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| STAGES | SUB-STAGES | | | | |
| STAGE 1: Conceptualization & Feasibility | * 1. **Conceptualize the program (identify program need)** | **1.2 Research and analyse program need** | **1.3 Conduct cost and budget estimations** | **1.4 Submit New Program Feasibility Report: Summary and Recommendations (Final)** | **1.5 Decide on a course of action** |
| Process | Describe the need to explore new program potential  Outline the new program development plan—confirm the roles, responsibilities and timelines for program development (proposed dates for submitting reports and presenting to Academic Council and the Board of Governors and the expected first Student Intake) | Consider program details, including and not limited to the program title, program description, delivery modes, credentialing, accreditation, and so on  Consider CVS/MTCU issues and opportunities (e.g., similar programs offered at other colleges, similar programs being cancelled, new MTCU program standard development, etc.)  State how the proposed program aligns with College Strategic and Academic Plans  Determine if there a demonstrated labour market or societal need and student demand; identify the target student and employer markets for the program by conducting environmental scans and focus group sessions | Draft preliminary cost and budget estimates, e.g., facilities, technology, resource requirements, capital renewal / amortization, human resources, etc. | Review analysis of need, cost and budget estimates and other program details  Recommend proceeding to Stage 2: Initial Program Development if warranted |  |
| Timelines | open |  |  |  |  |
| Personnel | External consultants: e.g., community, field, government, and industry supporters, employers, graduates, Advisory Committees, and/or other external stakeholders  Internal consultants: BoG, President, VPA, senior academic leadership committees, Dean, Associate Dean, Chairs, Faculty, students, and other internal stakeholders | Project Lead (e.g., Program Coordinator, contract person, Associate Dean, Chair or other designate), Subject Matter Expert(s), Program Renewal Coordinator (PRC)  External consultants: e.g., Academica, freelancers  Internal consultants: Academic Research Analyst | Dean, Project Lead, Subject Matter Expert(s)  Internal consultants: Budgets & Financial Planning, and others as needed, e.g., Facility & Ancillary Services, Computer Services, Learning Resources, Human Resources (faculty and technical support) | Dean, Project Lead | VPA |
| Deliverables (person responsible) | New Program Development Proposal: Statement of Interest (Dean)  New Program Development Plan (Dean) | Environmental Scan Report (Academic Research Analyst)  New Program Development Feasibility Report: Summary & Recommendations (Preliminary) (Project Lead) | Cost and Budget Plan (Director, Budgets & Financial Planning and Financial Analyst) | New Program Development Feasibility Report: Summary and Recommendations (Final) (Dean) |  |
| Sign-offs |  | Data Validity Check (Academic Research Analyst/ External consultant) | Financial Analyst | Project Lead |  |
| Recommendation | **New Program Development Proposal: Statement of Interest (Dean)** |  |  | **New Program Feasibility Report: Summary and Recommendations (Final) (Dean)** |  |
| Approval | **New Program Development Proposal: Statement of Interest (VPA)**  **New Program Development Plan (Dean)** |  |  |  | **Approval to proceed with Stage 2: Initial Program Development (VPA)** |