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| STAGE 2: Initial Program Development | 2.1 Establish ad hoc Advisory Committee (ad hoc AC) | 2.2 Prepare new program proposal for validation and approvals | 2.3 Prepare and present new program proposal for Academic Council validation | 2.4 Submit documents for Board of Governors approval and CVS validation | 2.5 Submit documents for MTCU Approval (if required) |
| Process | Update new program development plan—if required, e.g., roles, responsibilities and timelines for program development.  Follow College protocols for establishing an ad hoc AC.  Host ad hoc AC meeting(s). | Prepare program standard requirements, including and not limited to the program title; credential level; program description; admission requirements; Vocational Learning Outcomes; and course titles, codes and descriptions (see CVS Application template).  Map Program Learning Outcomes to courses (see CVS Application template). | Prepare and present new program proposal for Academic Council validation | Prepare and present application for Board of Governors approval  Prepare and submit application for CVS program validation | Prepare and submit application for MTCU funding approval (if required) |
| Timelines |  |  |  |  |  |
| Personnel | Project Lead, Dean, Associate Dean, Chair, PRC | Project Lead, Subject Matter Expert(s), Learning Designer (LD), PRC, ad hoc AC, EESO (Communications) and GEO Coordinators  Dean; Sr. Manager of Academic Quality Assurance; and others as designated | Project Lead, Dean, Associate Dean, Chair, Sr. Manager of Academic Quality Assurance | VPA, Dean, Associate Dean | Dean, Associate Dean, PRC |
| Deliverables (person responsible) | New Program Development Plan (updated if needed) (Dean)  Ad hoc Advisory Committee (Dean) | Program Details (Project Lead)  Program Learning Outcomes mapped to courses (Project Lead) | New Program Proposal (Executive Summary) for Academic Council Validation (Dean, Sr. Manager of Academic Quality Assurance)  New Program Proposal Validation and Feedback Letter (VPA/Academic Council) | New Program Proposal Executive Summary for Board of Governors approval (VPA)  Application for CVS Program validation (Dean) | MTCU Request for Approval for Funding Form (President) |
| Sign-offs |  | Project Lead; EESO (Communications) and GEO Coordinators; PRC; Dean |  |  |  |
| Recommendation |  |  | **Academic Council new program validation (Dean)** | **Board of Governors new program approval (VPA)**  **CVS Program validation (Dean)** | **Request for Approval for Funding Form (President)** |
| Approval |  |  | **New program validation (VPA/Academic Council)** | **New Program Approval (Board of Governors)**  **Credentials Validation (i.e., program title, credential, learning outcomes, curriculum, description, and where applicable, regulatory status) (Credentials Validation Service)** | **Funding Approval (Ministry of Training, Colleges and Universities)** |