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| STAGE 3: Final Program Development | 3.1 Form the PAC and complete the program map | 3.2 Ready other program components | 3.3 Address registration and marketing requirements, publish the program, and compile and store program development documents | 3.4 Fulfill staffing / professional development requirements |
| Process | Establish the Program Advisory CommitteeComplete the Program Map (Program Learning Outcomes and their Elements of the Performance) | Determine/ arrange/ prepare program components, such as alternate delivery methods, clinical, co-op and work placements, facilities, instructional equipment and resources (IT, learning objects, etc.)Review and revise the cost and budget plan (if required), e.g., facilities, technology, resource requirements, capital renewal/ amortization, etc. | Finalize and implement the registration requirements and post the New Program on the Ontariocolleges.ca (OCAS) Website (if required)Finalize and implement the marketing requirements and post the New Program on the Confederation College Website (final version)Document linkages to the Program Quality Assurance Process Audit (PQAPA), the College’s strategic plan and the School’s academic planEnsure New Program information in Banner is current and uploaded into the Course Outline Mapping & Management System (COMMS)Complete the course outlines, including the knowledge and skills and the assessments Complete New Program Quality Checklist Compile “Program e-Binder” | Determine and recruit staff / provide faculty professional development as needed |
| Timelines |  |  |  |  |
| Personnel | Dean, Project Lead, Subject Matter Expert(s), Program Coordinator, Faculty, ALO Liaison, LD, PRC | Project Lead, Subject Matter Expert(s), LD, Library Consultant, Instructional Technology Specialist, DeanFacility & Ancillary Services, Computer Services, Learning Resources (as needed)Financial Planning and Financial Analyst (if required) | Dean, Associate Dean, Project Lead, Subject Matter Expert(s), LD, PRC, Course Outline LiaisonAcademic Support Officer (ASO), Registrar Lead, Registrar, Webmaster, Advancement & Communications Office | Project Lead, DeanHuman Resources Services |
| Deliverables (person responsible) | New Program Development Plan (update if needed) (Dean)Program Advisory Committee (PAC) (Dean)Program Map (Project Lead) | Cost and Budget Plan (if required) (Director, Budgets & Financial Planning)Program Delivery Requirements Checklist (e. g., as needed, Alternate Delivery Plan/ placement opportunities/ office-work space/ instructional equipment/ facilities/ learning resources) (Project Lead) | New Program launched for student applications (Dean)Program Master File and Basic Course Information Form (ASO)Admissions and registration requirements (Registrar Lead)Website and Fly Sheet (Webmaster)Program application available on Ontariocolleges.ca (OCAS) (Registrar)Marketing Plan / Marketing Materials / Recruitment (Advancement & Communications Office)Course outlines (Subject Matter Expert[s])New Program Quality Checklist (PRC)e-Program Binder (PRC) | Staffing allocations for program delivery (Dean) |
| Sign-offs | New Program Development Plan (update if required) (Dean)Program Map (ALO Liaison, Project Lead, LD) | Library Consultant | Curriculum-Course Outlines (Subject Matter Expert(s), LD, Dean)New Program Quality Checklist (Summary and Recommendations for the Annual Review) (PRC) |  |
| Recommendation | **Program Advisory Committee members (Dean/ Program Coordinator)** |  |  |  |
| Approval | **Program Advisory Committee members (Dean, VPA, BoG)** |  | **New Program Delivery (Dean)** |  |