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| <b>Procedure Title</b>       | New Program Development Procedure   |
| <b>Procedure Holder</b>      | Vice-President Academic   |
| <b>Procedure Approver(s)</b> | Senior Team   |
| <b>Related Policies</b>      | Ch5-S6-08 New Program Development Policy<br>Ch5-s6-02 Academic Program Review, Suspension and Cancellation Policy                               |
| <b>Related Procedures</b>    | Ch5-s6-02b Academic Program Review, Suspension and Cancellation Procedure   |
| <b>Appendices</b>            |   |
| <b>Storage Location</b>      | Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a> |
| <b>Effective Date</b>        | 2025-Dec-17   |
| <b>Next Review Date</b>      | 2030-Dec-17   |

## Purpose

To ensure that the development of new academic programs aligns with Confederation College's strategic priorities and complies with applicable ministry, regulatory, and quality assurance requirements. This policy enables the development of programs that respond to current and emerging needs of students, industry, employers, and the broader community, while ensuring academic integrity and long-term operational and financial sustainability.

## Scope

This policy applies to all new programs of instruction, including those requiring approval or validation through the Ministry of Colleges, Universities, Research Excellence and Security (MCURES), the Credential Validation Service (CVS), the Postsecondary Education Quality Assessment Board (PEQAB), and local college credential processes.

## Definitions

### 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 an Associate Dean, Subject Matter Expert (SME)/Faculty, or a designate of a Associate 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.

**MCURES (Ministry of Colleges, Universities, Research Excellence and Security):**

Provides funding approval for postsecondary programs of instruction. MCURES reviews program proposals to determine appropriate program classification codes, funding weights and parameters, and program titling, in accordance with provincial policy and funding frameworks.

**CVS (Credential Validation Service):**

Validates programs of instruction for Ontario colleges to ensure alignment with the Ministry's *Binding Policy Directive: Framework for Programs of Instruction*. CVS validation is required prior to seeking MCURES funding approval.

**PEQAB (Postsecondary Education Quality Assessment Board):**

An arm's-length advisory body established under the *Post-secondary Education Choice and Excellence Act, 2000*. PEQAB reviews applications for ministerial consent for new and existing degree programs, assessing program quality and the institution's capacity to deliver degree-level education.

## Procedure Statements

### 1. Stage 1: New Program Conceptualization and Feasibility

#### 1.1. Initiation of Statement of Interest

The Project Lead/Subject Matter Expert (SME), in consultation with the Quality Assurance (QA) Lead, develops and submits a New Program Development Statement of Interest.

The Vice President Academic (VPA) brings the Statement of Interest forward to the Senior Leadership Team (SLT) for review and decision.

The Statement of Interest must include:

- Program concept and rationale
- Preliminary evidence of labour market need and student demand
- Initial review of comparable programs
- High-level resource and budget considerations

If endorsed by SLT, the proposal proceeds to Step 1.2.

#### 1.2. Development of Program Summary and Environmental Scan

The Project Lead/Subject Matter Expert (SME), in consultation with the Associate Dean, works with the Quality Assurance (QA) Lead and the Manager of Institutional Research and Planning to develop:

1. A New Program Development Summary; and
2. A comprehensive environmental scan.

**1.3. Business Planning and Financial Viability**

The Associate Dean, in collaboration with Finance, develops a business plan and financial projections to assess program viability.

The business plan is incorporated into the New Program Development Summary.

**1.4. Review and Approval of Feasibility Documentation**

The QA Lead reviews for completeness and alignment with quality assurance requirements and submits the finalized New Program Development Summary to the VPA.

The VPA presents the submission to SLT for review and approval.

If approved, the proposal proceeds to Stage 2.

**2. Stage 2: New Program Development****2.1. Program Planning and Development**

The Project Lead/Subject Matter Expert (SME), in collaboration with the Quality Assurance (QA) Lead, develops the Program Planning and Development package, which includes draft program components:

- Vocational Learning Outcomes (VLOs)
- Program of Instruction (course titles, descriptions, and hours)
- Curriculum mapping (VLOs and Essential Employability Skills [EES])
- General Education (GE) requirements
- Mapping of Indigenous Learning Outcomes

At this stage, requirements and processes for external stakeholder consultation (e.g., industry experts, prospective Program Advisory Committee members) are confirmed and initiated.

**2.2. Academic Council Review and Approval**

The Project Lead/SME presents the New Program Development Report to Academic Council for review and approval.

Upon approval, the proposal proceeds to Step 2.3

**2.3. Board of Governors Approval**

The Vice President Academic (VPA), or designate, presents the approved proposal to the Board of Governors for review and approval.

Upon approval, the proposal proceeds to Step 2.4.

**2.4. Credential Validation Service (CVS) Submission (as required)**

The QA Lead prepares and submits the Credential Validation Service (CVS) application, as required.

### 2.5. Ministry Approval for Funding (as required)

The QA Lead prepares and submits the Ministry of Colleges, Universities, Research Excellence and Security (MCURES) request for approval and funding.

Upon approval, the program advances to final development and implementation.

### 2.6. PEQAB Consent or Renewal (as required)

For programs requiring degree consent or renewal, the Project Lead/SME, in collaboration with the QA Lead, prepares and submits the Postsecondary Education Quality Assessment Board (PEQAB) application.

## Non-Compliance

It is the responsibility of the VPA to ensure that this policy is followed to avoid potential waste of time and resources.

## Revision History

| Version | Change   | Author           | Date of Change |
|---------|--|------------------|----------------|
| new     | <b>Overall Impact</b><br>The revised Policy and Procedure provide a more structured, transparent, and accountable framework for new program development. The updates support: <ul style="list-style-type: none"> <li>• Stronger governance and decision-making</li> <li>• Improved alignment with ministry and QA requirements</li> <li>• Greater financial and enrolment sustainability</li> <li>• More efficient and consistent program development processes</li> </ul> | Shane Strickland | Feb. 4, 2026   |
|         |  |                  |                |