



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: PROGRAM APPROVAL – NEW PROGRAMS

Procedure No.	AC-106-PR	Division	Academics
Supersedes	n/a	Board Policy Ref.	GP-RR-904
Related Policy	AC-101	Effective Date:	January 11, 2022 (R6)

PROCEDURE

1.0 New Program Development Guiding Principles

- A. When developing new programs for delivery under any of CNA's Schools, the need for the program must align with:
 - i. The *College Act*, 1996
 - ii. CNA's Strategic Plan
 - iii. The academic/business plan of the Vice President Academic
 - iv. Labour market needs
- B. CNA is committed to academic programming excellence.
- C. CNA is committed to creating an inclusive learning environment and ensures its programs are open, accessible and delivered in a safe environment for students.
- D. CNA's program offerings will meet emerging and ongoing labour market needs.
- E. Programs are designed to provide flexible pathways for entrance, completion and for further study.
- F. Programs are developed in a timely manner to ensure their relevance in the workplace.

- G. Stakeholder consultation, particularly with industry sectors, is critical to the development of relevant program content.
- H. CNA is committed to experiential learning opportunities for learners in each program of study.
- I. When developing new programs for international partners or for the development of new programs at international partner sites, CNA must be given at least six months notice in writing of the intent to present a new program to Academic Council. The international partner must adhere to CNA policy on new program development.
- J. New program development consists of three phases of development and approval:
 - i. Program Concept
 - ii. Program Development and Endorsement
 - iii. College Approval

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 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
 - ii. Delivery mode (Full or part-time, in-class or through connected learning)
 - iii. 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
- 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 Programs and Delivery 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 Senior Director, Academic Development for a quality assurance review, and further approval.

- 2.1.4 The Senior Director, Academic Development 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, and submit the program concept document to the Vice President Academic 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 Academic that the program concept was submitted but deemed not feasible.

- 2.1.5 The Vice President Academic 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 Senior Director, Academic Development.

- 2.1.6 The Senior Director, Academic Development 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 Office, upon receiving approval to develop a program concept from the Vice President Academic, will:

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

- b. 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 Office and submit them to the Dean. The detailed proposal will contain the following sections:

- a. Program description (a brief overview of the program)
- b. Demonstrated need for program (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 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).
- g. Program Faculty (Minimum Faculty Qualifications)
- h. Stakeholder Engagement (provide a summary of conversations held with all stakeholder groups) including support as required, from international partners, Atlantic region colleges, industry, and regulatory bodies.
- i. 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)

- j. Appendix B: Minutes from stakeholder engagement sessions
- k. All detailed course outlines will be submitted in a separate document to the Academic Development 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 Senior Director, Academic Development for a quality assurance review no less than eight weeks before the intended Academic Council session.

2.2.4 The Senior Director, Academic Development will ensure the program documents pass the quality assurance review and send the final new program documents to the Dean no more than one 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.

2.2.5 The Senior Director, Academic Development will submit new program proposals to the Vice President Academic for presentation to Academic Council no less than three 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.

2.2.6 The Dean will present an overview of the new program proposal to 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 session.

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

2.3 Approval (Phase 3)

2.3.1 The Vice President Academic, 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.

Approval History	
Approved by President	January 15, 1998
Revision 1	November 9, 1998
Revision 2	April 1, 1999
Revision 3	April 30, 2000
Revision 4	December 4, 2002
Revision 5	November 4, 2016
Revision 6	January 11, 2022