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| <b>SECTION:</b>   | <b>Academic Affairs</b>        |
| <b>TOPIC:</b>     | <b>New Program Development</b> |
| <b>EFFECTIVE:</b> | <b>January 18, 2005</b>        |

| Policy Information         |                                     |
|----------------------------|-------------------------------------|
| Policy No:                 | E-1.25                              |
| Approved by:               | Education Council,<br>College Board |
| Approval Date:             | January 18, 2005                    |
| Amendment Date:            |                                     |
| Executive Responsible:     | VP Academic                         |
| Administrator Responsible: | VP Academic                         |
| Date of Last Review:       |                                     |

## **POLICY**

The role of CNC is to provide access to life long learning and to deliver quality programs that promote the success of every student. When developing new programs, the College will ensure that decisions made are consistent with the various criteria and processes referred to herein.

The Board has the final responsibility to accept, reject or amend proposals for significant changes to the organization, structure, and operation of educational programs and services at CNC. All such changes will be made in a manner that

- is consistent with the College's Mission, Values and Goals;
- is consistent with all Board, administrative and educational policies and procedures that may apply;
- considers, the timely advice of Education Council, pursuant to the College and Institute Act, section 23, subsections (a) through (f), consistent with its roles and shared statutory responsibilities;
- makes use of the College's capacity to anticipate and plan for an orderly process of change;

## **BACKGROUND:**

### **New Programs at CNC May Emerge in Many Ways:**

- replacement of a program that has been terminated
- blending of two or more programs that are no longer viable
- creation of a totally new program
- expanding existing programs to create post-diploma or certificate programs

### **New Program Approval at CNC may be subject to consideration of a number of factors including:**

- consistency with the College Strategic Plan
- ability to attract sufficient students
- extent to which it meets employer, community and/or further educational needs
- economic feasibility
- the process outlined by the Ministry for the implementation of new programs  
(see Appendix A)

## **DEVELOPMENT PROCESSES:**

### **1. Concept**

- a) Formulate Idea
  - sources for idea generation include students / graduates, advisory committees, community, faculty, staff, and Educational Admin Team (EAT)
  - ideas should be economically viable and meet the needs of learners and the community
  - ideas should focus on employment growth and/or how the program will contribute to the general, social, and cultural development of the community. Areas should be identified by labour market data and an environmental scan
  - consideration should be given to providing a cooperative education or experiential learning option as part of the proposal
- b) Consult to ensure that the Ministry's process for new program implementation is understood and followed in the development of the program.
- c) Submit Program Concept for Approval
  - initial feedback may be sought from Education Council on a proposed program, prior to full development of a proposal
  - submit complete program concept proposal to program committees of Education Council and other relevant groups for feedback
  - submit to Education Council for endorsement of program's educational merit (consistent with the process outlined in the Education Council Handbook)
  - it is open to a proposer of a new program to seek approval from other responsible bodies such as EAT and Executive Committee, who will consider the additional factors outlined in Appendix A
  - final approval is the Board's responsibility, upon the advice of Education Council

### **2. Curriculum Design**

- Establish a program design team, if desirable. Potential members may include faculty, program coordinator, students, and community resources
- Design program and course outlines (refer to J-B1 in the Education Council Handbook)
- Review program design with affected programs and faculty (through avenues such as Education Council Program Committees)

### 3. Approval and Implementation

- Submit to Education Council Program Committees
- Submit to Education Council for final recommendation
- Submit final proposal and curriculum design to EAT
- Submit to Executive Committee
- Submit for peer consultation - following the Ministry guidelines
- Submit final proposal for approval to Board of Governors

**Note:** Student Financial Assistance Coding for the program must be identified at this stage to ensure students can access financial assistance for the program.

### PROGRAM REVIEW

The new program becomes part of the approved program review cycle.

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## APPENDIX A

### New Program Concept Proposal

When submitting a new Program Concept the following must be addressed.

#### 1. Relevance

- student demand and community need for program
- source of potential students
- ongoing employment and education opportunities
- impact on other program areas of the college
- how program will contribute to the general, social and cultural development of the community
- uniqueness of the program to the North and Central Interior
- how the program contributes to the strategic plan of the College

#### 2. Access / Responsiveness

- evidence that the potential student audience is not currently served with existing offerings in the region
- anticipated annual enrolments for program
- evidence of the potential for articulation / transfer to other post-secondary institutions
- evidence of labour market demand
- ability of program to rotate to other campuses

#### 3. Relative Operating Costs

- proposed revenue sources
- proposed operating costs
- proposed capital costs
- proposed space requirements
- proposed service and program support costs