

TYPE:	Academic
TITLE:	New Program Development and Approval – Quality Assurance
NO.:	ACAD-104
RESPONSIBILITY:	Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	October 2020
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1. Introduction

Excellence in academic programming is a cornerstone of realizing the mission and vision for Durham College (DC). DC develops new academic programs that are aligned with and respond to the evolving economic and societal needs of industry and students, both locally and globally.

2. Purpose

This policy and procedure provide a framework for the identification and development of new programs of instruction, in keeping with the college's quality assurance practices and strategic priorities.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. DC is committed to academic excellence. The process used to introduce and approve new programs adheres to the college's quality assurance principles, measures and best practices.
- 4.2. New program development and approval complies with the following, as appropriate:
 - Minister's Binding Policy Directive, Framework for Programs of Instruction
 - Ministry of Colleges and Universities (MCU) Program Standards or Program Descriptions
 - Ontario Qualifications Framework (OQF)
 - Standards, requirements and benchmarks required from the Ontario College Quality Assurance Service (OCQAS)
 - College Quality Assurance Audit Process (CQAAP)
 - Postsecondary Education Quality Assessment Board (PEQAB) Manual for Ontario Colleges.

- 4.3. New program development and approvals align with DC's Strategic Mandate Agreement, Strategic Plan, Business Plan, Academic Plan and where applicable, industry standards and/or certifications.
- 4.4. New programs may respond to demographic shifts, new technologies, employment trends, emerging industries, and/or provincial strategic priorities or initiatives.
- 4.5. In addition to informing decision making, the process is transparent, consultative and evidence-based, with identified accountabilities that support implementation.
- 4.6. New programs are launched after receiving internal and external consent and funding approval, as required.

5. Procedure

5.1. Five-Year New Program Development Plan

- 5.1.1. The Vice-President, Academic (VPA) and Executive Dean/Dean/Associate Dean(s) meet annually and discuss ideas for potential new programs. The Five-Year New Program Development Plan is updated accordingly. The plan is a fluid document and subject to change.
- 5.1.2. New program development ideas for offerings from the Centre for Professional and Part-Time Learning (PPL), such as Records of Achievement or micro-credentials, may not follow all procedure steps as noted below, upon approval of the Vice-President, Academic.
- 5.1.3. The Five-Year New Program Development Plan is presented at Academic Leadership Team for review.
- 5.1.4. If the decision is made not to pursue a program that is on the plan, the program idea is moved from the active Five-Year New Program Development Plan to the program idea repository.

5.2. Concept Paper

- 5.2.1. The Executive Dean/Dean drafts a concept paper that provides a clear context and rationale for the proposed program.
- 5.2.2. A concept paper typically addresses the following: a tentative program description; the knowledge and skills that graduates are expected to acquire; potential areas of graduate employment: and/or identification of niche areas of expertise. Where applicable, the credential for other similar Ontario Colleges of Applied Arts and Technology programs that may be used as a point of reference is included in a concept paper.

5.3. Environmental Scan

- 5.3.1. Once a concept paper has been developed and approved by the Office of the VPA, the Director, Institutional Research and Planning, Office of Research Services, Innovation and Entrepreneurship (ORSIE) prepares an environmental scan to identify the following, where available:
- other colleges/institutions offering similar programs in the system, the demand and success of those programs; and
 - labour market trends, market position and competition, and employment opportunities for graduates of the new program.
- 5.3.2. The Centre for Professional and Part-time Learning (PPL) will conduct research to support its new program development proposals.
- 5.3.3. The Vice-President, Academic, in consultation with the Executive Dean/Dean and other relevant stakeholders, will review the environmental scan to determine whether to proceed with development of the proposed new program, based on student demand, economic need and strategic fit.

5.4. Development of a Program of Studies and Vocational Learning Outcomes

- 5.4.1. In collaboration with the Manager, Program and Curriculum Development and subject matter experts, the Executive Dean/Dean will:
- Develop preliminary Program Vocational Learning Outcomes;
 - Develop a preliminary Program of Study including course sequence detailed semester by semester, program hours, and pre-requisites and co-requisites;
 - Develop preliminary course titles and course descriptions.

5.5. External Stakeholder Feedback

- 5.5.1. The Executive Dean/Dean organizes and seeks feedback from an Ad Hoc Advisory Committee of proposed program stakeholders including current academics, employers, industry experts, and representatives of related accreditation and/or regulatory bodies. Stakeholders may also include students and graduates from related programs. Stakeholders provide input through focus group session(s) and/or survey questionnaire(s).
- 5.5.2. The Executive Dean/Dean coordinates the collection of names and contact details for the proposed program's stakeholders and sends invitations to participate in a focus group or survey to solicit feedback. The Executive Dean/Dean coordinates all logistical arrangements for external feedback sessions, including providing a note-taker, securing a meeting room, and coordinating catering requirements.

5.5.3. The Executive Dean/Dean, the Director, Institutional Research and Planning (ORSIE) and the Manager, Program and Curriculum Development collaboratively prepare the focus group/survey questionnaire.

5.6. New Program Summary Document

5.6.1. The Executive Dean/Dean, and Manager, Program and Curriculum Development will complete the New Program Summary document template for presentation to the Program Proposal Review Committee (PPRC).

5.7. Budget Development

5.7.1. The Executive Dean/Dean, the Manager, Program and Curriculum Development and the Director, Planning and Reporting develop a preliminary program budget using the approved template. The preliminary budget forecasts the proposed program's financial contribution over a five-year period (or nine-year period for degrees) and may include:

- Faculty and support staff resources
- Projected enrolment (years 1-5)
- Space and renovations requirements
- Capital: Equipment
- IT-related expenses
- Curriculum development
- Library allocations

5.7.2. The projected budget must be approved by the Chief Financial Officer (CFO).

5.8. Program Proposal Review Committee (PPRC)

5.8.1. The Executive Dean/Dean presents the new program proposal to PPRC for quality assurance review.

5.8.2. PPRC provides a recommendation regarding the development of the new program to the VPA.

5.8.3. The VPA makes a final decision on whether to proceed with seeking Board of Governors' approval for the proposed new program, as required.

Approval Process for Ontario College Certificate, Diploma, Advanced Diploma and Graduate Certificate Programs

5.9. Credential Validation Services (CVS) Validation

- 5.9.1. The Manager, Program and Curriculum Development submits the proposed program to the Ontario College Quality Assurance Services (OCQAS) to request validation of the program by CVS.

5.10. Board of Governors' Approval

- 5.10.1. Typically, after CVS and OCQAS approval, the manager, Program and Curriculum Development prepares the New Program of Instruction Board Report and Program Summary document templates.
- 5.10.2. The VPA and College President approve the Board Report and Program Summary documents prior to their submission to the Board of Governors.
- 5.10.3. The VPA and the Executive Dean/Dean recommend a motion to the Board of Governors for approval of the new program.

5.11. MCU Funding Approval

- 5.11.1. Upon Board of Governors' approval of a new program, the Manager, Program and Curriculum Development submits the completed funding application to the Ministry.
- 5.11.2. The Manager, Program and Curriculum Development facilitates responses to MCU inquiries in consultation with the Executive Dean/Dean.
- 5.11.3. The Manager, Program and Curriculum Development notifies college stakeholders in writing upon receipt of new program funding approval by MCU.

Approval for Honours Bachelor's Degree Programs

5.12. Board of Governors' Approval

- 5.12.1. Upon receiving VPA approval for the proposed new program, the Manager, Program and Curriculum Development prepares the New Program of Instruction Board Report and Program Summary documents.
- 5.12.2. The VPA and College President approve the Board Report and Program Summary documents prior to their submission to the Board of Governors.

5.12.3. The VPA and the Executive Dean/Dean recommend a motion from the Board of Governors to approve the new degree program.

5.13. Ministerial Consent Application

5.13.1. Upon Board of Governors' approval, DC applies for ministerial consent to offer the proposed degree program pursuant to the *Post-Secondary Education Choice and Excellence Act, 2000*.

5.13.2. The Manager, Program and Curriculum Development notifies college stakeholders in writing upon receipt of degree consent and program funding approval by MCU.

6. Roles and responsibilities

6.1. Vice-President, Academic

The Vice-President, Academic is responsible for:

6.1.1. Implementing this policy and procedure and overseeing DC's academic quality assurance processes.

6.1.2. Approving the New Program Development Five-Year Plan.

6.1.3. Approving the new program based on the recommendation of the Program Proposal Review Committee.

6.1.4. Proposing recommendations for new program development to the Board of Governors for approval.

6.2. Executive Dean/Dean

The Executive Dean/Dean is responsible for:

6.2.1. Preparing and reviewing the Five-Year New Program Development Plan for their school.

6.2.2. Completing the New Program Summary document in collaboration with the Manager, Program and Curriculum Development.

6.2.3. Coordinating all logistics for stakeholder feedback sessions, such as: identifying participants and their contact details; sending invitations to participants; securing a meeting room; and arranging catering requirements as needed.

6.2.4. Presenting new program proposals to the Program Proposal Review Committee.

6.2.5. Presenting new program proposals to the Board of Governors.

- 6.2.6. Preparing content for marketing assets (web page, program card, etc.) in collaboration with the Communications and Marketing department.

6.3. Manager, Program and Curriculum Development

The Manager, Program and Curriculum Development is responsible for:

- 6.3.1. Maintaining the currency of the Five-Year New Program Development Plan and the program idea repository.
- 6.3.2. Providing advice, guidance and expertise for the development of the Five-Year New Program Development Plan.
- 6.3.3. Providing advice, guidance and expertise in the revision and/or development of programs of study, vocational learning outcomes, CVS mapping or course descriptions.
- 6.3.4. Verifying new programs meet all requirements for internal and external program development and approval processes.
- 6.3.5. Coordinating proposal submissions to MCU for all credentials.
- 6.3.6. Communicating new program consent and funding approvals college-wide.

6.4. Director, Institutional Research and Planning

The Director, Institutional Research and Planning is responsible for:

- 6.4.1. Providing advice and expertise during the development of the Five-Year New Program Development Plan.
- 6.4.2. Developing environmental scans to inform decision-making about new program development.

6.5. Program Proposal Review Committee

The Program Proposal Review Committee is responsible for:

- 6.5.1. Advising the VPA on the merits of new program development proposals.

6.6. Director, Planning and Reporting

The Director, Planning and Reporting is responsible for:

- 6.6.1. Collaborating with the Executive Dean/Dean in the development of five-year budget projections for new programs (nine-year budget projections for degrees), inclusive of operating and capital requirements.

6.7. Chief Financial Officer

The Chief Financial Officer is responsible for:

6.7.1. Approving budget projections for new programs.

6.8. Program Development Team

The Program Development Team is responsible for:

6.8.1. Developing program and course curricula, including but not limited to: course outlines, learning objects, assessment tools and lesson plans.

7. **Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. **Non-compliance implications**

Non-compliance with this policy, and/or any timelines associated with compliance, may result in financial implications and/or potentially cause damage to the college's reputation.

9. **Communications plan**

A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. **Related forms, legislation or external resources**

- Minister's Binding Policy Directive Framework for Programs of Instruction
- Ministry Program Standards or Program Descriptions
- Ontario College Quality Assurance Service - College Quality Assurance Audit Process Standards and Requirements
- Ontario Qualifications Framework
- Ontario College Quality Assurance Service
- Postsecondary Education Quality Assessment Board's Manual for Ontario Colleges