COLLEGE OF THE NORTH ATLANTIC			
OPERATIONAL PROCEDURE			

TOPIC: APPLIED DEGREE PROGRAM APPROVAL			
Procedure No.	AC-121-PR	**Division**	Academics
Supersedes	n/a	**Board Policy Ref.**	GP-RR-904
Related Policies	AC-100 AC-101 AC-104 AC-109	**Effective Date**	December 20, 2022 (R1)

PROCEDURE

1.0   Guiding Principles

1.1   Program Components and Principles

1.1.1   When developing new applied degree programs for delivery under any of the College of the North Atlantic's (CNA) Schools, the need for the program must align with:

a.   The College Act, 1996

b.   CNA's strategic plan

c.   The academic/business plan of the Vice President, Academics and Applied Research

d.   Labour market needs

In addition to the alignment with the College Act, CNA's strategic and academic/business plans, upon beginning any program development, there must be a clearly demonstrated need for an applied Baccalaureate program in the existing labour market.

1.1.2   CNA is committed to academic programming excellence through the alignment of any applied degree programs with the Maritime

Provinces Higher Education Commission's (MPHEC) degree-level qualifications framework.

The alignment of degree programs with the MPHEC guidelines ensures a high degree of quality and rigour are applied across any program. New program proposals must demonstrate clear alignment with the published MPHEC guidelines, or any additional guidelines recommended by the Academic Development and Planning Office.

1.1.3   CNA is committed to creating an inclusive learning environment and ensures its programs are open, accessible, and delivered in a safe environment for students.

1.1.4   CNA's applied degree program offerings will meet emerging, and ongoing labour market needs.

1.1.5   Applied degree programs are designed to provide fair and equitable pathways for entrance, completion, and for further study at the undergraduate and graduate level. Program proposals should highlight options for future study at the undergraduate and graduate level at Canadian and/or internationally accredited colleges, polytechnics or universities.

1.1.6   Programs are developed promptly to ensure their relevance in the workplace.

1.1.7   Stakeholder consultation, particularly with industry and academic sectors, is critical to the development of relevant program content.

To ensure portability and recognition of applied degree programs, stakeholder consultation must include consultation with external academic institutions.

1.1.8   CNA is committed to experiential learning opportunities for learners in each program of study, and all applied degree programs must align with an applied occupational area of practice.

Applied baccalaureate degree programs must include 15 - 45 credit hours (Carnegie units) of workplace practice, which may include paid work terms, clinical placements, internships, or any other unpaid service.

1.1.9   Applied baccalaureate degree programs will include a capstone project, thesis, occupational project or applied research project, which must include an approved form of internal assessment. The Capstone will allow learners to demonstrate a level of application of knowledge of their area of practice, in response to Category 5.0 of the MPHEC framework.

1.1.10   New applied degree program development consists of three phases of development and approval:

a.   Program concept approved by CNA Vice President, Academics and Applied Research.

b.   Program development and endorsement by CNA Academic Council and external reviewers chosen by CNA.

c.   College approval by the CNA President and Board of Governors and the Government of Newfoundland and Labrador.

1.1.11   In addition to standard CNA endorsement processes related to stakeholder and industry feedback, all applied degree programs at the baccalaureate level must undergo an approved external academic assessment and approval before submission to Academic Council.

1.1.12   Applied degree programs must demonstrate an adherence to the Carnegie unit (standard unit) credit system, which includes the following limitations:

a.   A maximum of 3 credits may be awarded for a program course (regardless of laboratory, shop, study, or other experiential hours).

b.   A maximum of 18 credit hours may be earned in a standard 15-week semester.

c.   A maximum 9 credit hour may be earned in compressed (intersession or summer session) semester.

d.   A baccalaureate program must include a minimum of 8 full 15-week semesters of study (or equivalent).

e. A maximum of 6 credit hours may be awarded for a capstone project regardless of the duration of the project or number of semesters in which it spans.

2.0 Three-Phase Proposal Development and Approval Process (New Programs)

2.1 Concept Development (Phase 1)

2.1.1 The Dean, upon receiving or generating a program idea, will assign a Program Developer to create a program concept document using the template provided by the Academic Development and Planning Office.

2.1.2 The Program Developer will complete the relevant sections of the program concept document and submit them to the Dean for assessment. The content of program concept document includes:

a. Intent

i. The Dean states whether they are seeking approval to develop the program concept or have deemed the program concept not feasible and are submitting as a matter of record.

b. Rationale

i. Brief rationale supporting the intent of the Dean.

c. Program Information Table

i. Program title with the rationale for the naming of the degree.

ii. Delivery mode (Full or part-time, in-class or through connected learning).

iii. Bachelor's degree parchment to be awarded.

iv. Proposed initial intake date.

v. Initial intake capacity.

       vi.   Program development requirements.

       vii.   Estimated program delivery budget.

       viii.   Estimated equipment/capital requirements.

       ix.   Academic technology requirements.

       x.   Labour market data supporting program implementation.

       xi.   Statement on whether the new program will replace an active program in the School or will be a new offering.

       xii.   Statement on whether the proposed program may lead to a professional designation, recognition, or certification.

       xiii.   Statement on whether accreditation from an external agency will be sought.

       xiv.   Potential education pathways for program graduates, which must include pathways to a potential graduate program.

    d.   Program Overview

       i.   Brief description of the proposed program and the intended learning outcomes, knowledge, and skills that graduates of the program will obtain.

       ii.   A general overview of the proposed areas of study for the program.

    e.   Program Alignment

       i.   Brief description of how the program aligns with the strategic direction of the College and the academic plan of the Academic team.

  2.1.3   The Dean will assess the feasibility of the program, complete the remaining sections of the program concept document, and submit the program concept document to the Director, Academic

Development and Planning for a quality assurance review, and further approval.

2.1.4 The Director, Academic Development and Planning will record receipt of the program concept, perform a quality assurance review on the program concept document, and **EITHER**:

a. If the Dean's intent is to seek approval to develop, review the program concept document, approve/reject the concept in a written letter of approval/rejection, and submit the program concept document to the Vice President, Academics and Applied Research for their review and approval.

OR

b. If the Dean's intent is to submit as a matter of record because they deemed the program concept not feasible, advise the Vice President, Academics and Applied Research that the program concept was submitted but deemed not feasible.

2.1.5 The Vice President, Academics and Applied Research, upon receiving a program concept document, will review the program concept document, approve/reject the concept in a written letter of approval/rejection, and send the letter to the Director, Academic Development and Planning.

2.1.6 The Director, Academic Development and Planning, will send both letters of approval/rejection to the Dean.

2.2 Program Development and Endorsement (Phase 2)

2.2.1 The Dean, in collaboration with the Academic Development and Planning Office, upon receiving approval to develop a program concept from the Vice President, Academics and Applied Research will:

a. Begin the process for the nomination of external reviewers.

b. Develop a project plan to ensure all tasks are completed by the intended Academic Council session.

     c.   Assign a Program Developer to develop the new program documents (i.e., a new program proposal and accompanying course outlines).

  2.2.2   The Program Developer will develop the new program documents using the templates provided by the Academic Development and Planning Office and submit them to the Dean.

        The full proposal presented will contain the following sections:

     a.   Program description (a brief overview of the program).

     b.   Demonstrated need for program at the baccalaureate level (citing labor market data, information from environmental scans, stakeholder consultations, competitor analysis, etc.).

     c.   List of program outcomes/objectives.

     d.   Program entrance requirements, requirements for successful completion, and credential to be awarded.

     e.   Program structure (in a table format, list all courses by semester including CNA credit value, lecture hours, lab hours, total hours per semester, and credit value conversation to Carnegie unit system).

     f.   Program map including a cross-reference to MPHEC guidelines

     g.   Demonstrated ability to meet the academic and student services required of degree-level education, including:

         i.   Adequate access to library facilities, both physical and virtual, and collections relative to the area of study and research.

         ii.   Reasonable access to required course materials through institutional bookstores/purchasing, online sources.

         iii.   Adequate physical plant requirements, including dedicated study, meeting, classroom, laboratory, recreational, shop, and research space relative to the areas of study.

       iv.   Adequate human and physical resources to address student services, student records, counselling support, accommodations for students with exceptionalities, and other essential learner services.

       v.   Evidence that the program may be eligible for future study at other institutions.

h.   Program Accreditation (name the accrediting body for which accreditation will be explored or provide a brief rationale for why the program will not be eligible to secure accreditation or if there is no accrediting body.

i.   If applicable, a demonstrated ability of the program to meet the requirements of a Canadian occupational profile (i.e., a cross-reference of learning outcomes to national competency profiles).

j.   Program Faculty (Minimum Faculty Qualifications).

       i.   Minimum Faculty Qualifications for baccalaureate degree level study will constitute a master's degree in the applied area of study or an approved related discipline.

k.   Stakeholder Engagement (provide a summary of conversations held with all stakeholder groups) including support as required, from international partners, Atlantic region colleges and universities, industry, and regulatory bodies.

l.   Evidence that the program will not duplicate current programs offered in the province.

m.   Completed program implementation plan (PIP).

n.   Appendix A: Course description and major topics (table format that lists all courses by semester, and includes a course description and a list of major topics for each).

o.   Appendix B: Minutes from stakeholder engagement sessions.

All detailed course outlines will be submitted in a separate document to the Academic Development and Planning Office at

the same time the program proposal is submitted for final quality assurance checks.

2.2.3   The Dean will submit the program documents to the Director, Academic Development and Planning for a quality assurance review no less than 8 weeks before the intended Academic Council session.

2.2.4   The Director, Academic Development and Planning will ensure the program documents pass the quality assurance review and:

    a.   Send the final new program documents to the Dean no more than 1 week after receipt. The quality assurance review will include a review of external assessment and verification of recommended revisions. This process may involve collaboration with the School.

    b.   Submit the final new program proposal to the external review committee for evaluation.

2.2.5   The external review committee will evaluate the new program proposal within 4 weeks using the external assessor Terms of Reference (Appendix B) and send their feedback to the Director, Academic Development and Planning.

2.2.6   The Director, Academic Development and Planning, will review the external review committee's evaluation and send the committee's recommendations to the Dean.

2.2.7   The Dean will **EITHER**:

    a.   If the external review committee approved the new program proposal, implement any recommended changes within 30 days and re-submit the new program proposal to the Director, Academic Development and Planning for review. These changes will be subject to the satisfaction of the Director, Academic Development and Planning, and will not require a second external review.

    OR

    b.   If any member of the External Review Committee rejects the new program proposal in its entirety, redevelop the new program after a period of not less than 1 year for reconsideration.

2.2.8   The Director, Academic Development and Planning will submit externally approved new program proposals to the Vice President, Academics and Applied Research for presentation to Academic Council no less than 3 weeks prior to the intended Academic Council session. Recommended proposals submitted after the relevant deadline may not be added to the relevant Academic Council agenda.

2.2.9   The Dean will present an overview of the new program proposal to the Academic Council and answer any questions brought forward by the group. Note: Faculty representatives who may have been involved in the development of the new program or will be involved in future delivery are not eligible to be a voting member during that portion of the Academic Council.

2.2.10 The Dean will await college approval before delivering the new program.

2.3   College Approval (Phase 3)

2.3.1   The Vice President, Academics and Applied Research, upon receiving a recommendation to approve a new program proposal from Academic Council, will submit the new program proposal to the President.

2.3.2   The President will present the new program proposal to the Board of Governors.

2.3.3   The Board of Governors will vote on approving the program. If successful, the program proposal will then be presented to the Minister of Education to obtain written approval to proceed with the program if planned to be offered in NL.

If the Board does not approve the program, the President will be informed in writing.

3.0   CNA Applied Degree Programs offered by International Partners

3.1   When developing new programs for international partners or the development of new programs at international partner sites, CNA must be given at least twelve months' notice in writing of the intent to present a new program to CNA's Academic Council.

3.2   The President of the international partner site will send program proposals to the President of CNA for consideration. The President will forward all such materials to the Vice President, Academics and Applied Research for review through the Academic Development and Planning office.

3.3   The international partner must work with the Director of Academic Development and Planning to follow all processes for degree approval as outlined previously in this document.

3.4   The international partner must adhere to CNA policy on new program development for applied degrees and all other terms of the service agreement in place at the time of application for the degree program. Such service agreements cannot override College policy in this regard.

3.5   When program proposals are presented to Academic Council, the Dean at CNA will lead the presentation. The Dean from the partner site may be present to answer questions or to provide clarification.

3.6   In response to guiding principle Section A, the existing labour market at the baccalaureate level may be demonstrated at the regional level.

Approval History	
Approved by President	June 10, 2020
Revision 1	December 20, 2022