



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: PROGRAM APPROVAL – NEW AND REVISED PROGRAMS

Procedure No.	AC-106-PR	Division	Academics
Supersedes	n/a	Board Policy Ref.	BP-AC-102B
Related Policy	AC-101	Effective Date:	December 4, 2002 (R4)

PROCEDURE

1.0 New Programs Designated to be Awarded a Diploma, an Advanced Diploma or a Certificate

- A. At the initial concept stage, the proponent shall present a written notice of intent to submit a new program proposal to the Dean of the appropriate School(s) with a copy to the VP of Academic and Learner Services.
- B. Upon receipt of a written confirmation to proceed, a preliminary proposal (in the prescribed format – Section 2.1) shall be developed and submitted to the Dean of the School.
- C. The Dean of the School shall review the preliminary proposal in consultation with the Provincial School Team (PST) and make a recommendation to the VP of Academic and Learner Services.
- D. Once the preliminary proposal has received approval, the School proponent shall proceed with the development of a detailed proposal (in the prescribed format - see Section 2.1) in consultation with the designated Program Development Co-ordinator and, where applicable, with the Campus Administrator
- E. The detailed proposal shall be submitted to the Dean of the School with a copy to the VP of Academic and Learner Services. The relevant Dean shall conduct an analysis of the proposal in consultation with the relevant Provincial School Team(s).

- F. The Dean shall present recommended proposals to Academic Council for approval.
- G. Proposals to be presented to Academic Council will be received by the VP of Academic and Learner Services at least three weeks prior to the date of the Academic Council meeting at which the proposal is to be considered. Recommended proposals submitted after the relevant deadline may not be added to the relevant Academic Council agenda.
- H. Upon receipt of approval of a proposal from Academic Council, the VP of Academic & Learner Services shall submit the proposal to the Board of Governors for final approval.

2.0 Two-Phase Comprehensive Proposal Development (New Programs)

Recommendations for a new program will be supported by a comprehensive proposal developed through a two-phase process as follows:

2.1 The Preliminary Proposal, Phase 1

- A tentative program title;
- Program rationale including educational needs to be addressed with evidence of agency/industry endorsement where possible
- Current and future employment opportunities;
- A proposed implementation schedule including date for submission of detailed proposal;
- Estimates of operating and capital costs;
- Funding sources;
- Resource requirement;
- Agencies or groups that will be consulted;
- Types of courses/areas of study and calendar descriptions if possible;
- Other sites where the program is offered outside the province.

2.2 The Detailed Proposal, Phase 2

- The formal title of the program;
- Entrance requirements;
- Requirements for successful completion;
- Credential to be awarded to graduates;
- Evidence that a Provincial Advisory Committee has been identified for on-going program support;
- The nature of the program including program objectives required and optional courses (numbers for new courses should not be assigned during this development phase) layout of courses by semester;

- Detailed course descriptions that follow the provincial format;
- Evidence of articulation with other programs;
- Opportunities for credit transfer to other programs within the institution or to other institutions;
- Detailed budget;
- Employment opportunities;
- Include preliminary proposal as an appendix.

3.0 Revisions to Existing Programs

- A. At the initial concept stage, the proponent shall present a written notice of intent to submit an existing program revision proposal to the Dean of the relevant School(s) with a copy to the VP of Academic and Learner Services.
- B. Upon receipt of written confirmation to proceed, a proposal (in the prescribed format See 2.1 - B.) shall be developed, and submitted to the relevant Dean.
- C. The relevant Dean shall review the proposal in consultation with the Provincial School Team and make a recommendation to the VP of Academic and Learner Services.
- D. The VP of Academic and Learner Services shall present recommended proposals to Academic Council for approval.
- E. Proposals to be presented to Academic Council will be received by the VP of Academic and Learner Services at least three weeks prior to the date of the Academic Council meeting. Recommended proposals submitted after the relevant deadline may be denied a place on Academic Council's agenda.
- F. Members of the Academic Council will not be permitted to present program proposals.

(Also refer to Policy PO-002 -- Academic Council)
- G. Upon receipt of approval of a proposal from Academic Council, the VP of Academic and Learner Services shall submit the proposal to the Board of Governors for final approval.
- H. Recommendations for course and minor curriculum changes may be given final approval by the VP of Academic and Learner Services in consultation with the respective Dean(s). Such curriculum changes include the retirement of a course, minor alterations to course outlines, course

sequencing and program time frames. The President may further define what constitutes minor curriculum changes.

4.0 Proposal for Major Revisions to Existing Program(s)

Recommendations for major revisions to existing “approved” programs will be supported by a proposal which will address the following:

- Rationale for revision including educational needs with evidence of agency/industry endorsement;
- Evidence that a Provincial Advisory Committee/Focus Group has been consulted regarding recommended revisions;
- Current and future employment opportunities;
- A proposed implementation schedule;
- Estimates of operating and capital costs;
- Resource requirements;
- Revisions to program objectives including new courses and impact on semester layouts;
- Detailed course descriptions for new courses;
- Evidence of articulation with other programs.

5.0 Programs Designated to be Awarded a Certificate of Continuing Studies

A. Definitions

For the purpose of this policy the following definitions will apply:

A client: An industry or business which contracts with the College to provide training for individuals who are or will be employed by them; e.g., Abitibi Consolidated, CN Marine, etc.

A sponsoring agent: A department, group, organization, etc., which provides funds for training but does not have capability for employing the trained candidates; e.g., HRDC.**

B. “Client” Driven Programs/Courses

These programs/courses will be customized to suit the needs of “clients” and are not required to adhere to any specified number of credits or specific content. Since these programs are usually time sensitive, Campuses may assume responsibility for full development in consultation with the Dean of the appropriate School(s) and with the support of the designated Program Development Co-ordinator. All programs/courses for which a Certificate of Continuing Studies is awarded must be submitted to the VP of Academic and Learner Services through the Dean of the School who will keep the Provincial School Team apprised of all initiatives.

The following is the normal process to be followed in responding to *client* demanded programs/courses:

- 1) A campus receives a request for training from a *client*.
- 2) The requested program/course should be cleared through the Chair of Community, Corporate and International to determine if requested training has been previously delivered.
- 3) The Dean of the School, with a copy to the VP of Academic and Learner Services, will be supplied with the following information relating to the training opportunities:
 - Name of client
 - Duration of proposed training
 - Title of training
 - List of courses which will be used from the Provincial menu of approved courses
 - List of course titles or topics which will be customized to fit the *sponsoring agent's* requirements.

The provincial data base will be reviewed to determine the availability of existing curriculum.

If the approved curriculum is not available, the Campus, in consultation with the Dean of the School and the designated Provincial Program Development Co-ordinator will proceed with development. Fully developed programs will be submitted to the Dean of the School to be tabled with the Provincial School Team with a copy to the VP of Academic and Learner Services for inclusion in the Provincial data base.

- 4) Campuses must ensure that the *client* clearly understands that a Certificate of Continuing Studies will be awarded. If provincially approved courses are delivered as part of the content, the students in the program may be registered through the Registrar's office and may receive a standard official transcript showing credit for the courses completed.

C. Programs/Courses Supported by *Sponsoring Agent*

A major concern in attempting to deliver this type of Program/Course is the employability as determined by standards established by prospective employers as well as regulations governed by various departments or industry in general.

The normal protocols to be followed are:

- 1) A campus receives a request from a *Sponsoring Agency* (e.g. HRDC)**
- 2) The requested program/course should be cleared through the Chair of Community, Corporate and International to determine if requested training has been previously delivered.
- 3) The Campus, in consultation with the Dean of the School, will investigate any industry standard requirements or governing agency regulations; e.g., in order to run a Nursing Assistant Program, approval from the Council of Nursing Assistants is required regardless of which agency is willing to fund the training.
- 4) When all external checks have been cleared, an overview of proposed training will be documented (approximately 1 - 2 pages) outlining the following:
 - (a) Name of *sponsoring agent*;
 - (b) Duration of the proposed training;
 - (c) Title of the training;
 - (d) List of courses which will be used from the Provincial menu of approved courses;
 - (e) List of course titles or topics which will be customized to fit the sponsor's requirements;
 - (f) List of external checks conducted to fulfill industry standards/governing agency regulations;
 - (g) Potential for employment.

This document, "Preliminary Proposal for Training in Response to Sponsoring Agent" must be submitted to the Dean of the School with a copy to the VP of Academic and Learner Services.

- 5) Assuming there are no anticipated regulatory/standards difficulties and established courses/programs do not exist on the provincial data base, the campus will proceed immediately with the development of the program. Development will be done in consultation with the Dean of the School(s) and the designated Provincial Program Development Co-ordinator. Alternatively, if several campuses are responding to similar requests, the campuses will be advised to collaborate and coordinate their development work to ensure one standard College program. For example, three or more HRDC** offices could be concurrently requesting the same program in computer skills training from three different campuses.

Fully developed programs will be submitted to the Dean of the School to be tabled with the Provincial Schools Team with a copy to the VP of Academic and Learner Services for inclusion in the provincial data base.

- 6) The *sponsoring agent* and learners should clearly understand that a Certificate of Continuing Studies will be awarded. Also, the Program Administrator must assume responsibility for ensuring that students are aware that student loans are not available for participation in programs that are not categorized as “approved”. (See Section 2.1)

If provincially “approved” courses are delivered as part of the content, the learners in the program may be registered through the Registrar’s office and may receive a standard official transcript showing credit for the courses completed.

6.0 Course Numbering System

The Registrar will be responsible for establishing and maintaining all course numbers using a system which gives due consideration to relevant factors including but not limited to the program, the discipline, the sequential progression, etc. Upon approval of courses whether new or revised and as applicable to new or existing programs, the program development office will collaborate with the Registrar to assign and/or revise the numbers for the subject courses.

Numbers assigned to courses will change when (1) existing courses are revised and these revisions include adjustment in the hours as designated within the course outlines and (2) the changes to content exceeds 30%.

The retirement of the original course along with its originally assigned number will require the approval of the VP of Academic and Learner Services.

** Human Resources Development of Canada

Approval History	
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