Ch5-s6-08	New Program Development Policy

Responsible Authority:	Vice-President Academic
Approval Authority:	Senior Team
Date First Approved:	New
Date Last Reviewed:	2021-Sept-03
Mandatory Review Date:	2024-Sept-03

PURPOSE

To provide a framework for the identification, development and approval of new programs that align with the College's strategic priorities, quality assurance processes, and regional and societal needs.

SCOPE

New program development and approvals align with Confederation College's Strategic Mandate Agreement, Strategic Plan, Business Plan, Academic Plan, Program Mix and where applicable industry and societal needs. New programs may respond to demographic shifts, new technologies, employment trends, emerging industries, and/or provincial strategic priorities.

DEFINITIONS

Annual Program Review	A cyclical process that occurs annually and aims to support continuous program improvement. It also provides critical evidence for accreditation and audit purposes conducted by the Ontario College Quality Assurance Service.
Course Outline	Course outline refers to the official documentation provided to students which outlines the purpose and focus of the course and the learning plan, and identifies the learning outcomes, essential employability skills, evaluation criteria, and resources. Course outlines are compliant with the Accessibility for Ontarians with Disabilities Act (AODA).
Project Lead	The Project Lead represents the individual responsible for following the College's new program development and approval, and quality assurance processes. The Project Lead may be a Dean, Subject Matter Expert (SME)/Faculty, or a designate of a Dean. The Project Lead and/or SME/Faculty work in consultation with Academic Leads, the Quality Assurance (QA) Lead and identified departments throughout the New Program Development Process outlined below.
Credential Validation Service (CVS)	CVS reviews applications for validation submitted by Ontario colleges. This review ensures programs meet the requirements outlined in government policy through the Minister's Binding Policy Directive, Framework for Programs of Instruction.
Ontario College Quality Assurance Services (OCQAS)	The regulating body that oversees credential validation of new and revised programs and supports the College through the CQAAP quality assurance processes.

Indigenous Learning Outcomes (ILOs)	Seven statements containing Indigenous content that faculty have been supported to embed within their program curriculum.

POLICY

1. Confederation College is committed to providing strong and relevant programming that is responsive to regional and societal needs. The processes used to introduce, develop, and approve new programs aligns with the College's quality assurance processes, Strategic Mandate Agreement, Strategic Plan, and Business Plan.

2. New program development and approval adheres to the following, where appropriate:
   - Minister's Binding Policy Directive
   - Ministry of Colleges and Universities (MCU) Program Standards or Program Descriptions
   - Ontario Qualifications Framework
   - Ontario College Quality Assurance Service
   - College Quality Assurance Audit Process
   - Postsecondary Education Quality Assessment Board Manual for Ontario College

3. New program development may respond to industry needs, standards and/or certifications.

4. The process for new program development and approval is evidenced-based and consultative, with outlined roles and accountabilities to support implementation and to ensure quality.

5. The new program development and approval process is committed to the implementation of the Indigenous Learning Outcomes.

6. New program development and approval follows a staged process and new programs are launched following review and funding approval, as required.

7. New program development is approved by February of each year, with program development work to be done and completed for the following academic year (e.g., February 2021 approval for a September 2022 intake).

PROCEDURE

Stage 1: New Program Conceptualization and Feasibility

Step	Role
1.1 The Project Lead/SME prepares and submits a New Program Development/Partnership Interest Statement through the Office of Institutional Research and Planning, to be brought forward to Senior Team by the Vice President Academic, for review and approval. Interest Statement to include information on context, rationale and need (e.g., preliminary scan of opportunities for employment, summary of similar programs at other Ontario Colleges, opportunities for niche areas of expertise). If approved move to 1.2	Project Lead, Institutional Research, Registrar, VPA

Step	Role
1.2 The Project Lead and/or SME, in consultation with the Dean and QA Lead, works with Institutional Research to complete a New Program Development Plan and New Program Feasibility Proposal. • Confirm requirements for environmental scan (e.g., detailed labour market trends, demand, and success trends in similar programs)	Project Lead/SME; QA Lead, Institutional Research and Planning
1.3 The Project Lead/SME works with Finance to develop a business plan and projection report, included as a part of the New Program Feasibility Proposal with signoff by the Dean.	Project Lead/SME; Finance; Dean
1.4 The Project Lead submits the final draft of New Program Feasibility Proposal through Institutional Research and Planning for review and approval by the Senior Leadership Team. If approved, move to Stage 2.	Project Lead/SME; Senior Leadership Team

Stage 2: New Program Development	
Step	**Role**
2.1 The Project Lead/SME works with the QA Lead to complete a Program Development Proposal that includes drafts of the following: • Preliminary vocational learning outcomes • Program of Instruction • Preliminary course descriptions and titles • Curriculum map • Map of Indigenous Learning Outcomes *Confirm requirements for gathering external stakeholder feedback (e.g., industry experts, potential advisory committee members)	Project Lead/ SME; QA Lead; Institutional Research; Dean
2.2 The Project Lead/SME presents the New Program Proposal to Academic Council for review and approval. If approved move to 2.4.	Project Lead/ SME; Senior Leadership
2.3 The Project Lead/ SME presents the New Program Proposal to Board of Governor's for review and approval. If approved, move to 2.5.	Project Lead/ SME
2.4 The Project Lead works with the QA Lead to prepare and submit Credential Validation Services (CVS) application.	Project Lead/ SME; QA Lead
2.5 The Project Lead/ SME works with the QA Lead to prepare and submit Ministry of Colleges and Universities Request for Approval for Funding. If approved, the process enters final program development and launch.	Project Lead/ SME; QA Lead

SUPPORTING DOCUMENTATION

N/A

RELATED POLICIES

- Ch5-s6-02Academic Prioritization, Revitalization and Rationalization
- Ch5-s6-01 Program Review Policy
- 5-6-06 Course Outline Policy and Procedure

RELATED MATERIALS

- Minister's Binding Policy Directive Framework for Programs of Instruction
- Ministry Program Standards or Program Descriptions
- Ontario College Quality Assurance Service - College Quality Assurance Audit Process Standards and Requirements
- Ontario Qualifications Framework
- Ontario College Quality Assurance Service
- Postsecondary Education Quality Assessment Board's Manual for Ontario College