Procedures
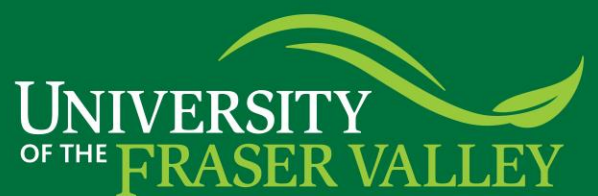
for Undergraduate Program and Course Approval

Appendix to Policy 21

ufv.ca

Introduction

UFV's Undergraduate Course and Program Approval policy (21) grants the Undergraduate Education Committee (UEC) the authority to develop procedures for the approval of new and revised courses and programs.

All new and revised courses and programs will follow a specific approval process. This process includes a series of structured consultations and approvals that give the UFV community an opportunity to examine a program or course in terms of the quality of the curriculum, consistency of standards, attention to student needs, and adherence to UFV's strategic plan, mandate, and institutional learning outcomes.

This document outlines the procedures in effect as of the date on the cover page. The policy can be found at www.ufv.ca/policies.

Submission guidelines

Items submitted to faculty council and subsequent committees should be formatted appropriately, and should include all relevant documents.

Course proposals should include an updated course outline on the current course outline form, and a memo created with the official Memo Template. Both forms can be found on the UEC websites, at www.ufv.ca/senate/uec/uec-resources. A Word version of the current official course outline should be requested from the UEC Assistant, and whenever possible, Word's track changes feature should be used to highlight any revisions being made to the course outlines. The UEC Assistant can provide assistance with this feature. (Requests to discontinue a course do not need to be accompanied by a course outline.)

Program proposals should include all relevant attachments (rationale memo, budget information, etc.). Program changes should be accompanied by calendar copy with changes tracked.

Additional resources

Forms, templates, and other resources for the development of new programs can be found on the Program Development and Quality Assurance office (PDQA) website, https://www.ufv.ca/program-development/.

Resources for new courses, revisions to existing courses, major and minor changes to existing programs, and general information on the approval process can be found on the UEC website, www.ufv.ca/senate/uec.

The UEC Assistant and the Program Development and Quality Assurance office can also be contacted directly with any questions.

Terms and definitions

Academic unit: Includes but is not limited to faculties, schools, libraries, programs, centres, departments, and institutes.

Academic Planning and Priorities Committee (APPC): Senate standing committee responsible for advising Senate on the mission, goals, objectives, strategies, and priorities of the university (see APPC Terms of Reference).

Campus-Wide Consultation (CWC): An opportunity for other academic units and service areas (e.g., Office of the Registrar, Library, Student Services) to review and provide feedback about the course or program submission. Developers must respond to all comments submitted and include this response with the submission to UEC.

Lower-level course: First- or second-year course, generally numbered in the 100s and 200s.

Major course change: A change to a course that affects the nature or focus of a course, options for students, or budget. A more detailed breakdown of major course changes is available on page 9.

Major program change: A modification to a program that affects the nature or focus of the program, options for students, or budget. A more detailed breakdown of major program changes is available on page 10.

Minor course change: A change to a course that has no effect on the nature or focus of a course, options for students, or budget. A more detailed breakdown of minor course changes is available on page 9.

Minor program change: Any change which is not major, as described above. A more detailed breakdown of minor program changes is available on page 10.

Official course outline: Legal document used for calendar copy, articulation, and official documentation purposes. The official course outline is used as a guideline for the syllabus that instructors develop and provide to students.

Program: A structured set of courses and associated requirements designed to deliver learning outcomes specific to a disciplinary or interdisciplinary field of study, and offered as an approved credential (e.g., a certificate, diploma, degree, etc.) or an approved option within a credential (e.g., a major, minor, honours, concentration, specialization, etc.)

Program budget analysis: Summary of the budget implications of a proposed new program or revisions to an existing program. This should be attached to all new and revised program proposals when submitted to Senate and its standing committees.

Program Committee: Approved by dean(s) to oversee the implementation and administration of a program and its courses.

Program concept paper: A statement of intent for the development of a new program prepared using a standard template provided by the Program Development and Quality Assurance Office.

Program Development and Quality Assurance Office (PDQA): Facilitates and assists with the development of academic programs, and in matters related to academic quality assurance, curriculum design, and programming.

Program proposal: Detailed description and rationale for the development of a new program prepared on a standard template provided by the Program Development and Quality Assurance Office.

Program Report and Plan: Submitted annually to the Board, includes Concept Papers recommended by Senate for approval.

Program Working Group (PWG): Group formed by the dean(s) to proceed in the development of a new program.

Senate Budget Committee (SBC): Senate standing committee responsible for advising Senate on the university's annual budget, budgetary policies, guidelines, processes, and models (see SBC Terms of Reference).

Undergraduate Education Committee (UEC): Senate standing committee responsible for advising Senate on all matters related to the undergraduate educational programs of the university, including policies, practices, and criteria for admission, evaluation, and promotion of undergraduate students (see UEC Terms of Reference).

Undergraduate Education Committee (UEC) Screening Subcommittee: UEC standing subcommittee responsible for reviewing all course and program proposals for clarity, completeness, and consistency with current academic policies and practices.

Upper-level course: Third- or fourth-year course, generally numbered in the 300s and 400s.

Timelines

Calendar deadlines

The academic calendar (ufv.ca/calendar) is the official source for all approved courses and programs. All changes and new courses and programs should be published in the calendar prior to implementation. A new calendar comes into effect in April (Fall calendar) and October (Winter/Summer calendar) of each year. The draft calendar is updated regularly and is available through a link on the calendar home page. Changes should be submitted as far in advance as possible to avoid missing the calendar deadlines.

Major program changes must be approved by the January UEC meeting to be included in the Fall calendar, or by the June UEC meeting to be included in the Winter/Summer calendar. (Subsequent approval by Senate, and in some cases by SBC, is also required).

Minor program changes and major and minor course changes must be approved by UEC's February meeting to be included in the Fall calendar, or by the September meeting to be included in the Winter/Summer calendar.

Minimum timelines

Due to the need for quality assurance, the following are the approximate **minimum** lengths of time that the approval processes take from recommendation by faculty/college council to final approval.

Courses

- New course: 4-5 months
- Major changes: 4-5 months
- Minor changes: 2-3 months

Note: Changes to prerequisites that are more restrictive require 6 months' notice in the academic calendar (see policy 84).

Programs

- New program (including concept paper)*: approximately two academic years, following the optimal timeline:
  - Year 1, September-February: development of concept paper
  - Year 1, March-June: review and approval of concept paper
  - Year 2, September-December: development of full program proposal
  - Year 2, January-June: internal review and approval of full program proposal
  - External review and approval: 2-3 months for certificates and diplomas; depending on Ministry timelines for degrees.
- Major changes: 7-8 months
- Minor changes: 4-5 months

* Does not apply to programs approved under the expedited approval process.

Note: Changes that make entrance requirements more restrictive must be published in the academic calendar at least 12 months prior to the start of the semester, unless they are necessary to maintain the program's accreditation (see policy 80).

Course Approval Processes

The course approval process differs for new courses, major course changes, and minor course changes. The following outlines the steps in each of the course approval processes. Each process correlates with the flow charts featured on the following page.

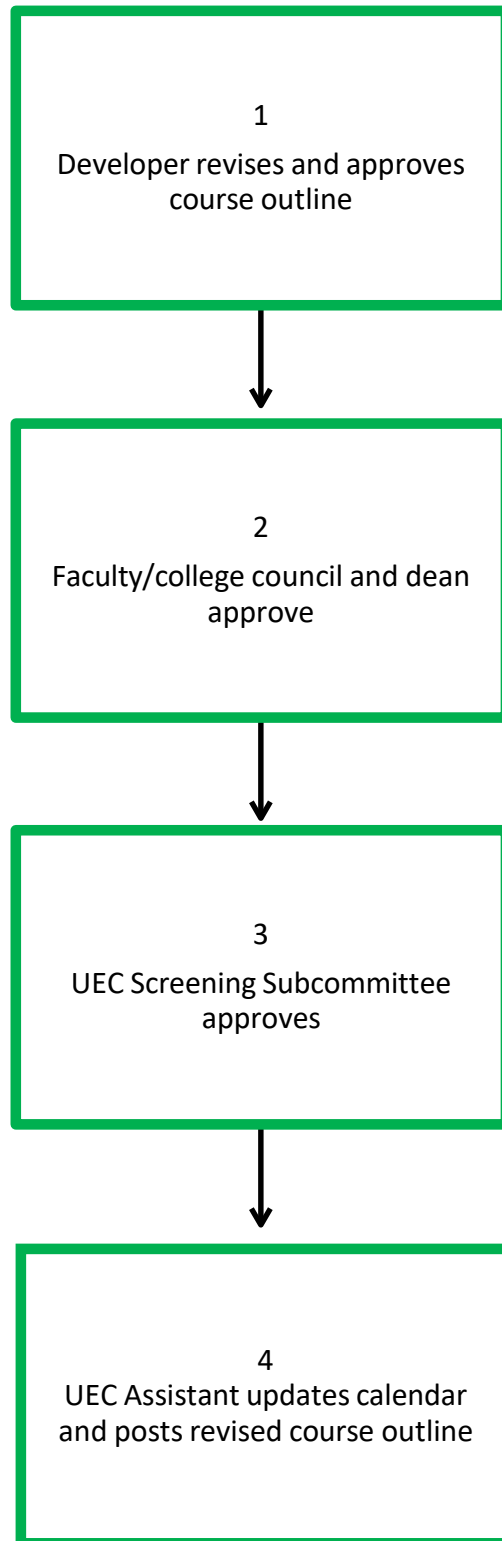A chart of major vs. minor changes to an existing course can be found on page 9.

Minor course changes (minimum 2-3 months)

1. **Course outline revisions:** The department/school or program committee, hereafter referred to as the developer, requests a Word version of the current course outline from the UEC Assistant. The developer revises and approves the course outline, including transfer to a new course outline form if necessary. The developer also prepares a memo outlining the rationale and any financial implications of the course changes using the Memo Template found on the UEC website.

2. **Faculty/college council and dean:** The developer submits the course outline and memo to the faculty/college council (and, if applicable, the faculty/college curriculum committee) and dean(s) for approval. If changes are recommended, the revisions are made by the developer and the revised course outline is returned to the council assistant who verifies that it conforms to council recommendations.

    Note: For an Indigenous designation, courses must also be reviewed by the Indigenous Studies Curriculum Committee.

3. **UEC Screening Subcommittee:** The council assistant sends the course outline and memo to the UEC Assistant for the Screening Subcommittee, which confirms that the changes are minor and approves the course changes for publication. If changes are recommended, revisions are made by the developer (using track changes) and resubmitted to the faculty/college council and UEC Screening Subcommittee. Minor editorial changes do not require resubmission.

4. **Publication:** The UEC Assistant/Calendar Editor makes all necessary calendar changes, posts the revised course outline on the website (www.ufv.ca/calendar/courseoutlines), and sends the course outline to OReg for data entry.

Approval process for minor course changes

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│   Developer revises and     │
│   approves course outline   │
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│              2              │
│                             │
│  Faculty/college council    │
│      and dean approve       │
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│                             │
│              3              │
│                             │
│  UEC Screening Subcommittee │
│          approves           │
│                             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│                             │
│              4              │
│                             │
│  UEC Assistant updates      │
│  calendar and posts         │
│  revised course outline     │
│                             │
└─────────────────────────────┘
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New courses and major course changes (minimum 4-5 months)

1. **Development of course outline:** The department/school or program committee, hereafter referred to as the developer, develops and approves the course outline. If revisions are being made to an existing course, the developer requests a Word version of the current course outline from the UEC Assistant. The developer also prepares a memo outlining the rationale and any financial implications of the new course using the Memo Template that will be found on the UEC website.

   Dean(s) determine if there are significant budgetary implications with the proposed course.

2. **Faculty/college council and dean:** The developer submits the course outline and memo to the faculty/college council (and, if applicable, the faculty/college curriculum committee) and dean(s) for approval. If changes are recommended, the revisions are made by the developer and the revised course outline is returned to the council assistant who verifies that it conforms to council recommendations.
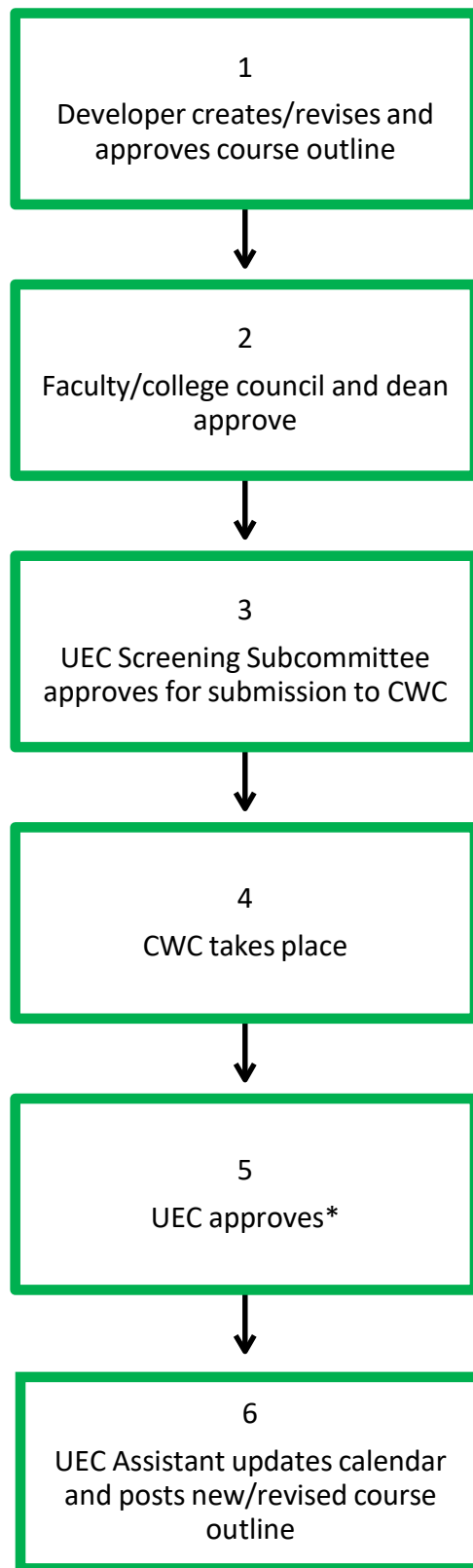
   Note: For an Indigenous designation, courses must also be reviewed by the Indigenous Studies Curriculum Committee.

3. **UEC Screening Subcommittee:** The council assistant sends the course outline and memo to the UEC Assistant for the Screening Subcommittee, which reviews the proposal before submission to Campus-Wide Consultation (CWC). If changes are recommended, revisions are made by the developer (using track changes) and resubmitted to the faculty/college council and UEC Screening Subcommittee. Minor editorial changes do not require resubmission.

4. **Campus-Wide Consultation (CWC):** The UEC Assistant submits the course outline and memo to the Campus-Wide Consultation, copying the developer. The developer monitors and responds to comments. Any proposal not forwarded to UEC within eight months of CWC must be resubmitted to faculty council for approval.

5. **Undergraduate Education Committee (UEC):** The developer submits the CWC comments and responses, along with any changes to the course outline, to UEC. UEC approves the course outline, or recommends to Senate for approval if there are financial implications.

   If there are financial implications, SBC will review the course outline and memo and make a recommendation to Senate. UEC and SBC recommendations are sent to Senate concurrently.

6. **Publication:** The UEC Assistant/Calendar Editor makes all necessary calendar changes, posts the new/revised course outline on the website (www.ufv.ca/calendar/courseoutlines), and sends the course outline to OReg for data entry.

Approval process for new courses and major course changes

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│              1              │
│  Developer creates/revises  │
│   and approves course       │
│        outline              │
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│              2              │
│  Faculty/college council    │
│   and dean approve          │
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              │
              ▼
┌─────────────────────────────┐
│              3              │
│  UEC Screening Subcommittee │
│  approves for submission    │
│        to CWC               │
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              ▼
┌─────────────────────────────┐
│              4              │
│       CWC takes place       │
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              ▼
┌─────────────────────────────┐
│              5              │
│       UEC approves*         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│              6              │
│  UEC Assistant updates      │
│  calendar and posts         │
│  new/revised course         │
│        outline              │
└─────────────────────────────┘
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* In the case of budgetary implications, UEC and SBC will both review and recommend to Senate for approval.

Course Changes

Major vs. minor changes to an existing course

Type of change	Major changes	Minor changes
Title and/or calendar description	Reflects a change in nature or focus	For correction or clarification
Learning outcomes and/or content	Reflects a change in nature or focus	Does not reflect a change in nature or focus
Course level	Moving a lower-level course to an upper-level course and vice versa	Moving a first-year course to second year and vice versa or third-year course to fourth year and vice versa
Prerequisites and/or co-requisites	Any change to prerequisites	Editorial change only
Course details	Change in number of credits or number of hours	Frequency of course offering
Delivery method	Change or addition of a delivery method that has a cost	Change or addition of a delivery method that does not affect cost
Impact on other programs	Affects other academic units	Does not affect other academic units
Other	Deletion of course	PLAR options, grading system, texts, evaluation methods

Note: One major change means that all changes in the proposal are considered major.

Program Changes

Major vs. minor changes to an existing program

Type of change	Major changes	Minor changes
Resource requirements	Additional resources are required at a cost	Additional resource costs are covered by the associated academic unit
Courses	Change to the majority of courses in an approved program	Addition of new course options, or deletion or substitution of a required course
Duration, philosophy, or direction	Change to the duration, philosophy, or direction of a program*	
Specialization	Addition or deletion of a specialization (e.g., concentration under a major)**	
Admission requirements	Change in requirements for admission	
Residency requirements	Change in requirements for residency	
Continuance requirements	Change in requirements for continuance	
Admission quotas	Change in admission quotas	
External review	Change which triggers an external review	

* The Ministry includes in its definition of "new program" revision of a program's major objectives resulting in significant change and a significant revision of a program that warrants credential renaming. Please consult the Program Development and Quality Assurance Office if the revision considered may fall under this definition.

** If not considered a new program or covered under the Program Discontinuance policy (222). Addition of a minor or major is considered a new program, not a major program change. Degree programs that refer to their main areas of specialization as "options" or "concentrations" must consult the Program Development and Quality Assurance Office to determine whether addition of a new specialization is considered a major program change or a new program.

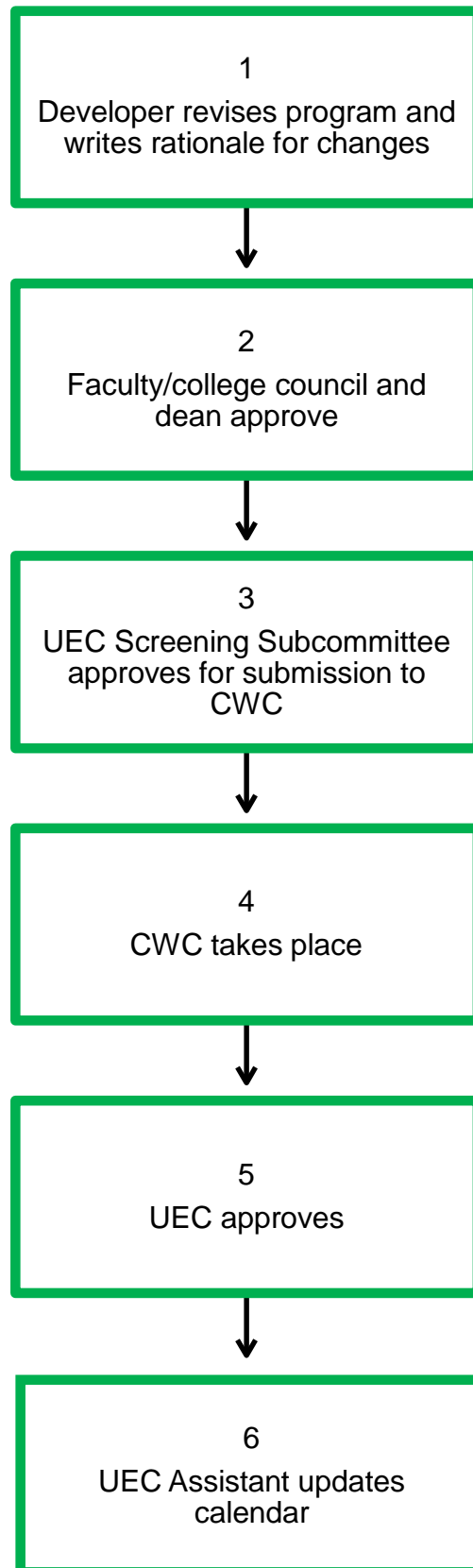# Program Approval Processes (major and minor changes)

The program approval process differs for new programs, major program changes, and minor program changes. The following outlines the steps for each of these processes and correlates with the flow charts featured on the following page.

A chart of major vs. minor changes to an existing program can be found on page 10.

Minor program changes (minimum 4-5 months)

1. **Development of proposal:** The department/school or Program Working Group or program committee, hereafter referred to as the developer, outlines and approves the changes and rationale for the proposed program changes, in consultation with the dean(s) responsible.

2. **Faculty/college council and dean:** The developer submits the program proposal and draft calendar copy to the faculty/college council (and, if applicable, the faculty/college curriculum committee) and dean for review and approval. If changes to the proposal are recommended, the revisions are made by the developer (using track changes) and the revised proposal is returned to the council assistant who verifies that they conform to council recommendations.

3. **UEC Screening Subcommittee:** The council assistant sends the proposal and calendar copy to the UEC Assistant for the Screening Subcommittee, which reviews the proposal before submission to Campus-Wide Consultation (CWC). If changes are recommended, revisions are made by the developer (using track changes) and resubmitted to the faculty/college council and UEC Screening Subcommittee. Minor editorial changes do not require resubmission.

4. **Campus-Wide Consultation (CWC):** The UEC Assistant submits the proposal and calendar copy to the Campus-Wide Consultation, copying the developer. The developer monitors and responds to comments. Any proposal not forwarded to UEC within eight months of CWC must be resubmitted to faculty council for approval.

5. **Undergraduate Education Committee (UEC):** The developer submits the CWC comments and responses, along with any changes to the proposal, to UEC. UEC approves the program changes.

6. **Publication:** The UEC Assistant/Calendar Editor confirms that the proposal has final approval, and makes all necessary changes in the academic calendar.

Approval process for minor program changes

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┌─────────────────────────────────┐
│                1                │
│  Developer revises program and  │
│   writes rationale for changes  │
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│                2                │
│   Faculty/college council and   │
│          dean approve           │
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                 │
                 ▼
┌─────────────────────────────────┐
│                3                │
│   UEC Screening Subcommittee    │
│    approves for submission to   │
│               CWC               │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│                4                │
│         CWC takes place         │
└─────────────────────────────────┘
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                 ▼
┌─────────────────────────────────┐
│                5                │
│          UEC approves           │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│                6                │
│     UEC Assistant updates       │
│            calendar             │
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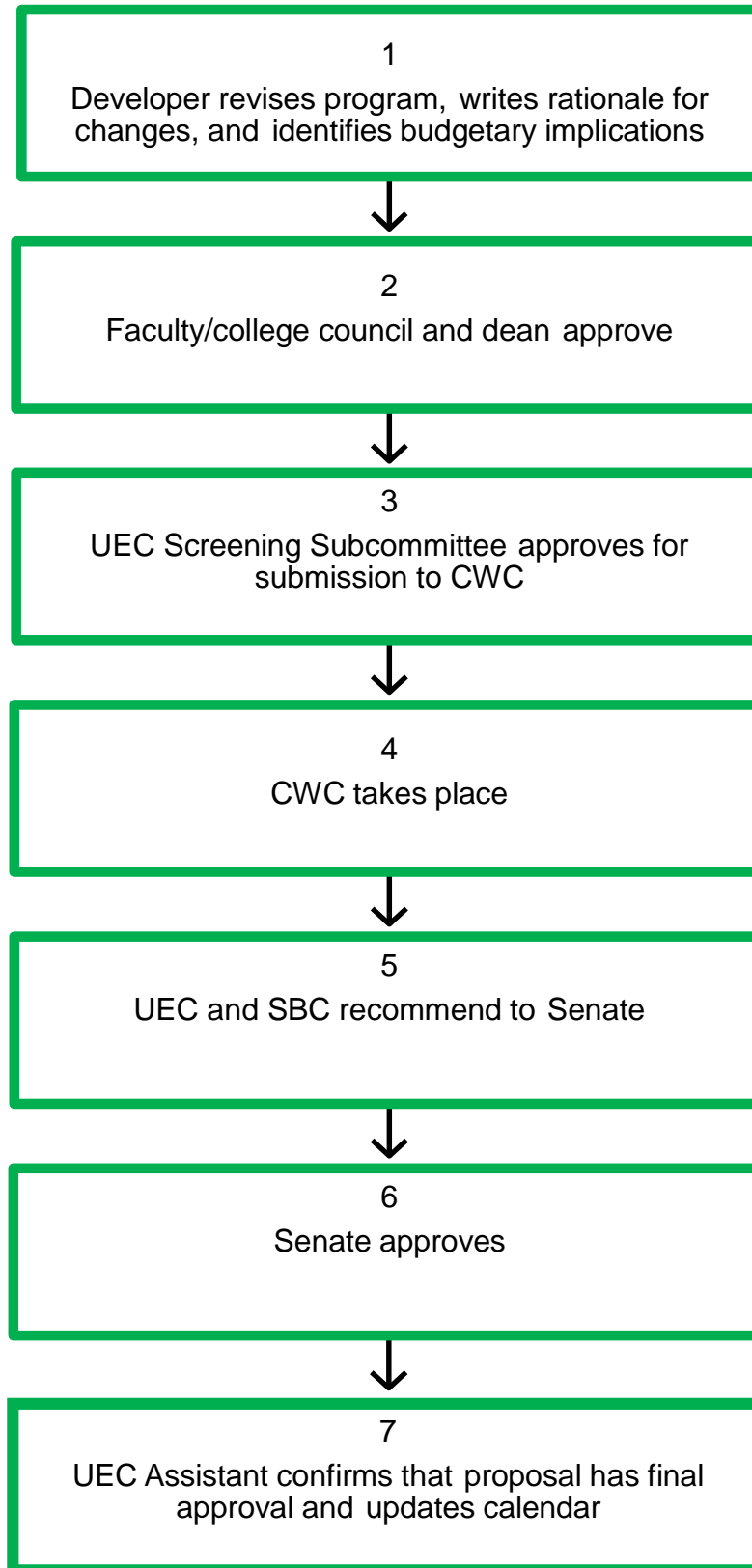
Major program changes (minimum 7-8 months)*

1. **Development of proposal and budget:** The department/school or Program Working Group or program committee, hereafter referred to as the developer, outlines and approves the changes and rationale for the proposed program changes, and identifies any budgetary implications.

2. **Faculty/college council and dean:** The developer submits the program proposal and draft calendar copy to the faculty/college council (and, if applicable, the faculty/college curriculum committee) and dean for review and approval. If changes to the proposal are recommended, the revisions are made by the developer (using track changes) and the revised proposal is returned to the council assistant who verifies that they conform to council recommendations.

3. **UEC Screening Subcommittee:** The council assistant sends the proposal to the UEC Assistant for the Screening Subcommittee, which reviews the proposal before submission to Campus-Wide Consultation (CWC). If changes are recommended, revisions are made by the developer (using track changes) and resubmitted to the faculty/college council and UEC Screening Subcommittee. Minor editorial changes do not require resubmission.

4. **Campus-Wide Consultation (CWC):** The UEC Assistant submits the proposal and calendar copy to the Campus-Wide Consultation, copying the developer. The developer monitors and responds to comments. Major program change proposals must remain at CWC for a minimum of two weeks. Any proposal not forwarded to UEC within 12 months of CWC must be resubmitted to faculty council for approval.

5. **Undergraduate Education Committee (UEC)/Senate Budget Committee (SBC):** The developer submits the CWC comments and responses, along with any changes to the proposal, to UEC for review and recommendation to Senate. The proposal will also be submitted to SBC, which reviews the proposal and makes a recommendation to Senate.

6. **Senate:** Senate approves the program proposal and budget.

7. **Publication:** The UEC Assistant/Calendar Editor confirms that the proposal has final approval, and makes all necessary changes in the academic calendar.

* The Ministry includes in its definition of "new program" the revision of a program's major objectives resulting in significant change, and a significant revision of a program that warrants credential renaming. Please consult the Program Development and Quality Assurance Office if proposed revisions may fall under this definition. Also note that addition of a minor or major is considered a new program, not a major program change. Degree programs that refer to their main areas of specialization as "options" or "concentrations" must consult the Program Development and Quality Assurance Office to determine whether addition of a new specialization is considered a major program change or a new program.

Approval process for major program changes

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┌─────────────────────────────────────────┐
│                    1                     │
│  Developer revises program, writes       │
│  rationale for changes, and identifies   │
│  budgetary implications                  │
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│                    2                     │
│  Faculty/college council and dean        │
│  approve                                 │
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│                    3                     │
│  UEC Screening Subcommittee approves     │
│  for submission to CWC                   │
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│                    4                     │
│  CWC takes place                         │
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│                    5                     │
│  UEC and SBC recommend to Senate         │
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┌─────────────────────────────────────────┐
│                    6                     │
│  Senate approves                         │
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│                    7                     │
│  UEC Assistant confirms that proposal    │
│  has final approval and updates calendar │
└─────────────────────────────────────────┘
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New Program Approval Process

The following outlines the steps for new programs and correlates with the flow charts featured on the next pages.

Before you begin the development of a new program, please contact the Program Development and Quality Assurance Office for specific information about submission formats and procedures. An administrative guide for the internal approval process is available on the website at https://www.ufv.ca/program-development/develop-new-program/.

For the purposes of new program development, there are two categories of programs: (a) those that require Ministry approval, and (b) those that require internal approval only. Programs that require Ministry approval (e.g. a full degree, a major, or a minor in an area that does not have a major, etc.) involve a Stage 1 process, as explained below.
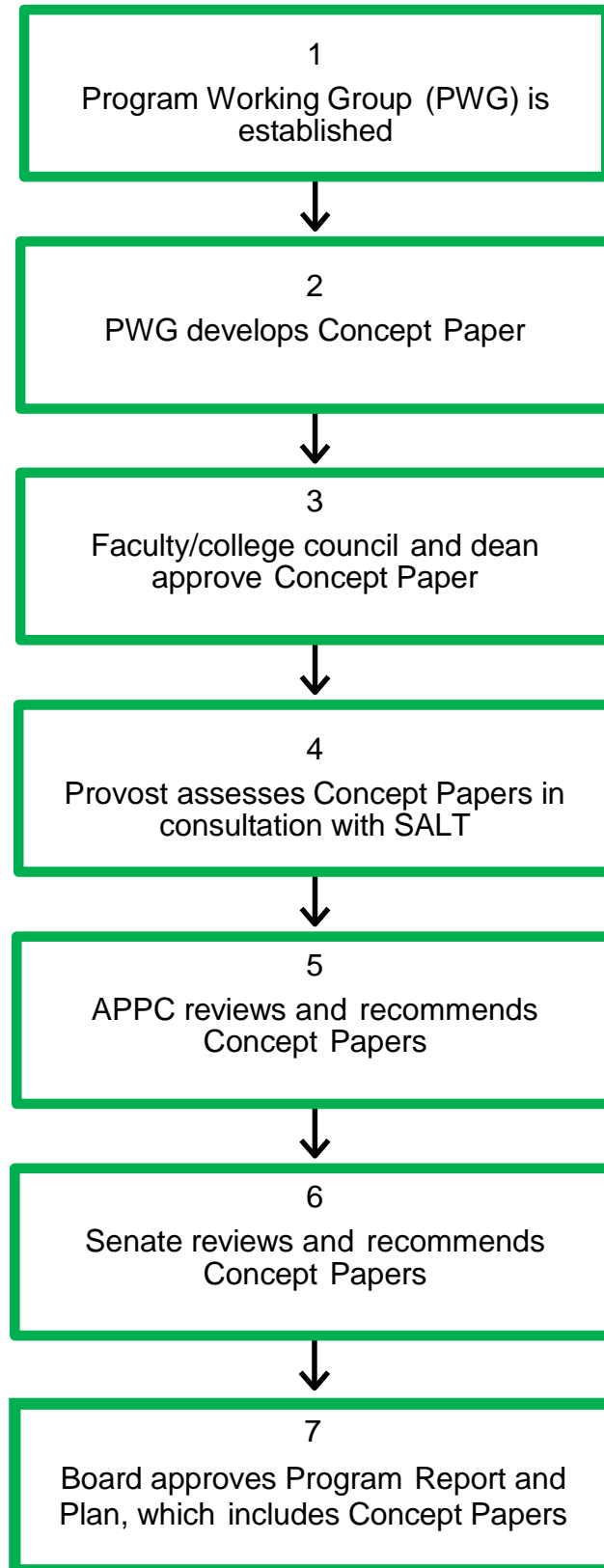
Concept Paper

Note: Normally, a single dean will have administrative responsibility and approval authority over a program. In the case that a program draws resources from more than one faculty/college beyond the provision of service courses, the deans involved will decide on who will assume administrative responsibility for the program and whether it will be shared by more than one faculty/college. The faculty/college and dean that has administrative responsibility will have approval authority at the relevant stages of the program approval process.

1. **Establishment of Program Working Group (PWG):** Faculty members interested in developing a new program present a notice of intent to the dean. The PWG is approved by the dean, and the dean informs the Program Development and Quality Assurance Office (PDQA) of its membership. A Program Working Group will consist of a minimum of three faculty with teaching or research expertise in the subject area. If a new program is entirely discipline-based, at least one additional member from another discipline with teaching or research expertise in the subject area or related area should be added.

2. **Development of Concept Paper:** PWG develops the Concept Paper, in consultation with PDQA, appropriate academic units, and the dean, using the approved template. PWG submits the Concept Paper to PDQA, who verifies that it is complete before submission to the dean and faculty/college council.

3. **Faculty/college council and dean:** The dean reviews and approves the Concept Paper in consultation with faculty/college council, and confirms support for development of a full program proposal. (Note: since Concept Papers are statements of intent and do not provide fully developed curriculum, review by faculty/college curriculum committees is not necessary.)

4. **Provost's recommendation to Academic Planning & Priorities Committee (APPC):** Upon approval by the dean and faculty/college council, the Provost, in consultation with the Senior Academic Leadership Team, assesses all Concept Papers submitted in a given cycle, , and prepares a report for presentation to APPC (with accompanying rationale) on Concept Papers that are: a) meritorious and supported for development with a specified timetable for implementation and start date; or b) not supported for development (with an explanation).

5.   **APPC:** APPC reviews and recommends Concept Papers to be approved for development.

6.   **Senate:** Senate reviews and recommends Concept Papers.

7.   **Board:** The Program Report and Plan, which includes Concept Papers, is submitted to the Board for approval. **Only upon approval by the Board should a Program Working Group proceed with submitting the Full Program Proposal for internal review and approval.**

Approval process for Concept Paper

1

Program Working Group (PWG) is established

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2

PWG develops Concept Paper

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3

Faculty/college council and dean approve Concept Paper

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4

Provost assesses Concept Papers in consultation with SALT

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5

APPC reviews and recommends Concept Papers

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6

Senate reviews and recommends Concept Papers

↓

7

Board approves Program Report and Plan, which includes Concept Papers

Full program proposal

Orientation Meeting: Following approval of concept paper, an orientation meeting will be held to review program design principles and proposal preparation. This meeting will include the PWG chair and members; Teaching and Learning representative; Dean responsible for the program; and the Associate Director and Assistant for Program Development and Quality Assurance.

Programs requiring Ministry approval (degree programs) complete Stage 1 development prior to proceeding to Stage 2 development of the program proposal (see A below).

Programs requiring internal approval only (non-degree programs) proceed directly to development of the full program proposal (see B below).

A. Programs requiring Ministry approval (degree programs)

1. **Stage 1 Development:** The PWG, with assistance from PDQA, develops the learning outcomes and curriculum for the program, and completes the research and consultation required to address the Stage 1 standards and criteria set by the Ministry. The completed Stage 1 is submitted to PDQA who verifies completeness and appropriate consultation.

2. **Stage 1 Approval**: PDQA submits the Stage 1 proposal to APPC and SBC (Senate Budget Committee) to verify that it meets the standards and criteria required. Both committees must verify the Stage 1 before it moves forward for Ministry review. Once verified, the Stage 1 proposal returns to PDQA who ensures completeness, and then submits through the Office of the Provost and VP Academic to the Ministry for posting to PSIPS (Post-Secondary Institution Proposal System), review by the DQAB (Degree Quality Assessment Board), and Minister's decision on Stage 1 approval. The PWG may either proceed with Stage 2 development pending Ministry approval, or wait for the Minister's decision before proceeding with Stage 2. If the Stage 1 proposal is not approved, a decision will be made on whether to revise based on Ministry feedback, or discontinue development.

3. **Stage 2 Development:** With the assistance of PDQA, the PWG develops and writes the Stage 2 program proposal. The PWG submits the program proposal and draft calendar copy to PDQA, who verifies completeness and ensures appropriate consultation has taken place before submission to faculty/college curriculum committee or faculty council, as applicable.

4. **Curriculum Review:** The faculty/college curriculum committee or, in the case of faculties that do not have a curriculum committee, the faculty council, review and approve the Stage 2 program proposal and, if applicable, the new courses related to the program. The proposal will include a summary of the consultation that has taken place, with supportive evidence. The PWG responds to any feedback, revising the proposal as needed, and submits to PDQA.

5. **Desk Reviews:** The Stage 2 program proposal will be sent to external reviewers early during the internal approval process. Once available, the external reviewers' comments, and PWG's responses to the comments, will accompany the program proposal as it goes through internal review.

6. **UEC Screening Subcommittee and Campus Wide Consultation:** PDQA submits the proposal to the UEC Screening Subcommittee who reviews the proposal and verifies that all appropriate internal consultation has taken place. Notice of proposals is also submitted to Campus Wide

Consultation (CWC) for information only. Since internal consultation will have already occurred during the program development process, new program proposals are not required to remain at CWC for a specific time period; however, developers must nonetheless respond to any comments received from CWC and, where applicable, include any responses in the program proposal.

7. **Undergraduate Education Committee (UEC):** PDQA submits the program proposal, calendar copy, consultation summary, and the PWG's responses to comments from UEC Screening to UEC for review and verification that the program meets degree quality standards and quality curriculum principles. UEC recommends approval on behalf of Senate. All new courses or substantially revised courses that are included in a new program must also be approved by UEC before the program moves forward to the next step in the approval process.

8. **Senate Budget Committee (SBC)** Program proposals requiring Ministry approval go to SBC only if changes to program content since Stage 1 approval require adjustment to the original program costing.

9. **Academic Planning & Priorities Committee (APPC) and Senate:** Following UEC and (where required) SBC approval, PDQA ensures completeness of all documents before sending the program proposal to APPC and Senate for information. APPC and Senate reserve the right to request revisions to the proposal if deemed necessary. Furthermore, if Senate determines that the program has substantially changed from what was proposed in the Concept Paper, Board approval is solicited.

10. **Stage 2 approval:** The Stage 2 proposal returns to PDQA for final review and is then submitted through the Office of the Provost and VP Academic for posting to PSIPS and Minister's verification of Stage 2 completion, as required by the Ministry of Advanced Education.

11. **Implementation:** Upon final approval, PDQA meets with the PWG chair, the responsible Dean(s), and the Vice-Provost to review the implementation procedures for the new program.

Process for program proposals requiring Ministry approval
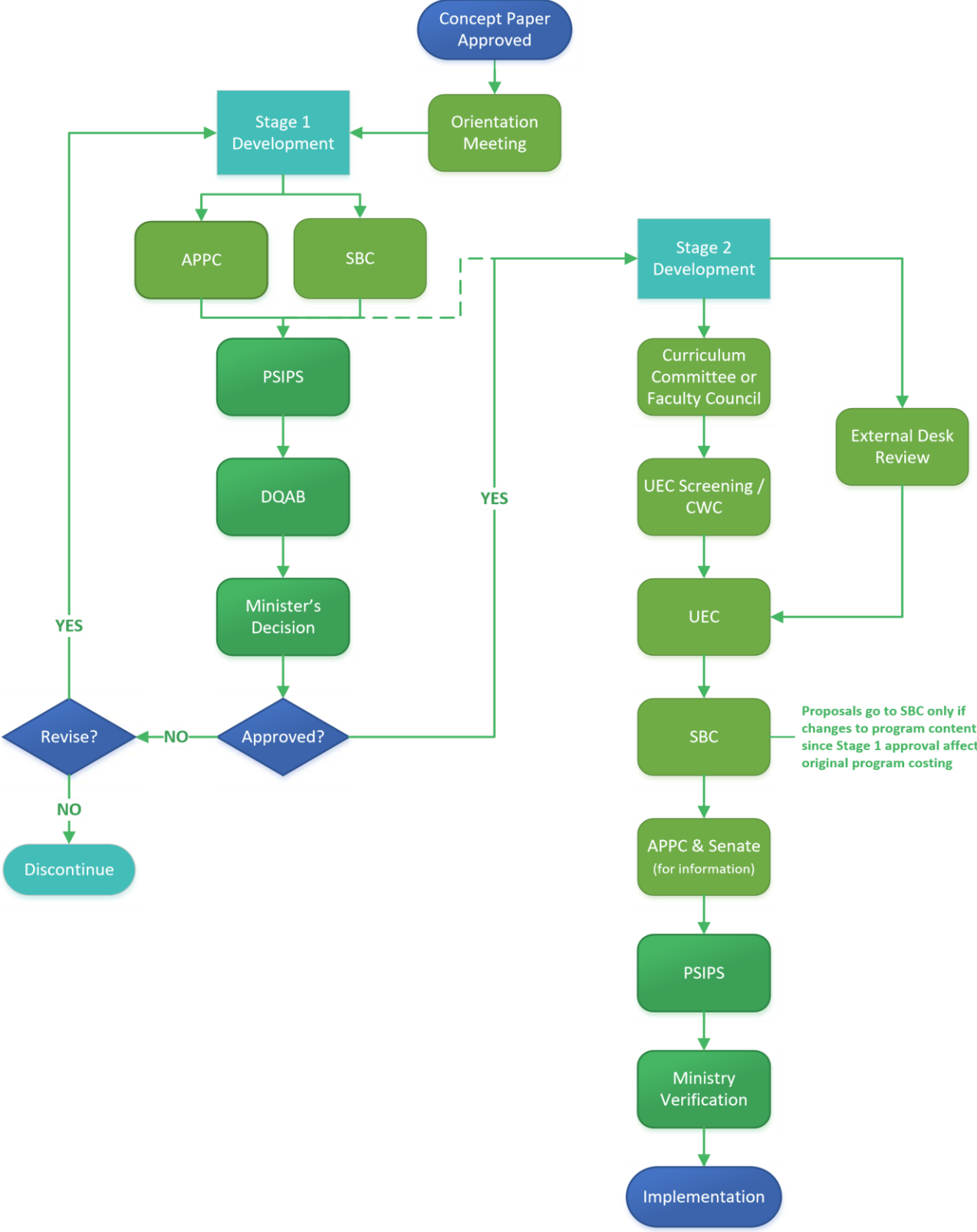
B. Programs requiring internal approval only (non-degree programs)

1. **Full Program Proposal:** With the assistance of PDQA, the PWG develops and writes the full program proposal. The PWG submits the program proposal and draft calendar copy to PDQA, who verifies completeness and ensures appropriate consultation has taken place before submission to faculty/college curriculum committee, or faculty council, as applicable.

2. **Curriculum Review:** The faculty/college curriculum committee or, in the case of faculties that do not have a curriculum committee, the faculty council, review and approve the program proposal and, if applicable, the new courses related to the program. The proposal will include a summary of the consultation that has taken place, with supportive evidence. The PWG responds to any feedback, revising the proposal as needed, and submits to PDQA.

3. **UEC Screening Subcommittee and Campus Wide Consultation:** PDQA submits the proposal to the UEC Screening Subcommittee who reviews and verifies that all appropriate internal consultation has taken place. Proposals are also submitted to Campus Wide Consultation (CWC) for information only. Since internal consultation will have already occurred during the program development process, new program proposals are not required to remain at CWC for a specific time period; however, developers must respond to any comments received from CWC and, where applicable, include any responses in the program proposal.

4. **Undergraduate Education Committee (UEC):** PDQA submits the program proposal, calendar copy, consultation summary, and the PWG's responses to comments from UEC Screening to UEC for review and approval. All new courses or substantially revised courses that are included in a new program must also be approved by UEC before the program moves forward to the next step in the approval process.

5. **Senate Budget Committee (SBC)** Following UEC approval, PDQA submits the budgetary analysis, program proposal, and calendar copy to SBC for review and approval.

6. **Academic Planning & Priorities Committee (APPC) and Senate:** Following UEC and SBC approval, PDQA ensures completeness of all documents and submits the proposal to APPC and Senate for information. APPC and Senate reserve the right to request revisions to the proposal if deemed necessary. If Senate determines that the program has substantially changed from what was proposed in the Concept Paper, Board approval will be solicited prior to program implementation.

7. **PSIPS:** For proposals that require posting to the Post-Secondary Instructional Program System, the proposal returns to PDQA for final review and is then submitted through the Office of the Provost and VP Academic for posting to PSIPS for 30 days. The PWG must respond to any comments received during the PSIPS peer review.

8. **Implementation:** After the proposal has completed APPC, Senate and, if applicable, PSIPS, the PDQA office organizes a meeting with the PWG chair, the responsible Dean(s), and the Vice-Provost to review the implementation procedures for the new program.

Process for program proposals requiring internal approval only

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