indigenous, International)**	
13	**Transferability and Laddering**	
14	**Work Integrated Learning / Experiential Learning Opportunities**	

Appendix B: Non-Degree Programs – Proposal Guidelines

Ministry of Advanced Education July 2008

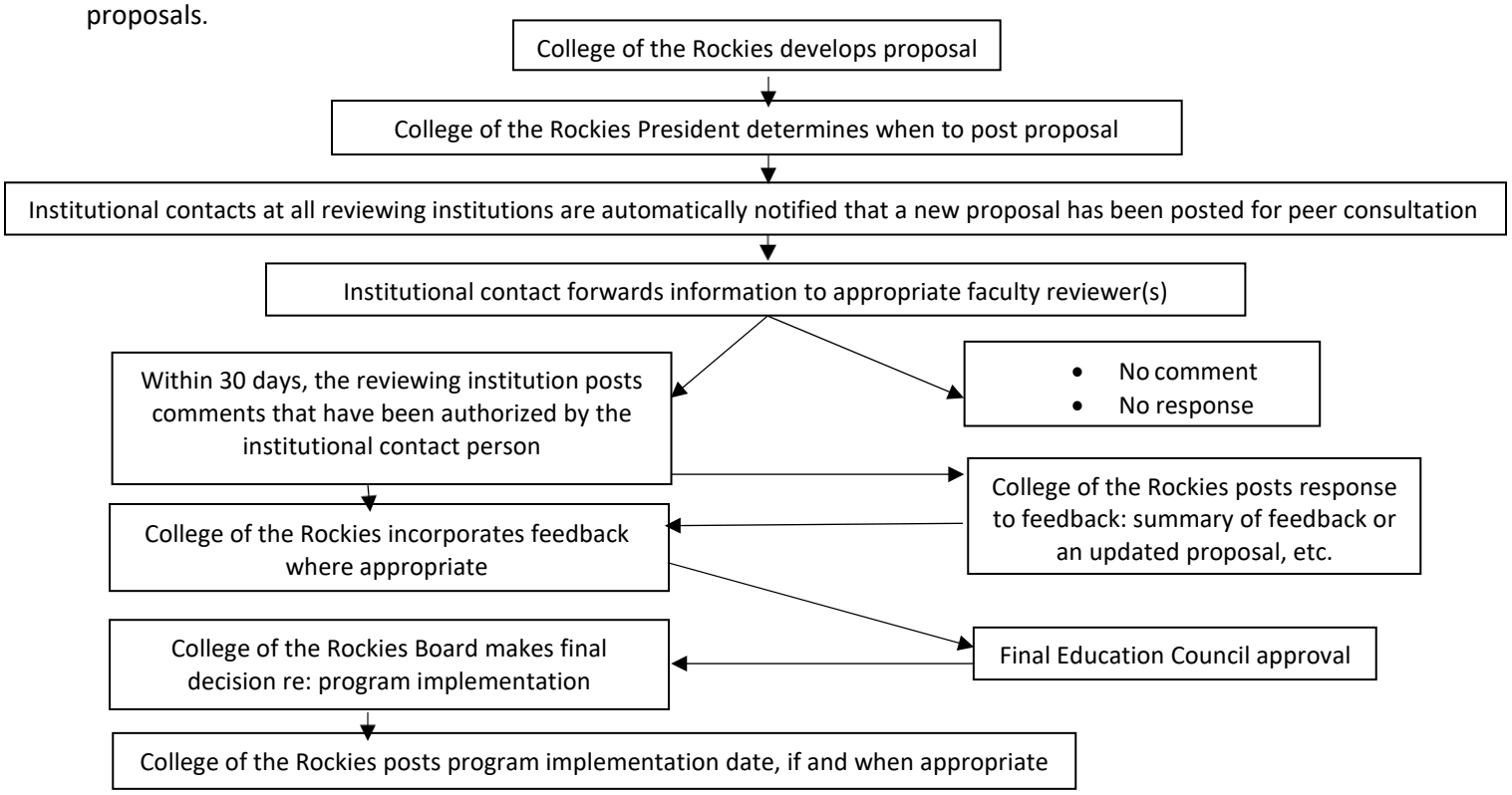
All public institutions are expected to participate in the on-line non-degree program review process for new non- degree *credit* programs, *except* for certificate programs that do not "ladder" into diploma programs. Eligible programs include:

- New fields of study
- New credentials, including post-baccalaureate and post graduate certificates and diplomas
- Options developed in existing programs that will be recognized on students' transcripts
- Major program revisions that warrant an internal review or institutional approval. Determination about what constitutes a major program revision is left up to the institution.
- Programs originally established as credentials offered outside the province but are later offered within the province by a British Columbia institution.

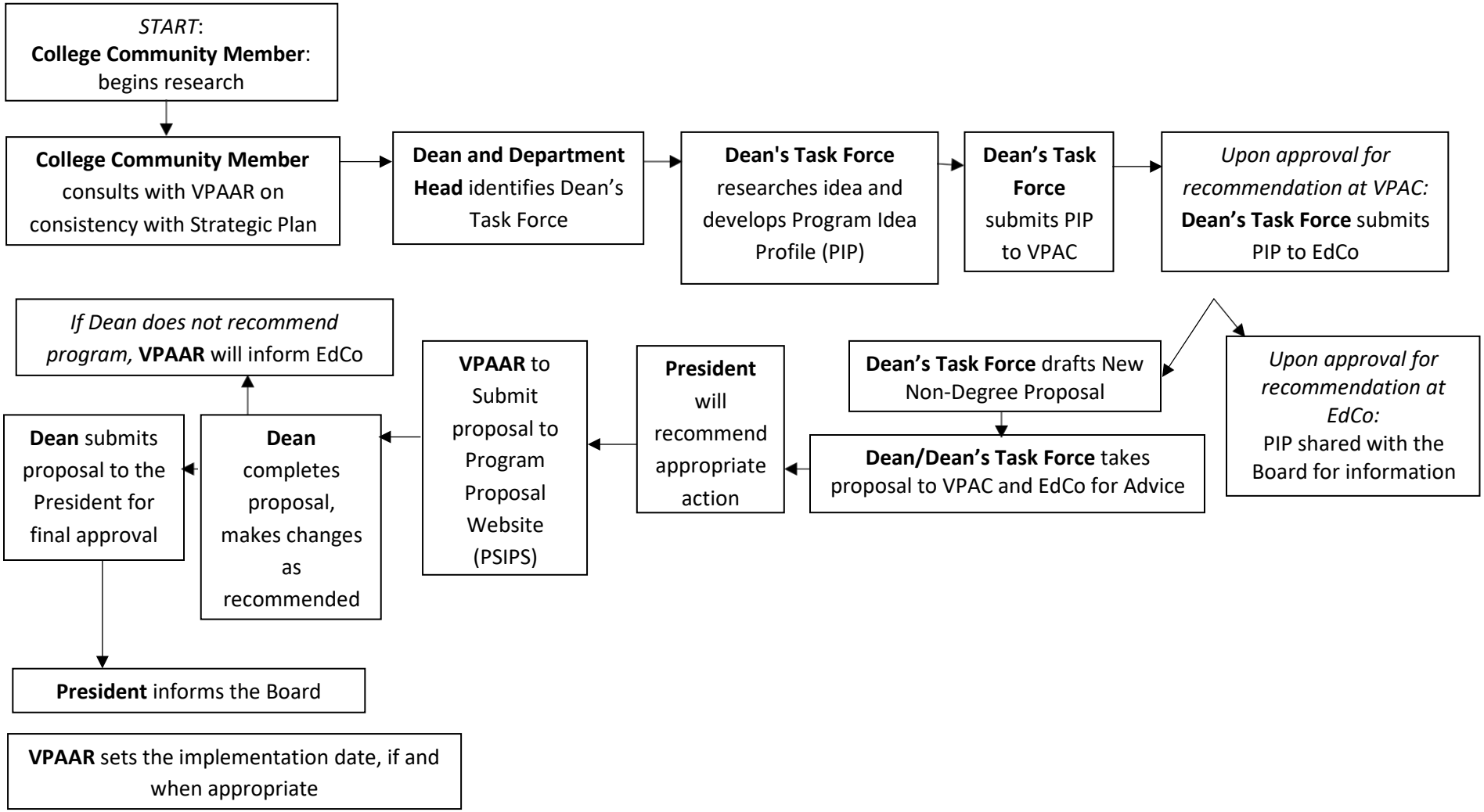
This process is not required for certificate programs that do not ladder into other credentials. However, if the institution wants to ensure that students are eligible to apply for student financial aid, the certificate must be approved by the institution's Education Council, and must meet all other program eligibility requirements outlined under StudentAid BC's "Program eligibility and program code search" at http://www.aved.gov.bc.ca/studentaidbc/schoolofficials/welcome.htm.

Online New Program Review Process

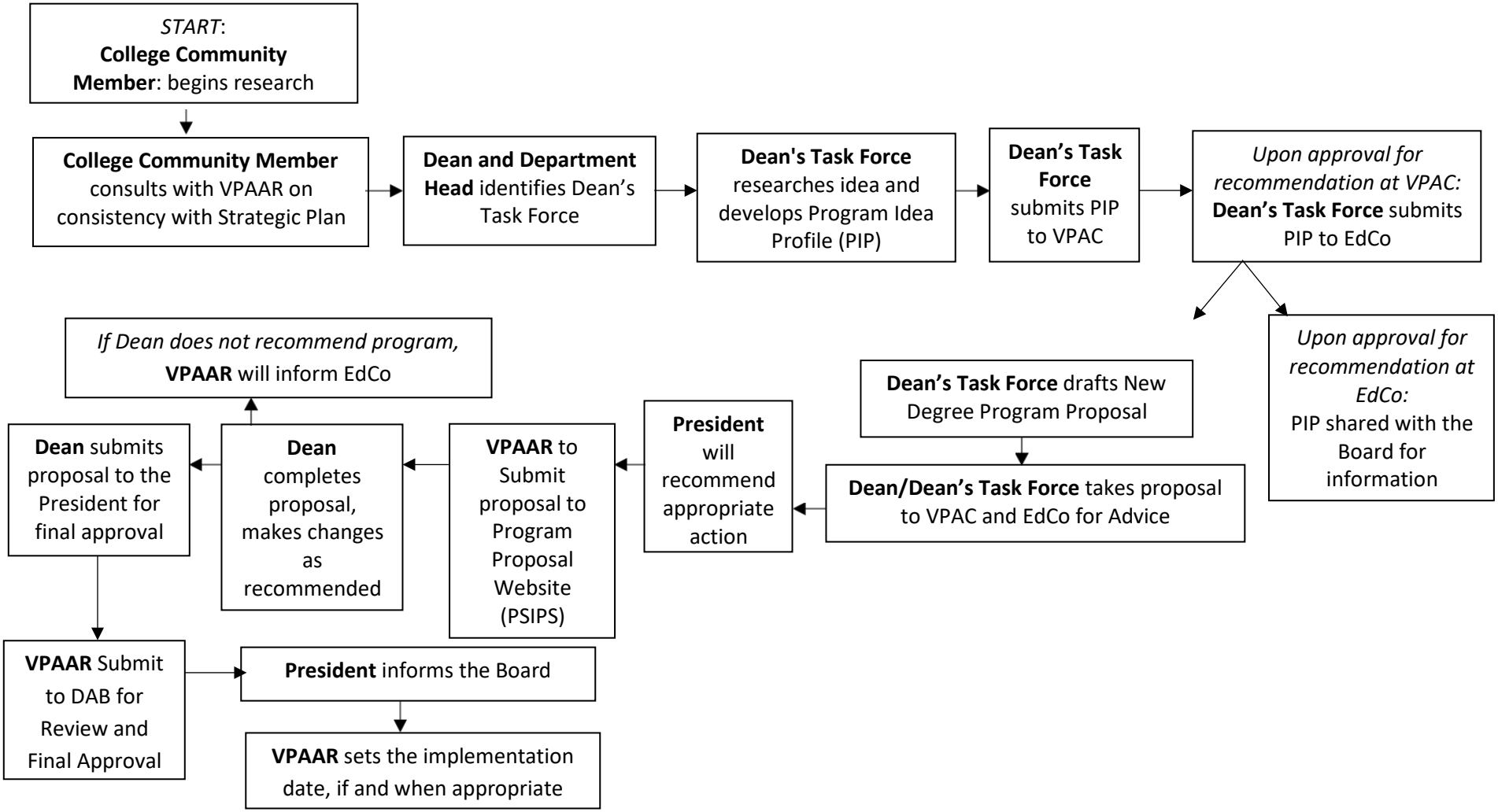
The flow chart below outlines the steps in the NPR Process model for peer consultation of non-degree program proposals.



Appendix C: New Non-Degree Program



Appendix D: New Degree Program



Appendix E: Sample New Program Implementation Timeline

Following approval of the program profile, this is the implementation timeline.

	Time Frame	Action	Departments
12 Months	August – September – October	Program information to Communications & Marketing; web development, recruitment, social media	DH/Dean Communications & Marketing
		Education Advising	Student Services
		Registration; credential, credits, tuition, financial aid	Enrolment Services
		Hiring for curriculum development	DH/Dean/HRD
	October	Budget	Dean/Finance
		Resources	Library/capital & equipment
		Student/Program supports	Dean/Director Donor & Alumni
	November – December	Set up Advisory Committee	Dean
		Begin to set up required external partnerships	
	December	Program and or course outlines approved by EdCo	DH/Dean
		Course notifications	
		Finalize delivery schedule; classroom needs; online delivery needs; faculty offices	DH/Facilities
	January – February	Class/room scheduling	IRD
	March	First advisory meeting	Dean/Administrative Assistant
		Final EdCo for course outlines	
	April	Early registration (returning Students)	Enrolment Services
	May – June	Additional hiring as needed	DH/Dean/HRD
		Textbooks	
	August	Program orientation	DH/Student Life
	Start date (September)	First intake Program starts	