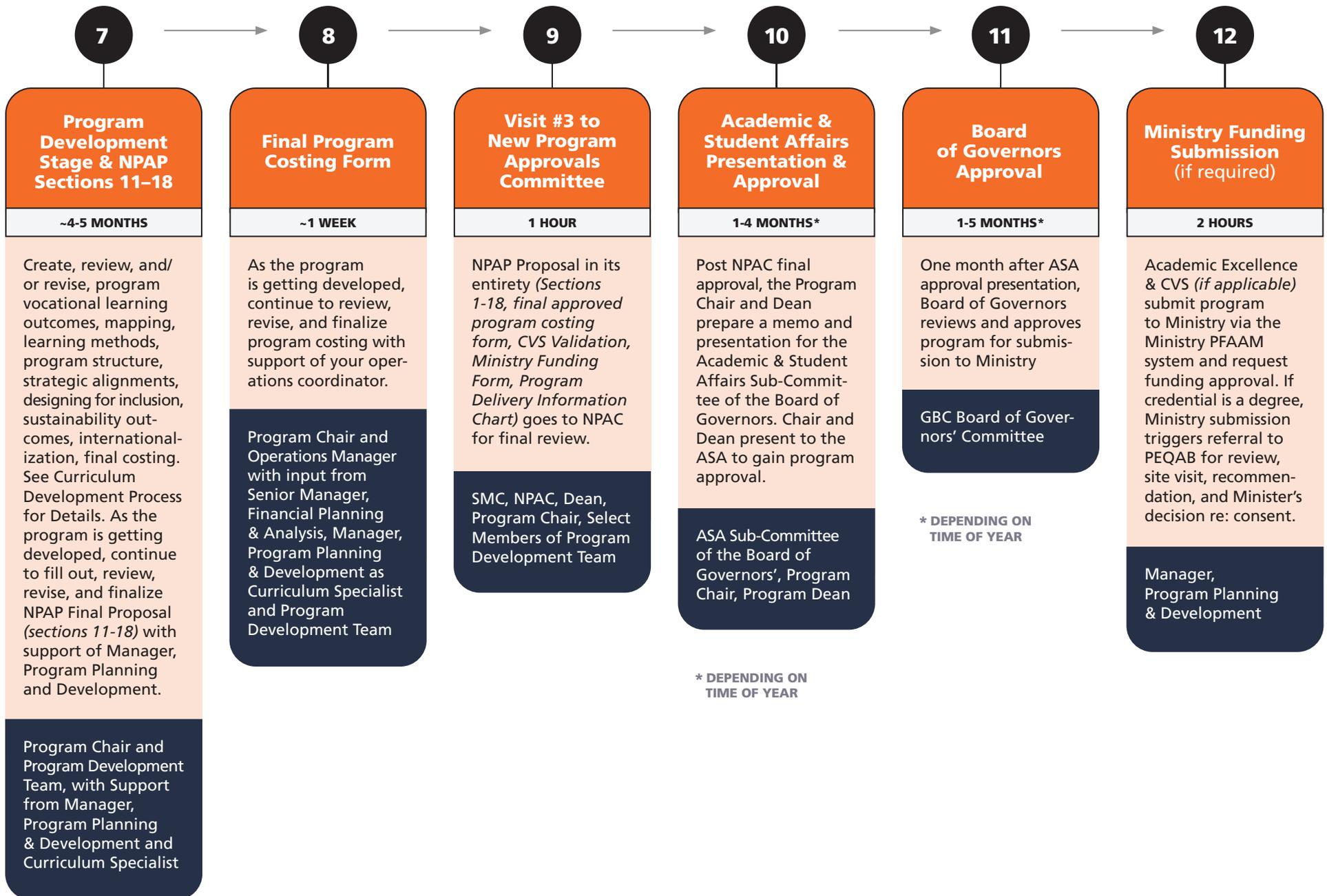| **1**	**2**	**3**	**4**	**5**	**6**
Program Ideation & Research	**Institutional Research & Planning Data Gathering**	**Visit #1 to New Program Approvals Committee**	**Senior Management Committee Decision**	**Preliminary Proposal Work**	**Visit #2 to New Program Approvals Committee**
1 WEEK–1 MONTH	2 MONTHS	1–6 MONTHS	1 WEEK	~4 MONTHS	1 HOUR
Programs Align with Strategy Vision, SMA, etc.	Institutional Research & Planning conducts labour market and competitive scans.	OAE packages all new program proposals & the IRP information & reviews with Deans before packaging for NPAC.	SMC determines if proposal is developed, further researched, or stopped via anonymous voting. If referred for further research, findings will determine whether program proceeds to Preliminary Proposal.	10 sections of preliminary info about labour market, student demand, enrolment, delivery, pathways, curriculum design, faculty needs, space, tech, facilities, resources, marketing needs, initial costing, etc. *(For details, see Curriculum Development Process).*	SMC reviews preliminary proposals and determines whether they should move on to deeper program & curriculum development stage. At this stage SMC also can make requests for further clarification on things or make other demands that a program must address when they come back for final approval.
Chair, Dean, Faculty, PAC	Institutional Research & Planning	SMC, NPAC, Dean, Program Chair	SMC	Program Chair and Program Development Team, with Support from Manager, Program Planning & Development	SMC, NPAC, Dean, Program Chair, Select Members of Program Development Team

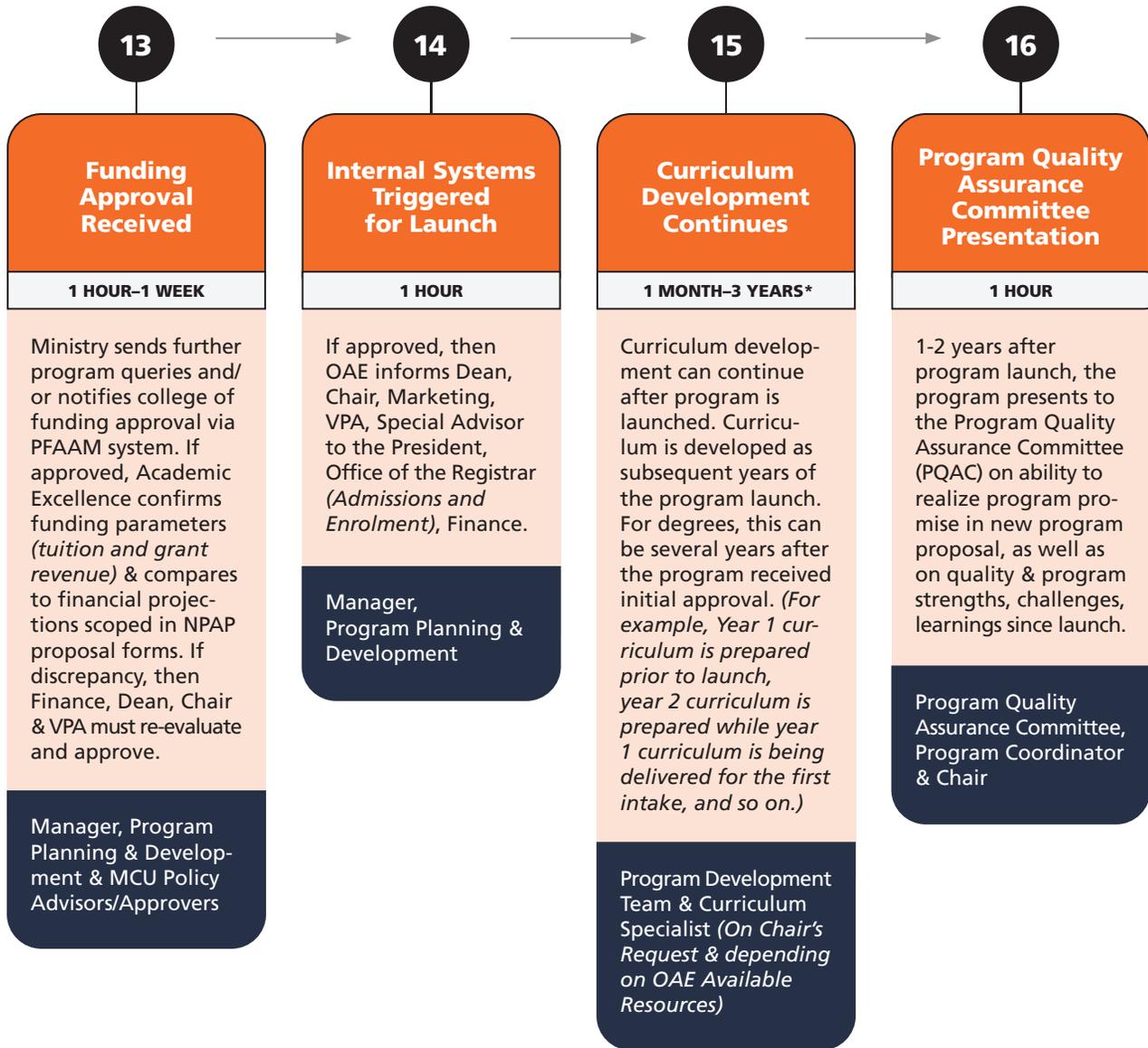## NEW PROGRAM APPROVAL PROCESS

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

7 — Program Development Stage & NPAP Sections 11–18

~4-5 MONTHS

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 Manager, Program Planning and Development.

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

8 — Final Program Costing Form

~1 WEEK

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

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

9 — Visit #3 to New Program Approvals Committee

1 HOUR

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.

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

10 — Academic & Student Affairs Presentation & Approval

1-4 MONTHS*

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.

ASA Sub-Committee of the Board of Governors', Program Chair, Program Dean

* DEPENDING ON TIME OF YEAR

11 — Board of Governors Approval

1-5 MONTHS*

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

GBC Board of Governors' Committee

* DEPENDING ON TIME OF YEAR

12 — Ministry Funding Submission (if required)

2 HOURS

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.

Manager, Program Planning & Development

13 — Funding Approval Received

1 HOUR–1 WEEK

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 & MCU Policy Advisors/Approvers

14 — Internal Systems Triggered for Launch

1 HOUR

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

1 MONTH–3 YEARS*

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)*

16 — Program Quality Assurance Committee Presentation

1 HOUR

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