***This is an internal UFV document to be used to assist the department in determining the feasibility of a new program in the preliminary development stage of a program proposal.***

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| ***Program Working Group Chair: New Academic Program Name:*** |
| ***Department & Faculty:***  ***Program credential level:***  Associate Certificate  Certificate  Diploma  Baccalaureate degree  Post-baccalaureate certificate/diploma  Master’s degree  Other: |
| ***The Rationale***   |  | | --- | | 1. **How do we know there is a need for this program?** | |  | |

***The Student Base Defined***

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| 1. **Describe the likely students in the program and where they are located** (local, provincial, regional, national, and international)**.** |
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| 1. **What will the student demographics look like?** (e.g., Direct from high school (traditional), mature, transfer, or after-degree students? Will the program appeal to students from different backgrounds, Indigenous, differently-abled, international, etc.?) |
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| 1. **Would the program have particular appeal to international students? Why?** |
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| 1. **Will the program draw in new students or existing students?** |
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| 1. **Why will students choose to attend UFV’s program as opposed to the other available options?** (price, value, reputation, etc.) |
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| 1. **Who are our competitors?** |
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| 1. **Who is our target market?** |
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| 1. **How should this program be marketed?** |
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***Enrolment, Student, and Labour Market Demand***

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| 1. **How large is the potential student base?** |
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| 1. **What is driving the size?** (i.e., job placement projections, labour market demand etc.) |
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| 1. **What is the expected scale of a successful program in terms of student enrolment or cohort size?** |
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| 1. **What scale is needed for financial viability and sustainability?** |
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| 1. **What evidence do you have that indicates this program will be sustainable long-term?** |
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| 1. **What is the** evidence **for student or labour market demand?** |
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***Program Structure***

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| **1.What is the intended structure of the program?** (e.g., core courses, and electives) |

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| **Program Component** | **Number of Courses** | **Credits** |
| Program Core |  |  |
| Lab, studio, shop |  |  |
| Electives |  |  |
| WIL (practicum/work term, etc.) *for credit* |  |  |
| **Total** |  |  |
| WIL *not for credit* (Co-op education) |  |  |

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| **2.How is Work Integrated Learning** ([WIL](https://cewilcanada.ca/)) being developed within this program? (e.g., practicum, co-op, work terms, applied research projects) |
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| **3.What resources are required to support WIL opportunities?** |
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| **4. Do these components of the program meet the** [**policy 64, Credentials**](https://ufv.ca/media/assets/secretariat/policies/Credentials-(64).pdf)**,** [**policy 21, Undergraduate Course and Program Approval**](https://www.ufv.ca/media/assets/secretariat/policies/Undergraduate-Course-and-Program-Approval-(21)-.pdf) **and/or** [**policy 209, Graduate Course and Program Approval**](https://www.ufv.ca/media/assets/secretariat/policies/Graduate-Course-and-Program-Approval-(209).pdf) **requirements?** |
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***Development & Delivery***

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| 1. **What is the program delivery approach?** |
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| 1. **How much course development will be necessary? Will substantial resources be needed to develop new courses?** |
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| 1. **Are there unique challenges to offering the program?** (e.g., licensing, regulation, accreditation, lack of awareness of industry/opportunities, large geography to market to, difficulty finding qualified faculty and/or staff, etc.) |
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| 1. **Identify any implications for faculty such as significant professional development needs, required certifications, etc.** |
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| 1. **What are the anticipated learning outcomes and graduate outcomes of students who enrol in this program?** (In thinking about this it is recommended that the following curriculum matrix that maps the required core courses to program learning outcomes is completed. Support for this work is available through Teaching & Learning) |

***Program Curriculum Map With Performance Targets*** *(This sample curriculum map can be overwritten with additional rows or columns and your specific information)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Type | Course Name  & CRN | PLO 1 | PLO 2 | PLO 3 | PLO 4 | PLO 5 |
| Required | Course 100 | 1 |  | 1 |  |  |
| Required | Course 120 |  | 1 |  | 1 | 1 |
| Required | Course 201 |  | 2 | 2 |  |  |
| Elective | Course 215 |  |  |  | 2 | 2 |
| Required | Course 300 | 2 |  | 3 |  |  |
| Required | Course 330 |  | 3 |  | 2 |  |
| Capstone | Course 410 | 3 | 3 | 3 | 3 | 3 |

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| --- | --- | --- | --- |
| Performance Goal | 1 Emerging | 2 Developing | 3 Proficient |

***Tuition and Financials***

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| 1. **Will the program utilize regular tuition or differential tuition model or special program fees? If other than the regular tuition model – why?** |
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| 1. **How will this program be funded?** Will seats need to be reallocated from existing programs, or do new seats need to be requested? (Are you anticipating a request for new FTE for the institution?) |
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| 1. **Develop an anticipated budget** over three years that includes an explanation of assumptions about all revenues and expenses, including anticipated changes in staffing. (Complete Budget Analysis Part A and Submit with this completed form to PDQA). |
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***Additional Necessary Resources***

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| **1. What do we not know that could significantly impact this idea?** |
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***Information Sources:***

[Canadian Occupational Projection System](https://occupations.esdc.gc.ca/sppc-cops/w.2lc.4m.2@-eng.jsp?preview=1)

[British](https://www.workbc.ca/sites/default/files/2023-02/LMO-2022-Report.pdf) Columbia Labour Market Outlook 2022-2032 Forecast

[Stronger](https://www.workbc.ca/sites/default/files/2023-02/LMO-2022-Report.pdf) BC: Future Ready Action Plan

[Article: Three key questions to ask before launching a new program](https://forum.academica.ca/forum/three-key-questions-to-ask-before-launching-a-new-program)

[Education Planner BC](https://www.educationplannerbc.ca/)

[Access to Excellence: Managing Enrolment at the University of the Fraser Valley](https://www.ufv.ca/media/assets/strategic-planning/UFV2022_SEMPlanReport-P4b.pdf)

***Next Steps:***   
*Department consults with Dean for approval to submit to PDQA.*  
*PDQA reviews for completeness and submits to the Office of the Provost and VP Academic for approval to begin development of the Stage 1 Proposal.*

***The Office of the Provost informs APPC and Senate of the proposal.***