Senate Standing Committee on Academic Planning and Priorities

Friday, January 13, 2017
9:00 AM - 12:00 PM
Surrey Campus, Cedar 2110

AGENDA

		Start Time
1.	Call to Order ..... Jane Fee	9:00 am
2.	Confirmation of Agenda	9:01
3.	Approval of Minutes from December 2, 2016	9:02
4.	Chair's Report ..... Jane Fee	9:03
5.	Pending Business	9:04
6.	Provost's Report ..... Salvador Ferreras	9:04
7.	Amendments to Policy AC10's Appendix A: Recent changes to AVED's Degree Program Review process on minor degree program proposals ..... Jennifer Au	9:50
8.	Document Revision: Guide for Program Development and Program Change and All Associated Forms ..... Jennifer Au	10:00
9.	Program Discontinuances: School of Business ..... Wayne Tebb	
	9.1 Program Discontinuance: Certificate in Business Management	10:20
	9.2 Program Discontinuance: Certificate in Marketing	10:35
10.	Standing Items ..... Stephanie Chu	
	10.1 Research and Scholarship	10:50
	10.2 Teaching and Learning	11:00
11.	Items for Discussion	
	11.1 What Should SSCAPP be Talking About? ..... Jane Fee	11:10
12.	Adjournment	11:30

Next Meeting
Friday, February 10, 2017
9:00 AM - 12:00 PM
Surrey Campus, Cedar 2110

MINUTES

Senate Standing Committee on Academic Planning and Priorities

Friday, December 2, 2016, 9am

Surrey Campus, Cedar Building, Room 2110

Present:

Jennifer Au, Chair
Chamkaur Cheema
Andhra Goundrey
Sharon Leitch
Carolyn Robertson
Angela Ryan
Gillian Welton

Ex-Officio / Non-voting

Jane Fee
Salvador Ferreras
Nadia Henwood
Lori McElroy

Regrets:

Stephanie Chu
Caitlin McCutcheon
Denise Nielson
Thomas Westgate
Tanvir Singh

Guests:

Todd Mundle

Recorder

Lori Scanlan, Senate Office

1. **Call to Order**

   The Chair called the meeting to order at 9:05am.

2. **Confirmation of Agenda**

   Moved by Angela Ryan; seconded by Gillian Welton:

   THAT the agenda be confirmed. **Motion Carried**

3. **Approval of Minutes of November 4, 2016**

   Moved by Angela Ryan; seconded by Carolyn Robertson:

   THAT the minutes of November 4, 2016 be approved. **Motion Carried**

4. **Chair's Report**

   No Report

5. **Pending Business**

   No business was pending

6. **Encouraging Faculty to Deposit Their Publications in KORA**

   The University Librarian, Todd Mundle, presented and explained he is seeking advice on how to encourage faculty to submit items to KORA, KPU's depository for academic works and materials. The committee was informed that the Library provides assistance to aid faculty members in making KORA submissions. The committee discussed KORA and the various options such as pre-print and post-print submission along with how faculty members whose research is being funded by various grants could contribute.

   Moved by Carolyn Robertson; seconded by Chamkaur Cheema:

   THAT SSCAPP recommends that Senate endorse the greater participation in depositing publications and other items in KORA

Motion Carried

7. Rescheduling of SSCAPP meeting (Friday, March 3, 2017)

The Chair informed the committee of the recent announcement thatKPU Day will be March 3, 2016 -- the same date scheduled for SSCAPP's March meeting. March 17th was proposed as an alternative day.

Moved by Gillian Welton; seconded by Chamkaur Cheema:

THAT the SSCAPP meeting scheduled for March 3, 2017 be rescheduled for March 17, 2017.

The committee was informed that a search advisory committee meeting on March 17, 2017 could cause a quorum issue for SSCAPP so March 24, 2017 was proposed.

Moved by Gillian Welton; seconded by Chamkaur Cheema:

THAT March 17, 2017 be changed to March 24, 2017.

Amendment Carried

Amended Motion Carried

8. Standing Items

8.1. Research and Scholarship.

The Research and Scholarship report was received.

8.2. Teaching and Learning

The Teaching and Learning report was received.

9. Election of Committee Chair

The Senate Vice Chair, Jennifer Au, called for nominees for Chair of the Senate Standing Committee on Academic Planning and Priorities:

- First call: Jane Fee accepted
- Second call: no nomination
- Third call: no nomination

The Dean of the Faculty of Educational Support and Development, Jane Fee was acclaimed as the Chair of SSCAPP.

The committee thanked the outgoing SSCAPP Chair, Jennifer Au for her hard work and support of the committee.

10. Items for Discussion

The Provost, Salvador Ferreras, informed SSCAPP that he would present on the following five points at SSCAPP's January meeting:

- The Ministry of Education's revised K-12 curriculum
- Skills for Post-Secondary Education
- Research at KPU.
- Training and orientation regarding the adjudication of applications to the Educational Leave Committee
- New proposal for managing dual credits

11. Adjournment

The meeting adjourned at 9:39am.

Senate Standing Committee on Academic Planning and Priorities
Agenda Item: 7
Meeting Date: January 13, 2017
Presenter(s): Josephine Chan

Agenda Item: **Amendments to Policy AC10's Appendix A*:* Recent changes to AVED's Degree Program Review process on minor degree program proposals.**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Recommended Resolution:	**N/A**

Senate Standing Committee Report: *For Senate Office Use Only*

Context & Background:

On November 2, 2016, the Provost's Office was informed by the Office of Degree Quality Assurance Board (DQAB) that new minor degree program proposals are no longer required to undergo the Stage 1 Review, a new process that was implemented by DQAB on January 26, 2016. However, a new minor degree program proposal (that does not have an existing major at KPU) is still required to undergo the degree program review process, which includes the 30-day peer review process on the Post-Secondary Institution Proposal System (PSIPS), prior to being submitted to the Minister of Advanced Education for final approval.

As a result, the following revisions have been made to Appendix A (Program Development, Program Change and Approval Process for Senate-Approved Degree and Non-Degree Credit Programs at KPU) of Policy AC10:

Program Development and Approval Process flowchart (page 2 of 3):

- Step 1: Clarified that the program development process will facilitate the development of a new minor degree proposal in a field that does not have a cognate major approved by the Minister of AVED. The program change process (2nd flowchart) will facilitate the development of new Minor or Honours degree in a field which a major is currently offered at KPU as these proposals do not require Ministerial consent for implementation.
- Step 3: Clarified that all minor degrees and non-degrees are not required to complete the Stage 1 Review process.
- Step 10a: Clarified that the AVED Stage 1 Review process does not apply to minor degree program proposals.
- Step 19 (Degree): Clarified that a minor degree, although not required to undergo Stage 1 Review, is still required to undergo the 30-day peer review process on PSIPS before it is submitted to the Minister of AVED for final consent.

Senate Standing Committee on Academic Planning and Priorities
Agenda Item: 7
Meeting Date: January 13, 2017
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Program Change and Approval Process flowchart (page 3 of 3):

- Replaced "revision" with "change" throughout, as the program change form/process will now include curricular changes and the following:
  - Addition of Honours designation to a Major program currently offered at KPU.
  - Creation of a Minor degree for which a cognate Major program is currently offered at KPU.
- Clarified that the creation of a Minor degree or Honours designation for which a cognate Major is currently offered at KPU is considered as non-substantive program changes.
- Clarified that prior to implementation, the Board will approve program changes related to the creation of a Minor or Honours for which a cognate Major is already offered at KPU.
- Replace "Executive Secretary to Senate" with "Senate Office" throughout as the former role/title no longer exists at KPU.

Key Messages: *[maximum of 3, preferably no more than 100 words]*

1. New minor degree program proposals (that do not have a cognate Major currently offered at KPU) are not required to undergo the Stage 1 Review in the Ministry's degree program review process.
2. The program change process will facilitate the development and approval process for the addition of Honours designation or the creation of a Minor degree for which a cognate Major degree program is currently offered at KPU. The Board will approve these types of program changes prior to implementation.
3. The Provost (policy sponsor) has approved the revisions to Appendix A of Policy AC10 and the subsequent revisions in Procedure AC10. These revisions do not impact Policy AC10 and its underlying principles, and can be implemented once approved by the policy sponsor.

Resource Requirements:

As a result of the revisions to Appendix A of Policy AC10, it is necessary to update the *Guide for Program Development and Program Change* and all associated forms/templates to ensure that our internal approval processes are in alignment with the Ministry's degree program review process.

Implications / Risks:

If the aforementioned changes are not reflected in our related procedure and internal documentation, there will be conflicting information between KPU's program development/program change processes and the Ministry's degree program review process. It will also impede KPU from having the proper process to facilitate the development of a new Minor or Honours degree (with or without a cognate major at KPU).

Consultations:

Provost and Vice President Academic
University Secretariat

Senate Standing Committee on Academic Planning and Priorities
Agenda Item: 7
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Academic Council (November 7, 2016 and December 15, 2016)
Vice-Chair, Senate and Chair of SSCC
Associate Registrar, Senate & Curriculum
Office of Institutional Analysis and Planning
Senate Standing Committee on Curriculum (January 11, 2017)
Senate Standing Committee on Academic Planning and Priorities (January 13, 2017)

Attachments:

- Appendix A of Policy AC10 – *Program Development, Program Change and Approval Process for Senate-Approved Degree and Non-Degree Credit Programs at KPU*
- Procedure AC10 *Establishment, Revision, Suspension and Discontinuance of Programs*

Submitted by: Josephine Chan
Special Assistant to the Provost on Policy and Academic Affairs

Date submitted: *December 12, 2016*

Note: Submit to Senate@kpu.ca as a MS Word document

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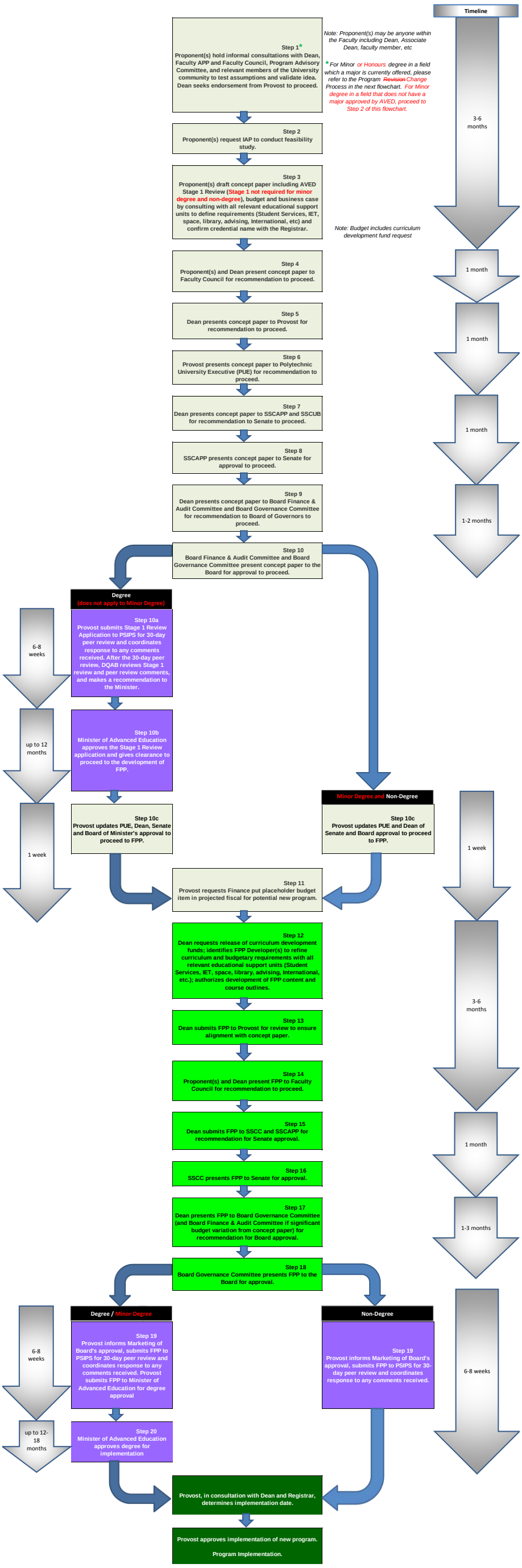
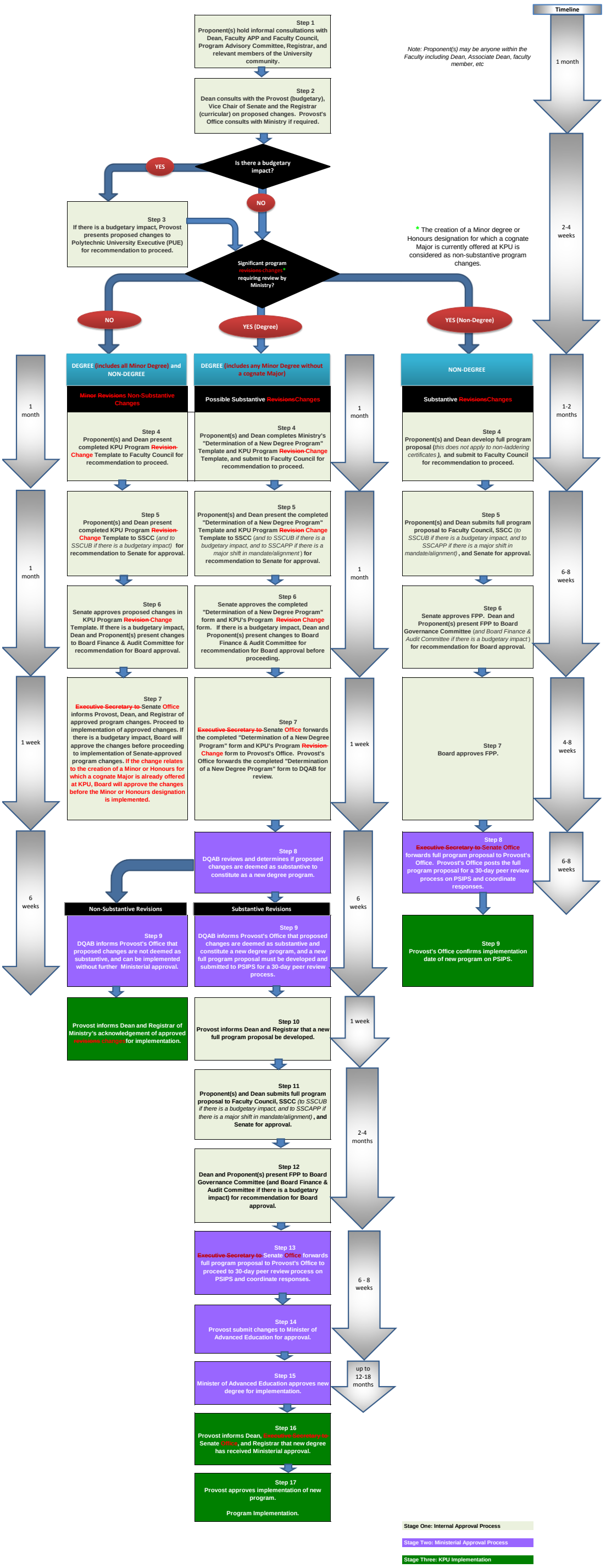
APPENDIX A

Program Development, ~~Revision~~ Program Change and Approval Process for Senate-Approved Degree and Non-Degree Credit Programs at KPU

A publication of Senate and
Office of the Provost & Vice President Academic

April 2016


Timeline
Step 1*
Proponent(s) hold informal consultations with Dean, Faculty APP and Faculty Council, Program Advisory Committee, and relevant members of the University community to test assumptions and validate idea. Dean seeks endorsement from Provost to proceed.
Note: Proponent(s) may be anyone within the Faculty including Dean, Associate Dean, faculty member, etc
* For Minor or Honours degree in a field which a major is currently offered, please refer to the Program Revision Change Process in the next flowchart. For Minor degree in a field that does not have a major approved by AVED, proceed to Step 2 of this flowchart.
3-6 months
Step 2
Proponent(s) request IAP to conduct feasibility study.
Step 3
Proponent(s) draft concept paper including AVED Stage 1 Review (Stage 1 not required for minor degree and non-degree), budget and business case by consulting with all relevant educational support units to define requirements (Student Services, IET, space, library, advising, International, etc) and confirm credential name with the Registrar.
Note: Budget includes curriculum development fund request
1 month
Step 4
Proponent(s) and Dean present concept paper to Faculty Council for recommendation to proceed.
1 month
Step 5
Dean presents concept paper to Provost for recommendation to proceed.
Step 6
Provost presents concept paper to Polytechnic University Executive (PUE) for recommendation to proceed.
1 month
Step 7
Dean presents concept paper to SSCAPP and SSCUB for recommendation to Senate to proceed.
Step 8
SSCAPP presents concept paper to Senate for approval to proceed.
Step 9
Dean presents concept paper to Board Finance & Audit Committee and Board Governance Committee for recommendation to Board of Governors to proceed.
1-2 months
Step 10
Board Finance & Audit Committee and Board Governance Committee present concept paper to the Board for approval to proceed.
Degree
(does not apply to Minor Degree)
6-8 weeks
Step 10a
Provost submits Stage 1 Review Application to PSIPS for 30-day peer review and coordinates response to any comments received. After the 30-day peer review, DQAB reviews Stage 1 review and peer review comments, and makes a recommendation to the Minister.
up to 12 months
Step 10b
Minister of Advanced Education approves the Stage 1 Review application and gives clearance to proceed to the development of FPP.
1 week
Step 10c
Provost updates PUE, Dean, Senate and Board of Minister's approval to proceed to FPP.
Minor Degree and Non-Degree
Step 10c
Provost updates PUE and Dean of Senate and Board approval to proceed to FPP.
1 week
Step 11
Provost requests Finance put placeholder budget item in projected fiscal for potential new program.
Step 12
Dean requests release of curriculum development funds; identifies FPP Developer(s) to refine curriculum and budgetary requirements with all relevant educational support units (Student Services, IET, space, library, advising, International, etc.); authorizes development of FPP content and course outlines.
3-6 months
Step 13
Dean submits FPP to Provost for review to ensure alignment with concept paper.
Step 14
Proponent(s) and Dean present FPP to Faculty Council for recommendation to proceed.
1 month
Step 15
Dean submits FPP to SSCC and SSCAPP for recommendation for Senate approval.
Step 16
SSCC presents FPP to Senate for approval.
1-3 months
Step 17
Dean presents FPP to Board Governance Committee (and Board Finance & Audit Committee if significant budget variation from concept paper) for recommendation for Board approval.
Step 18
Board Governance Committee presents FPP to the Board for approval.
Degree / Minor Degree
6-8 weeks
Step 19
Provost informs Marketing of Board's approval, submits FPP to PSIPS for 30-day peer review and coordinates response to any comments received. Provost submits FPP to Minister of Advanced Education for degree approval
up to 12-18 months
Step 20
Minister of Advanced Education approves degree for implementation
Non-Degree
Step 19
Provost informs Marketing of Board's approval, submits FPP to PSIPS for 30-day peer review and coordinates response to any comments received.
6-8 weeks
Provost, in consultation with Dean and Registrar, determines implementation date.
Provost approves implementation of new program.
Program Implementation.
Stage One: Concept Paper
Stage Two: Full Program Proposal (FPP)
Stage Three: Ministerial Approval
Stage Four: KPU Implementation


Timeline
Step 1
Proponent(s) hold informal consultations with Dean, Faculty APP and Faculty Council, Program Advisory Committee, Registrar, and relevant members of the University community.
Note: Proponent(s) may be anyone within the Faculty including Dean, Associate Dean, faculty member, etc
1 month
Step 2
Dean consults with the Provost (budgetary), Vice Chair of Senate and the Registrar (curricular) on proposed changes. Provost's Office consults with Ministry if required.
Is there a budgetary impact?
YES
NO
Step 3
If there is a budgetary impact, Provost presents proposed changes to Polytechnic University Executive (PUE) for recommendation to proceed.
Significant program ~~revisions~~ changes* requiring review by Ministry?
* The creation of a Minor degree or Honours designation for which a cognate Major is currently offered at KPU is considered as non-substantive program changes.
2-4 weeks
NO
YES (Degree)
YES (Non-Degree)
1 month
DEGREE (includes all Minor Degree) and NON-DEGREE
~~Minor Revisions~~ Non-Substantive Changes
Step 4
Proponent(s) and Dean present completed KPU Program ~~Revision~~ Change Template to Faculty Council for recommendation to proceed.
DEGREE (includes any Minor Degree without a cognate Major)
Possible Substantive ~~Revisions~~Changes
Step 4
Proponent(s) and Dean completes Ministry's "Determination of a New Degree Program" Template and KPU Program ~~Revision~~ Change Template, and submit to Faculty Council for recommendation to proceed.
1 month
NON-DEGREE
Substantive ~~Revisions~~Changes
Step 4
Proponent(s) and Dean develop full program proposal (this does not apply to non-laddering certificates), and submit to Faculty Council for recommendation to proceed.
1-2 months
1 month
Step 5
Proponent(s) and Dean present completed KPU Program ~~Revision~~ Change Template to SSCC (and to SSCUB if there is a budgetary impact) for recommendation to Senate for approval.
Step 5
Proponent(s) and Dean present the completed "Determination of a New Degree Program" Template and KPU Program ~~Revision~~ Change Template to SSCC (and to SSCUB if there is a budgetary impact, and to SSCAPP if there is a major shift in mandate/alignment) for recommendation to Senate for approval.
1 month
Step 5
Proponent(s) and Dean submits full program proposal to Faculty Council, SSCC (to SSCUB if there is a budgetary impact, and to SSCAPP if there is a major shift in mandate/alignment), and Senate for approval.
6-8 weeks
Step 6
Senate approves proposed changes in KPU Program ~~Revision~~ Change Template. If there is a budgetary impact, Dean and Proponent(s) present changes to Board Finance & Audit Committee for recommendation for Board approval.
Step 6
Senate approves the completed "Determination of a New Degree Program" form and KPU's Program ~~Revision~~ Change form. If there is a budgetary impact, Dean and Proponent(s) present changes to Board Finance & Audit Committee for recommendation for Board approval before proceeding.
Step 6
Senate approves FPP. Dean and Proponent(s) present FPP to Board Governance Committee (and Board Finance & Audit Committee if there is a budgetary impact) for recommendation for Board approval.
1 week
Step 7
~~Executive Secretary to~~ Senate ~~Office~~ informs Provost, Dean, and Registrar of approved program changes. Proceed to implementation of approved changes. If there is a budgetary impact, Board will approve the changes before proceeding to implementation of Senate-approved program changes. If the change relates to the creation of a Minor or Honours for which a cognate Major is already offered at KPU, Board will approve the changes before the Minor or Honours designation is implemented.
Step 7
~~Executive Secretary to~~ Senate ~~Office~~ forwards the completed "Determination of a New Degree Program" form and KPU's Program ~~Revision~~ Change form to Provost's Office. Provost's Office forwards the completed "Determination of a New Degree Program" form to DQAB for review.
1 week
Step 7
Board approves FPP.
4-8 weeks
Step 8
DQAB reviews and determines if proposed changes are deemed as substantive to constitute as a new degree program.
Step 8
~~Executive Secretary to~~ Senate ~~Office~~ forwards full program proposal to Provost's Office. Provost's Office posts the full program proposal for a 30-day peer review process on PSIPS and coordinate responses.
6-8 weeks
6 weeks
Non-Substantive Revisions
Substantive Revisions
Step 9
DQAB informs Provost's Office that proposed changes are not deemed as substantive, and can be implemented without further Ministerial approval.
Step 9
DQAB informs Provost's Office that proposed changes are deemed as substantive and constitute a new degree program, and a new full program proposal must be developed and submitted to PSIPS for a 30-day peer review process.
6 weeks
Step 9
Provost's Office confirms implementation date of new program on PSIPS.
Provost informs Dean and Registrar of Ministry's acknowledgement of approved ~~revisions changes~~ for implementation.
Step 10
Provost informs Dean and Registrar that a new full program proposal be developed.
1 week
Step 11
Proponent(s) and Dean submits full program proposal to Faculty Council, SSCC (to SSCUB if there is a budgetary impact, and to SSCAPP if there is a major shift in mandate/alignment), and Senate for approval.
2-4 months
Step 12
Dean and Proponent(s) present FPP to Board Governance Committee (and Board Finance & Audit Committee if there is a budgetary impact) for recommendation for Board approval.
Step 13
~~Executive Secretary to~~ Senate ~~Office~~ forwards full program proposal to Provost's Office to proceed to 30-day peer review process on PSIPS and coordinate responses.
6 - 8 weeks
Step 14
Provost submit changes to Minister of Advanced Education for approval.
Step 15
Minister of Advanced Education approves new degree for implementation.
up to 12-18 months
Step 16
Provost informs Dean, ~~Executive Secretary to~~ Senate ~~Office~~, and Registrar that new degree has received Ministerial approval.
Step 17
Provost approves implementation of new program.
Program Implementation.
Stage One: Internal Approval Process
Stage Two: Ministerial Approval Process
Stage Three: KPU Implementation

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Policy History
Policy No. AC10
Approving Jurisdiction: Board of Governors
Administrative Responsibility: Provost and Vice President Academic
Effective Date: January 27, 2016

Establishment, Revision, Suspension and/or Discontinuance of Programs
Procedure

A. DEFINITIONS

1. **Department**: An educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge.
2. **Discontinuance**: Permanent closure of a program which includes removal from future academic calendars and cessation of admission or declaration to the designated program.
3. **Faculty**: An educational administrative division constituted by the Board of the University.
4. **Program**: A defined set of courses of instruction that lead to a credential approved by KPU Senate. A program or units of study also consists of a) a unit of study, under the governance of Senate, that results in the granting of a degree or a non-degree credential or b) a unit of study that constitutes the designation of major or minor, or c) a unit of study that constitutes a department (see Policy B.12, *Program Review*).
5. **Revision**: Any changes to a program that require re-approval by Senate.
6. **School**: An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty. Alternatively, a School may be an educational administrative unit which functions within a Faculty, similar to a Department.
7. **Program Suspension**: A temporary cessation of a program whereby students will not be admitted to or declare into a program for a defined period of time.

B. PROCEDURES

1. The Procedures for the development of new programs and ~~revisions~~ changes to existing programs are set out in Appendix A, "Program Development, ~~Revision~~ Program Change and Approval Process for Senate Approved Degree and Non-Degree Credit Programs at KPU". The details of the operational procedures are set out in the University's "Guide for Program Development and Program ~~Revision~~ Change~~2016~~", available on the Senate website.

2. The Procedures for the suspension and/or discontinuance of programs are as follows:
   a. A proposal to suspend or discontinue a program may be initiated by a Dean, Director, or the Provost and Vice-President Academic, or by a Department, School or Faculty (or a committee of one of these bodies), but will normally be submitted for consideration by the

appropriate Dean, in consultation with the relevant Faculty Council, to the governing bodies outlined in g. and h. below.

b. Proposals to suspend or to discontinue a program must present an appropriate rationale. Proposals must provide sufficient information to allow the university community to understand the rationale for and consequences of suspension or discontinuance in keeping with KPU's values of transparent and accountable governance.
c. In instances where enrolment is insufficient to make a program viable, a Dean in consultation with the Provost, would have the discretion to administer the cancellation of an intake.
d. The proposal to suspend a program must include the following information:
    i. All impacted credentials and specific discipline or field of study;
    ii. Location(s) of the program;
    iii. Faculty, Department, or School offering the program;
    iv. Proposed date for suspension, a notification period for students, faculty and staff, and a date for review of the suspension;
    v. Reasons for suspension, such as:
        1) Insufficient resources
        2) Lack of enrolment demand
        3) Curricular issues
        4) Inability to provide appropriate institutional support
    vi. Plan for suspension, including:
        1) Proposed review date to reinstate or discontinue the suspended program
        2) Steps that will be taken to consult with faculty and staff
        3) Steps that will be taken to consult with students
        4) Steps that will be taken to ensure students in the program have the opportunity to complete the program
        5) Steps that will be taken to ensure consultation with other impacted departments, Faculties, and units;
    vii. Draft Calendar entry detailing suspension of admissions / declaration to the program;
    viii. Name, title, phone number and email address of the institutional contact in case more information is required (normally, the Dean of the Faculty in which the program is housed);
    ix. Endorsement by the Provost.
e. A program that has been suspended for a minimum of two years may be proposed for program discontinuance as outlined in procedures B.2.f below.
f. The proposal to discontinue a program must include the following:
    i. All impacted credentials and specific discipline or field of study;
    ii. Location(s) of the program;
    iii. Faculty, Department, or School offering the program;
    iv. Anticipated final date of discontinuance;
    v. Reasons for discontinuance of the program, such as:
        1) Insufficient financial resources
        2) Lack of enrolment demand
        3) Curricular issues relating to the decline in quality or the inability to meet required program outcomes
        4) Inability to provide appropriate institutional support

vi. Plan for phasing-out of program, including:
    1) Steps taken to consult with faculty and staff regarding phasing out
    2) Steps taken to consult with students regarding phasing out
    3) Steps taken to ensure students in the program have the opportunity to complete the program
    4) Steps taken to consult with other impacted departments, Faculties, and units;
    5) Impact on and/or reorganization of curriculum in cognate disciplines
    6) Timeline of activities
vii. Name, title, phone number and email address of the institutional contact person in case more information is required (normally, the Dean of the Faculty in which the program is housed).
viii. Potential legal implications as a result of the program discontinuance;
ix. Endorsement by the Provost.

g. Following consultation with and endorsement by the relevant Faculty Council, a proposal to suspend a program will be considered by the following committees, and sent to Senate and the Office of the Registrar for information:
    i. appropriate Departmental, School and/or Faculty committees
    ii. appropriate Senate Standing Committee(s) as determined by the Provost
h. A proposal to discontinue a program will be considered by the following bodies:
    i. External accreditation or regulatory bodies
    ii. appropriate Departmental, School and/or Faculty committees
    iii. appropriate Senate Standing Committee(s) as determined by the Provost
    iv. Senate for recommendation to the Board for approval
    v. Board of Governors for approval
i. In some circumstances, the university may be required to consult with the Ministry responsible for post-secondary education prior to the discontinuance of programs
j. Recommendations to discontinue programs that have remained in the KPU Calendar but have no enrolled students may be considered for fast-tracking directly to the Senate level upon request of a Dean to the Provost and Vice-President Academic. The Dean should consult with the relevant Department and/or Faculty committees prior to requesting an expedited process.
k. All approved program revisions, suspensions, and discontinuances must be forwarded to the Provost and the University Registrar with an effective term date and year.
l. If the discontinued program is the only program in the department, the department may also close as a result.

C. RELATED POLICY

Refer to the *AC10 Establishment, Revision, Suspension and/or Discontinuance of Programs Policy.*

Senate Standing Committee on Academic Planning and Priorities
Agenda Item: 8
Meeting Date: January 13, 2017
Presenter(s): Jennifer Au

Agenda Item:	**Document Revision: Guide for Program Development and Program Change and All Associated Forms**

Action Requested:	☐Motion to Approve ☐Discussion ☒Information ☐Education

Recommended Resolution:	**N/A**

Senate Standing Committee Report:

*The amended **Guide for Program Development and Program Change** and all associated forms are also being presented to the Senate Standing Committee on Curriculum on January 11, 2016.*

Context & Background:

On November 2, 2016, the Provost's Office was informed by the Office of Degree Quality Assurance Board (DQAB) that new minor degree program proposals are no longer required to undergo the Stage 1 Review, a new process that was implemented by DQAB on January 26, 2016. However, a new minor degree program proposal (that does not have an existing major at KPU) is still required to undergo the degree program review process, which includes the 30-day peer review process on the Post-Secondary Institution Proposal System (PSIPS), prior to being submitted to the Minister of Advanced Education (AVED) for final approval.

As a result of the revisions to Appendix A of Policy AC10, it is necessary to update the **Guide for Program Development and Program Change** and all the associated forms to ensure that our internal approval processes are in alignment with the Ministry's degree program review process.

Key Messages:
[maximum of 3, preferably no more than 100 words]

1. The **Program Revision Form** has been renamed as **Program Change Form**. This form is to be used more generally for the following:
   - changes to any Senate-approved degree and non-degree program
   - addition of an Honours designation to a Major program currently offered
   - creation of a Minor degree for which a cognate Major program is currently offered
2. The **Degree Concept Form** has been amended as follows:
   - added a note to indicate that completion of the **AVED Stage 1 Review Template** is not required for new Minors without a cognate Major
   - added the following two sections from the **Non-Degree Concept Form** for new Minors without a cognate Major:
     - Summary of the Proposed Program
     - Alignment with KPU Mission and Mandate, Vision 2018 and Academic Plan 2018

Senate Standing Committee on Academic Planning and Priorities
Agenda Item: 8
Meeting Date: January 13, 2017
Presenter(s): Jennifer Au

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3. The information for making submissions to SSCC and SCC has been updated to align with current practice: All submissions are e-mailed to the Senate Office (Senate@kpu.ca) at least fifteen (15) calendar days prior to the meeting date.

Resource Requirements:

The Senate Program Development webpage will need to be updated with the amended **Guide for Program Development and Program Change** and all the associated forms. The SharePoint site where the interactive version of the **Guide for Program Development and Program Change** that is currently under development will also need to be updated.

Implications / Risks:

If the aforementioned changes are not reflected in our related procedures and internal documentation, there will be conflicting information between KPU's program development/program change processes and the Ministry's degree program review process. It will also impede KPU from having the proper process to facilitate the development of a new Minor or Honours degree (with or without a cognate Major at KPU).

Consultations:

Office of the Provost
Vice-Chair, Senate, and Chair of SSCC
Associate Registrar, Senate & Curriculum
Office of Institutional Analysis and Planning
Senate Standing Committee on Curriculum (January 11, 2017)
Senate Standing Committee on Academic Planning and Priorities (January 13, 2017)

Attachments:

- **Guide for Program Development and Program Change**, and all associated forms in the appendices (with tracked changes)
- **Guide for Program Development and Program Change**, and all associated forms in the appendices (clean copy)

Submitted by:

Jennifer Au
Vice-Chair, Senate
Chair, Senate Standing Committee on Curriculum

Date submitted:

December 21, 2016

Guide

for Program Development and Program ~~Revision~~Change

~~2016~~2017

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KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Table of Contents

Table of Contents 2

1. Introduction 12

2. Glossary of Terms 12

3. Program Development and Program Change – Flowcharts (AC10 Policy and Procedures) 12

4. Program Development and Approval for New Degree / Non-Degree Programs 13

   a. Concept 13

      i. Consultation (Step 1) 13

      ii. Institutional Analysis & Planning Feasibility Study (Step 2) 13

      iii. Development of Concept Paper (Step 3) 14

      iv. Internal Governance Approval 15

         Step 4 – Faculty Council 15

         Step 5 – Provost 15

         Step 6 – Polytechnic University Executive (PUE) 16

         Step 7 – Senate Standing Committee on Academic Planning & Priorities (SSCAPP) and Senate Standing Committee on University Budget (SSCUB) 16

         Step 8 – Senate 17

         Step 9 – Board Finance & Audit Committee, and Board Governance Committee 18

         Step 10 – Board of Governors 18

         Step 10a – Ministry of Advanced Education: Stage 1 Review Process 18

         Step 10b – Minister of Advanced Education: Stage 1 Review Decision 18

         Step 10c – Approval to Proceed to the Development of a Full Program Proposal 18

         Step 11 – Budget Placeholder with Finance 19

   b. Full Program Proposal 19

      i. Development 19

         Step 12 – Development of Full Program Proposal 19

         Step 13 – Verification with Provost on Alignment with Concept 20

      ii. Internal Governance Approval 20

         Step 14 – Faculty Council 20

         Step 15 – Senate Standing Committee on Curriculum (SSCC) and Senate Standing Committee on Academic Planning & Priorities (SSCAPP) 20

         Step 16 – Senate 21

         Step 17 – Board Governance Committee (and Board Finance & Audit Committee if the budget varies from that in the concept paper) 22

Step 18 – Board of Governors 22
iii. Ministerial Approval 22
Step 19 – Post-Secondary Institution Proposal System (PSIPS) - Degree / Non-Degree 22
Step 20 – Ministerial Approval / Implementation – Degree and Non-Degree 23
c. Implementation 23
5. Program Change and Approval for Degree Programs 24
a. Consultation (Step 1) 24
b. Determination of Budgetary Impact / Significance of Changes 24
Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar 24
Step 3 – Determination of Budgetary Impact 24
c. Non-Substantive Changes 24
i. Internal Governance Approval 24
Step 4 – Faculty Council 24
Step 5 – Senate Standing Committees 25
Step 6 – Senate and Board 28
ii. Implementation (Step 7) 29
d. Possible Substantive Changes 29
i. Internal Governance Approval 29
Step 4 – Faculty Council 29
Step 5 – Senate Standing Committees 29
Step 6 – Senate and Board 32
Step 7 – Communication with DQAB 33
ii. Review and Decision by DQAB 33
Step 8 – Review by DQAB 33
Step 9 – Final Decision by DQAB 33
Step 10 – Communication and Implementation (Non-Substantive) 34
iii. Development of Full Program Proposal (Step 10) 34
iv. Internal Governance Approval 35
Step 11 – Faculty Council and Senate Approval 35
Step 12 – Board Approval 37
v. PSIPS – Peer Review Process (Step 13) 37
vi. Ministerial Approval 37

Step 14 – Request for Ministerial Approval 37
Step 15 – Ministerial Approval 37
Step 16 – Communication of Approval Status 37
vii. Implementation (Step 17) 37
6. Program Change and Approval for Non-Degree Programs 38
a. Consultation (Step 1) 38
b. Determination of Budgetary Impact / Significance of Changes 38
Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar 38
Step 3 – Determination of Budgetary Impact 38
c. Non-Substantive Changes 38
i. Internal Governance Approval 38
Step 4 – Faculty Council 38
Step 5 – Senate Standing Committees 39
Step 6 – Senate and Board 42
iii. Implementation (Step 7) 43
d. Substantive Changes 43
i. Development of Full Program Proposal (Step 4) 43
ii. Internal Governance Approval 44
Step 5 – Faculty Council and Senate Standing Committees 44
Step 6 – Senate 45
Step 7 – Board Approval 45
iii. Peer Review – PSIPS (Step 8) 46
iv. Implementation (Step 9) 46
7. Appendices 47
Appendix A – Glossary of Terms 47
Appendix B – Internal Consultations 52
Appendix C – Definition of a New Program as Defined by the Ministry of Advanced Education 55
Appendix D – Forms 56
D-1. Institutional Analysis and Planning (IAP) Program Proposal Assessment Request Form 56
D-1a. Example for Completing the IAP Program Proposal Assessment Request Form 57
D-2. Library Impact Assessment 58
D-3a. Degree Concept Form 59

D-3b. Non-Degree Concept Form 60
D-4. Budgetary Impact of Curriculum Proposal Form 61
D-5. Cost and Revenue Form 62
D-6. Curriculum Consultation Forms 63
D-7. Program Change Form 64
D-8. Ministry's "Determination of a New Degree" Form 65
D-9. Degree Full Program Proposal Form 66
D-10. Non-Degree Full Program Proposal Form 67
D-11. Ministry's Stage 1 Review for New Degree Proposals Template 68
D-11a. Guidelines for Completing the Stage 1 Review Template for New Degree Proposals 69
~~Table of Contents ..... 2~~
~~1. Introduction ..... 6~~
~~2. Glossary of Terms ..... 6~~
~~3. Program Development and Program Change – Flowcharts (AC10 Policy and Procedures) ..... 6~~
~~4. Program Development and Approval for New Degree / Non-Degree Programs ..... 7~~
~~a. Concept ..... 7~~
~~i. Consultation (Step 1) ..... 7~~
~~ii. Institutional Analysis & Planning Feasibility Study (Step 2) ..... 7~~
~~iii. Development of Concept Paper (Step 3) ..... 8~~
~~iv. Internal Governance Approval ..... 9~~
~~Step 4 – Faculty Council ..... 9~~
~~Step 5 – Provost ..... 9~~
~~Step 6 – Polytechnic University Executive (PUE) ..... 10~~
~~Step 7 – Senate Standing Committee on Academic Planning & Priorities (SSCAPP) and Senate Standing Committee on University Budget (SSCUB) ..... 10~~
~~Step 8 – Senate ..... 11~~
~~Step 9 – Board Finance & Audit Committee, and Board Governance Committee ..... 12~~
~~Step 10 – Board of Governors ..... 12~~
~~Step 10a – Ministry of Advanced Education: Stage 1 Review Process ..... 12~~
~~Step 10b – Minister of Advanced Education: Stage 1 Review Decision ..... 12~~
~~Step 10c – Approval to Proceed to the Development of a Full Program Proposal ..... 12~~
~~Step 11 – Budget Placeholder with Finance ..... 13~~
~~b. Full Program Proposal ..... 13~~

i. Development 13
Step 12 – Development of Full Program Proposal 13
Step 13 – Verification with Provost on Alignment with Concept 14
ii. Internal Governance Approval 14
Step 14 – Faculty Council 14
Step 15 – Senate Standing Committee on Curriculum (SSCC) and Senate Standing Committee on Academic Planning & Priorities (SSCAPP) 14
Step 16 – Senate 15
Step 17 – Board Governance Committee (and Board Finance & Audit Committee if the budget varies from that in the concept paper) 16
Step 18 – Board of Governors 16
iii. Ministerial Approval 16
Step 19 – Post-Secondary Institution Proposal System (PSIPS) – Degree / Non-Degree 16
Step 20 – Ministerial Approval / Implementation – Degree and Non-Degree 17
c. Implementation 17
5. Program Change and Approval for Degree Programs 18
a. Consultation (Step 1) 18
b. Determination of Budgetary Impact / Significance of Changes 18
Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar 18
Step 3 – Determination of Budgetary Impact 18
c. Non-Substantive Changes 18
i. Internal Governance Approval 18
Step 4 – Faculty Council 18
Step 5 – Senate Standing Committees 19
Step 6 – Senate and Board 21
ii. Implementation (Step 7) 22
d. Possible Substantive Changes 22
i. Internal Governance Approval 23
Step 4 – Faculty Council 23
Step 5 – Senate Standing Committees 23
Step 6 – Senate and Board 26
Step 7 – Communication with DQAB 27
ii. Review and Decision by DQAB 27

Step 8 – Review by DQAB 27
Step 9 – Final Decision by DQAB 27
Step 10 – Communication and Implementation (Non-Substantive) 27
iii. Development of Full Program Proposal (Step 10) 27
iv. Internal Governance Approval 28
Step 11 – Faculty Council and Senate Approval 28
Step 12 – Board Approval 30
v. PSIPS – Peer Review Process (Step 13) 30
vi. Ministerial Approval 30
Step 14 – Request for Ministerial Approval 30
Step 15 – Ministerial Approval 30
Step 16 – Communication of Approval Status 31
vii. Implementation (Step 17) 31
6. Program Change and Approval for Non-Degree Programs 32
a. Consultation (Step 1) 32
b. Determination of Budgetary Impact / Significance of Changes 32
Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar 32
Step 3 – Determination of Budgetary Impact 32
c. Non-Substantive Changes 32
i. Internal Governance Approval 32
Step 4 – Faculty Council 32
Step 5 – Senate Standing Committees 33
Step 6 – Senate and Board 35
iii. Implementation (Step 7) 36
d. Substantive Changes 36
i. Development of Full Program Proposal (Step 4) 36
ii. Internal Governance Approval 38
Step 5 – Faculty Council and Senate Standing Committees 38
Step 6 – Senate 38
Step 7 – Board Approval 39
iii. Peer Review – PSIPS (Step 8) 39
iv. Implementation (Step 9) 40

7. Appendices 41
Appendix A – Glossary of Terms 41
Appendix B – Internal Consultations 46
Appendix C – Definition of a New Program as Defined by the Ministry of Advanced Education 49
Appendix D – Forms 50
D-1. Institutional Analysis and Planning (IAP) Program Proposal Assessment Request Form 50
D-1a. Example for Completing the IAP Program Proposal Assessment Request Form 51
D-2. Library Impact Assessment 52
D-3a. Degree Concept Form 53
D-3b. Non-Degree and New Minor Degree Concept Form 54
D-4. Budgetary Impact of Curriculum Proposal Form 55
D-5. Cost and Revenue Form 56
D-6. Curriculum Consultation Forms 57
D-7. Program Change Form 58
D-8. Ministry's "Determination of a New Degree" Form 59
D-9. Degree Full Program Proposal Form 60
D-10. Non-Degree Full Program Proposal Form 61
D-11. Ministry's Stage 1 Review for New Degree Proposals Template 62
D-11a. Guidelines for Completing the Stage 1 Review Template for New Degree Proposals 63
Table of Contents 2
1. Introduction 6
2. Glossary of Terms 6
3. Program Development and Revision – Flowcharts (AC10 Policy and Procedures) 6
4. Program Development and Approval for New Degree / Non-Degree Programs 7
a. Concept 7
i. Consultation (Step 1) 7
ii. Institutional Analysis & Planning Feasibility Study (Step 2) 7
iii. Development of Concept Paper (Step 3) 8
iv. Internal Governance Approval 9
Step 4 – Faculty Council 9
Step 5 – Provost 9
Step 6 – Polytechnic University Executive (PUE) 10

~~Step 7 – Senate Standing Committee on Academic Planning & Priorities (SSCAPP) and Senate Standing Committee on University Budget (SSCUB) ..... 10~~
~~Step 8 – Senate ..... 11~~
~~Step 9 – Board Finance & Audit Committee, and Board Governance Committee ..... 11~~
~~Step 10 – Board of Governors ..... 12~~
~~Step 10a – Ministry of Advanced Education: Stage 1 Review Process ..... 12~~
~~Step 10b – Minister of Advanced Education: Stage 1 Review Decision ..... 12~~
~~Step 10c – Approval to Proceed to the Development of a Full Program Proposal ..... 12~~
~~Step 11 – Budget Placeholder with Finance ..... 13~~
~~b. Full Program Proposal ..... 13~~
~~i. Development ..... 13~~
~~Step 12 – Development of Full Program Proposal ..... 13~~
~~Step 13 – Verification with Provost on Alignment with Concept ..... 14~~
~~ii. Internal Governance Approval ..... 14~~
~~Step 14 – Faculty Council ..... 14~~
~~Step 15 – Senate Standing Committee on Curriculum (SSCC) and Senate Standing Committee on Academic Planning & Priorities (SSCAPP) ..... 14~~
~~Step 16 – Senate ..... 15~~
~~Step 17 – Board Governance Committee (and Board Finance & Audit Committee if the budget varies from that in the concept paper) ..... 16~~
~~Step 18 – Board of Governors ..... 16~~
~~iii. Ministerial Approval ..... 16~~
~~Step 19 – Post-Secondary Institution Proposal System (PSIPS) - Degree / Non-Degree ..... 16~~
~~Step 20 – Ministerial Approval / Implementation – Degree and Non-Degree ..... 17~~
~~c. Implementation ..... 17~~
~~5. Program Revision and Approval for Degree Programs ..... 18~~
~~a. Consultation (Step 1) ..... 18~~
~~b. Determination of Budgetary Impact / Significance of Revisions ..... 18~~
~~Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar ..... 18~~
~~Step 3 – Determination of Budgetary Impact ..... 18~~
~~c. Minor Revisions ..... 18~~
~~i. Internal Governance Approval ..... 18~~
~~Step 4 – Faculty Council ..... 18~~

~~Step 5 – Senate Standing Committees ..... 19~~
~~Step 6 – Senate and Board ..... 21~~
~~ii. Implementation (Step 7) ..... 22~~
~~d. Potential Significant Revisions ..... 22~~
~~i. Internal Governance Approval ..... 22~~
~~Step 4 – Faculty Council ..... 22~~
~~Step 5 – Senate Standing Committees ..... 23~~
~~Step 6 – Senate and Board ..... 25~~
~~Step 7 – Communication with DQAB ..... 26~~
~~ii. Review and Decision by DQAB ..... 26~~
~~Step 8 – Review by DQAB ..... 26~~
~~Step 9 – Final Decision by DQAB ..... 27~~
~~Step 10 – Communication and Implementation (Non-Substantive) ..... 27~~
~~iii. Development of Full Program Proposal (Step 10) ..... 27~~
~~iv. Internal Governance Approval ..... 28~~
~~Step 11 – Faculty Council and Senate Approval ..... 28~~
~~Step 12 – Board Approval ..... 30~~
~~v. PSIPS – Peer Review Process (Step 13) ..... 30~~
~~vi. Ministerial Approval ..... 30~~
~~Step 14 – Request for Ministerial Approval ..... 30~~
~~Step 15 – Ministerial Approval ..... 30~~
~~Step 16 – Communication of Approval Status ..... 30~~
~~vii. Implementation (Step 17) ..... 30~~
~~6. Program Revision and Approval for Non-Degree Programs ..... 31~~
~~a. Consultation (Step 1) ..... 31~~
~~b. Determination of Budgetary Impact / Significance of Revisions ..... 31~~
~~Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar ..... 31~~
~~Step 3 – Determination of Budgetary Impact ..... 31~~
~~c. Minor Revisions ..... 31~~
~~i. Internal Governance Approval ..... 31~~
~~Step 4 – Faculty Council ..... 31~~
~~Step 5 – Senate Standing Committees ..... 32~~

Step 6 – Senate and Board 34
iii. Implementation (Step 7) 35
d. Significant Revisions 35
i. Development of Full Program Proposal (Step 4) 35
ii. Internal Governance Approval 36
Step 5 – Faculty Council and Senate Standing Committees 36
Step 6 – Senate 37
Step 7 – Board Approval 38
iii. Peer Review – PSIPS (Step 8) 38
iv. Implementation (Step 9) 38
7. Appendices 40
Appendix A – Glossary of Terms 40
Appendix B – Internal Consultations 45
Appendix C – Definition of a New Program as Defined by the Ministry of Advanced Education 48
Appendix D – Forms 49
D-1. Institutional Analysis and Planning (IAP) Program Proposal Assessment Request Form 49
D-1a. Example for Completing the IAP Program Proposal Assessment Request Form 50
D-2. Library Impact Assessment 51
D-3a. Degree Concept Form 52
D-3b. Non-Degree Concept Form 53
D-4. Budgetary Impact of Curriculum Proposal Form 54
D-5. Cost and Revenue Form 55
D-6. Curriculum Consultation Forms 56
D-7. Program Revision Form 57
D-8. Ministry's "Determination of a New Degree" Form 58
D-9. Degree Full Program Proposal Form 59
D-10. Non-Degree Full Program Proposal Form 60
D-11. Ministry's Stage 1 Review for New Degree Proposals Template 61
D-11a. Guidelines for Completing the Stage 1 Review Template for New Degree Proposals 62

1. Introduction

This guide outlines the steps and procedures for the development and approval of new and ~~revised~~ changes to Senate-approved Degree and Non-Degree credit programs at KPU under the purview of Senate as per University Act 35.2 (5) (b) (c) (d) (f).

This guide provides:

- template forms (see Section 7, Appendix D)
- information on which governance committees are involved in the review and approval process
- timelines for all development and approval processes (see Section 3)

2. Glossary of Terms

Please see Section 7, Appendix A – Glossary of Terms.

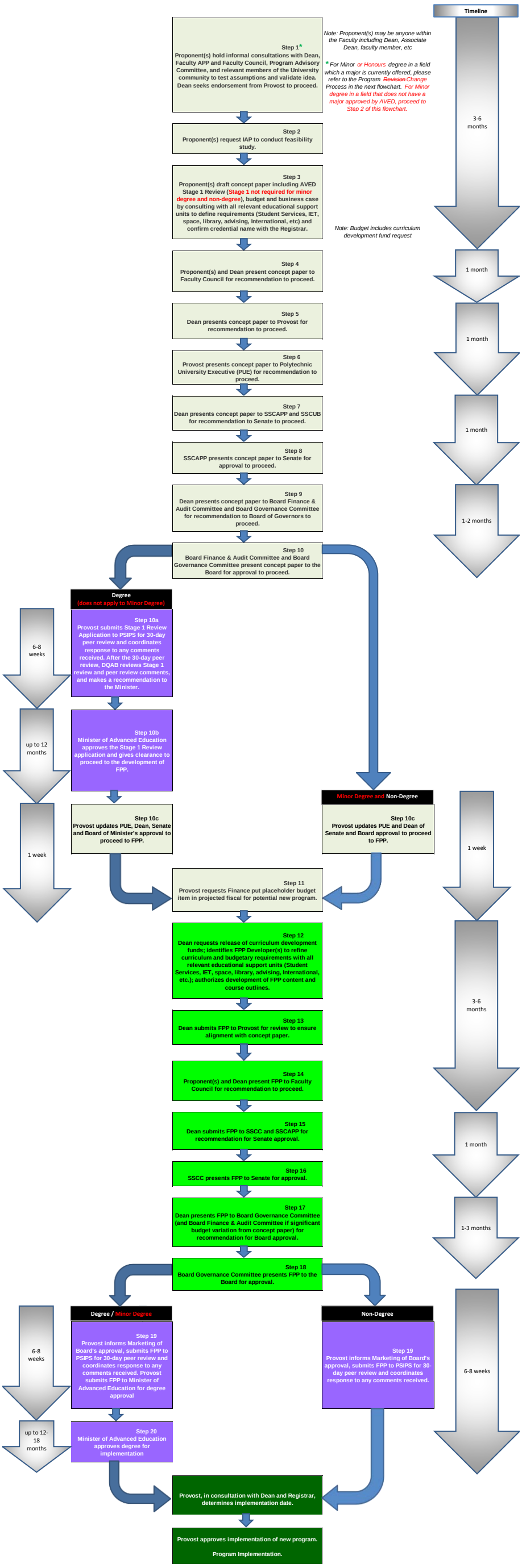
3. Program Development and Program Change~~Revision~~ – Flowcharts (AC10 Policy and Procedures)

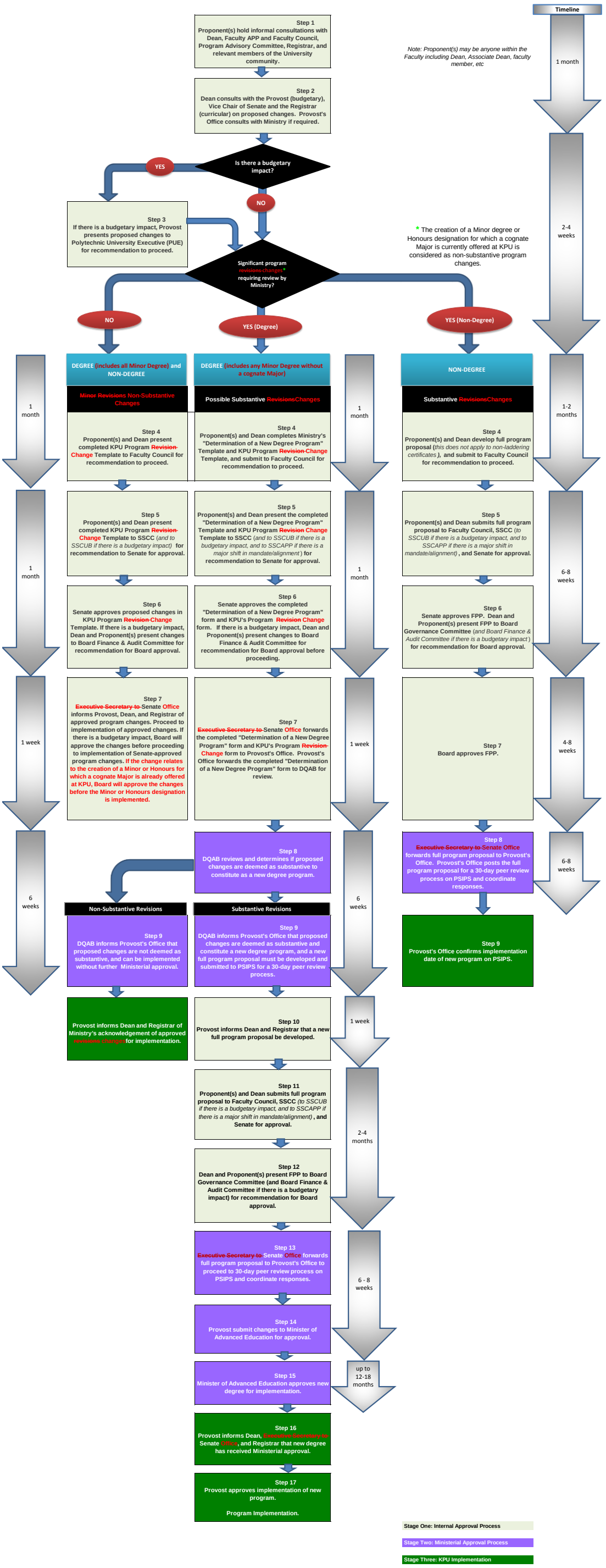
Please refer to the following flowcharts in Section 3, Appendix A of AC10: Establishment, Revision, Suspension and/or Discontinuance of Programs Policy and Procedures:

- Program Development and Approval Process for Senate-Approved Degree and Non-Degree Credit Programs at KPU
- Program ~~Revision~~ Change and Approval Process for Senate-Approved Degree and Non-Degree Credit Programs at KPU

The AC10 policy, procedures and flowcharts are available at the links below:

- AC10 Policy: link to Policy
- AC10 Procedures: link to Procedures
- AC10 Appendix: link to Appendix


Timeline
Step 1*
Proponent(s) hold informal consultations with Dean, Faculty APP and Faculty Council, Program Advisory Committee, and relevant members of the University community to test assumptions and validate idea. Dean seeks endorsement from Provost to proceed.
Note: Proponent(s) may be anyone within the Faculty including Dean, Associate Dean, faculty member, etc
* For Minor or Honours degree in a field which a major is currently offered, please refer to the Program Revision Change Process in the next flowchart. For Minor degree in a field that does not have a major approved by AVED, proceed to Step 2 of this flowchart.
3-6 months
Step 2
Proponent(s) request IAP to conduct feasibility study.
Step 3
Proponent(s) draft concept paper including AVED Stage 1 Review (Stage 1 not required for minor degree and non-degree), budget and business case by consulting with all relevant educational support units to define requirements (Student Services, IET, space, library, advising, International, etc) and confirm credential name with the Registrar.
Note: Budget includes curriculum development fund request
1 month
Step 4
Proponent(s) and Dean present concept paper to Faculty Council for recommendation to proceed.
1 month
Step 5
Dean presents concept paper to Provost for recommendation to proceed.
Step 6
Provost presents concept paper to Polytechnic University Executive (PUE) for recommendation to proceed.
1 month
Step 7
Dean presents concept paper to SSCAPP and SSCUB for recommendation to Senate to proceed.
Step 8
SSCAPP presents concept paper to Senate for approval to proceed.
Step 9
Dean presents concept paper to Board Finance & Audit Committee and Board Governance Committee for recommendation to Board of Governors to proceed.
1-2 months
Step 10
Board Finance & Audit Committee and Board Governance Committee present concept paper to the Board for approval to proceed.
Degree
(does not apply to Minor Degree)
6-8 weeks
Step 10a
Provost submits Stage 1 Review Application to PSIPS for 30-day peer review and coordinates response to any comments received. After the 30-day peer review, DQAB reviews Stage 1 review and peer review comments, and makes a recommendation to the Minister.
up to 12 months
Step 10b
Minister of Advanced Education approves the Stage 1 Review application and gives clearance to proceed to the development of FPP.
1 week
Step 10c
Provost updates PUE, Dean, Senate and Board of Minister's approval to proceed to FPP.
Minor Degree and Non-Degree
Step 10c
Provost updates PUE and Dean of Senate and Board approval to proceed to FPP.
1 week
Step 11
Provost requests Finance put placeholder budget item in projected fiscal for potential new program.
Step 12
Dean requests release of curriculum development funds; identifies FPP Developer(s) to refine curriculum and budgetary requirements with all relevant educational support units (Student Services, IET, space, library, advising, International, etc.); authorizes development of FPP content and course outlines.
3-6 months
Step 13
Dean submits FPP to Provost for review to ensure alignment with concept paper.
Step 14
Proponent(s) and Dean present FPP to Faculty Council for recommendation to proceed.
1 month
Step 15
Dean submits FPP to SSCC and SSCAPP for recommendation for Senate approval.
Step 16
SSCC presents FPP to Senate for approval.
1-3 months
Step 17
Dean presents FPP to Board Governance Committee (and Board Finance & Audit Committee if significant budget variation from concept paper) for recommendation for Board approval.
Step 18
Board Governance Committee presents FPP to the Board for approval.
Degree / Minor Degree
6-8 weeks
Step 19
Provost informs Marketing of Board's approval, submits FPP to PSIPS for 30-day peer review and coordinates response to any comments received. Provost submits FPP to Minister of Advanced Education for degree approval
up to 12-18 months
Step 20
Minister of Advanced Education approves degree for implementation
Non-Degree
Step 19
Provost informs Marketing of Board's approval, submits FPP to PSIPS for 30-day peer review and coordinates response to any comments received.
6-8 weeks
Provost, in consultation with Dean and Registrar, determines implementation date.
Provost approves implementation of new program.
Program Implementation.
Stage One: Concept Paper
Stage Two: Full Program Proposal (FPP)
Stage Three: Ministerial Approval
Stage Four: KPU Implementation


Timeline
Step 1
Proponent(s) hold informal consultations with Dean, Faculty APP and Faculty Council, Program Advisory Committee, Registrar, and relevant members of the University community.
Note: Proponent(s) may be anyone within the Faculty including Dean, Associate Dean, faculty member, etc
1 month
Step 2
Dean consults with the Provost (budgetary), Vice Chair of Senate and the Registrar (curricular) on proposed changes. Provost's Office consults with Ministry if required.
Is there a budgetary impact?
YES
NO
Step 3
If there is a budgetary impact, Provost presents proposed changes to Polytechnic University Executive (PUE) for recommendation to proceed.
Significant program ~~revisions~~ changes* requiring review by Ministry?
* The creation of a Minor degree or Honours designation for which a cognate Major is currently offered at KPU is considered as non-substantive program changes.
2-4 weeks
NO
YES (Degree)
YES (Non-Degree)
1 month
DEGREE (includes all Minor Degree) and NON-DEGREE
~~Minor Revisions~~ Non-Substantive Changes
Step 4
Proponent(s) and Dean present completed KPU Program ~~Revision~~ Change Template to Faculty Council for recommendation to proceed.
DEGREE (includes any Minor Degree without a cognate Major)
Possible Substantive ~~Revisions~~Changes
Step 4
Proponent(s) and Dean completes Ministry's "Determination of a New Degree Program" Template and KPU Program ~~Revision~~ Change Template, and submit to Faculty Council for recommendation to proceed.
1 month
NON-DEGREE
Substantive ~~Revisions~~Changes
Step 4
Proponent(s) and Dean develop full program proposal (this does not apply to non-laddering certificates), and submit to Faculty Council for recommendation to proceed.
1-2 months
1 month
Step 5
Proponent(s) and Dean present completed KPU Program ~~Revision~~ Change Template to SSCC (and to SSCUB if there is a budgetary impact) for recommendation to Senate for approval.
Step 5
Proponent(s) and Dean present the completed "Determination of a New Degree Program" Template and KPU Program ~~Revision~~ Change Template to SSCC (and to SSCUB if there is a budgetary impact, and to SSCAPP if there is a major shift in mandate/alignment) for recommendation to Senate for approval.
1 month
Step 5
Proponent(s) and Dean submits full program proposal to Faculty Council, SSCC (to SSCUB if there is a budgetary impact, and to SSCAPP if there is a major shift in mandate/alignment), and Senate for approval.
6-8 weeks
Step 6
Senate approves proposed changes in KPU Program ~~Revision~~ Change Template. If there is a budgetary impact, Dean and Proponent(s) present changes to Board Finance & Audit Committee for recommendation for Board approval.
Step 6
Senate approves the completed "Determination of a New Degree Program" form and KPU's Program ~~Revision~~ Change form. If there is a budgetary impact, Dean and Proponent(s) present changes to Board Finance & Audit Committee for recommendation for Board approval before proceeding.
Step 6
Senate approves FPP. Dean and Proponent(s) present FPP to Board Governance Committee (and Board Finance & Audit Committee if there is a budgetary impact) for recommendation for Board approval.
1 week
Step 7
~~Executive Secretary to~~ Senate ~~Office~~ informs Provost, Dean, and Registrar of approved program changes. Proceed to implementation of approved changes. If there is a budgetary impact, Board will approve the changes before proceeding to implementation of Senate-approved program changes. If the change relates to the creation of a Minor or Honours for which a cognate Major is already offered at KPU, Board will approve the changes before the Minor or Honours designation is implemented.
Step 7
~~Executive Secretary to~~ Senate ~~Office~~ forwards the completed "Determination of a New Degree Program" form and KPU's Program ~~Revision~~ Change form to Provost's Office. Provost's Office forwards the completed "Determination of a New Degree Program" form to DQAB for review.
1 week
Step 7
Board approves FPP.
4-8 weeks
Step 8
DQAB reviews and determines if proposed changes are deemed as substantive to constitute as a new degree program.
Step 8
~~Executive Secretary to~~ Senate ~~Office~~ forwards full program proposal to Provost's Office. Provost's Office posts the full program proposal for a 30-day peer review process on PSIPS and coordinate responses.
6-8 weeks
6 weeks
Non-Substantive Revisions
Substantive Revisions
Step 9
DQAB informs Provost's Office that proposed changes are not deemed as substantive, and can be implemented without further Ministerial approval.
Step 9
DQAB informs Provost's Office that proposed changes are deemed as substantive and constitute a new degree program, and a new full program proposal must be developed and submitted to PSIPS for a 30-day peer review process.
6 weeks
Step 9
Provost's Office confirms implementation date of new program on PSIPS.
Provost informs Dean and Registrar of Ministry's acknowledgement of approved ~~revisions changes~~ for implementation.
Step 10
Provost informs Dean and Registrar that a new full program proposal be developed.
1 week
Step 11
Proponent(s) and Dean submits full program proposal to Faculty Council, SSCC (to SSCUB if there is a budgetary impact, and to SSCAPP if there is a major shift in mandate/alignment), and Senate for approval.
2-4 months
Step 12
Dean and Proponent(s) present FPP to Board Governance Committee (and Board Finance & Audit Committee if there is a budgetary impact) for recommendation for Board approval.
Step 13
~~Executive Secretary to~~ Senate ~~Office~~ forwards full program proposal to Provost's Office to proceed to 30-day peer review process on PSIPS and coordinate responses.
6 - 8 weeks
Step 14
Provost submit changes to Minister of Advanced Education for approval.
Step 15
Minister of Advanced Education approves new degree for implementation.
up to 12-18 months
Step 16
Provost informs Dean, ~~Executive Secretary to~~ Senate ~~Office~~, and Registrar that new degree has received Ministerial approval.
Step 17
Provost approves implementation of new program.
Program Implementation.
Stage One: Internal Approval Process
Stage Two: Ministerial Approval Process
Stage Three: KPU Implementation

4. Program Development and Approval for New Degree / Non-Degree Programs

Please note that for the following programs, the Ministry of Advanced Education does not require a full program proposal to be developed and posted on the Post-Secondary Institution Proposal System for a 30-day peer review period:

- Minors and Honours degrees for which there is a Ministry-approved Major
- Certificates that do not ladder to a diploma or other credentials

Proponent(s) who wish to develop these programs and submit them for approval should follow the process outlined in the Program ~~Revision~~ Change sections below (Sections 5 and 6) with the submission of a completed Program ~~Revision~~ Change Form (Section 7, Appendix D-7) and other forms as required.

For a new Minor degree that does not have a Ministry-approved Major at KPU, the Stage 1 Review is not required. However, the Ministry of Advanced Education requires that a full program proposal be developed and posted on the Post-Secondary Institution Proposal System for a 30-day peer review period. Following the 30-day peer review period, the Minor degree full program proposal is sent to the Minister of Advanced Education for final approval.

a. Concept

i. Consultation (Step 1)

Proponent(s) begin the planning process by consulting informally with their department members, Program Advisory Committee, Dean, Faculty Council Standing Committee on Academic Planning & Priorities, Faculty Council, and other relevant members of the University community to test their assumptions and validate the idea for a new program. Satisfied by this informal consultation stage, the Dean seeks the Provost's endorsement to proceed with conducting a feasibility study.

Questions to consider in the informal consultation stage include: What distinguishes this program from others? Are there similar programs in British Columbia, Canada, or elsewhere? Does the program align with the mandate of the university? Does the program address gaps in existing programming? When can the new program be offered? Are there specific resource implications?

All new programs are expected to align with:

- Strategic Plan: Vision 2018
- Academic Plan 2018
- AC10: Establishment, Revision, Suspension and/or Discontinuance of Programs Policy and Procedures
- KPU's Accountability Plan and Report
- Ministry of Advanced Education's Service Plan

ii. Institutional Analysis & Planning Feasibility Study (Step 2)

The proponent(s) request a feasibility assessment through the Office of Institutional Analysis and Planning (IAP) by completing and submitting the Program Proposal Feasibility Assessment Request Form (Section 7, Appendix D-1) to iap@kpu.ca. Please note that IAP requires 30 days' notice to conduct a feasibility assessment, and shorter deadlines cannot be guaranteed. An

example of how this form may be filled out is provided in Section 7, Appendix D-1a. The feasibility assessment examines:

- the competitive environment provincially, and if relevant, nationally and internationally
- student demand and influencing factors such as tuition and program length
- labour market needs and expected future demand for graduates

iii. Development of Concept Paper (Step 3)

The proponent(s) draft a concept paper using the appropriate Concept Form to articulate the business case and budgetary requirements. For degree programs, use the Degree Concept Form (Section 7, Appendix D-3a). For non-degree programs (citations, certificates, diplomas, post-baccalaureate certificates and diplomas, etc.), use the Non-Degree Concept Form (Section 7, Appendix D-3b).

Please note that the following documents form part of a completed concept paper:

- Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4)
- Cost and Revenue Form (Section 7, Appendix D-5)
- Institutional Analysis and Planning Program Proposal Assessment Request Form (Section 7, Appendix D-1). An example showing how this form may be completed is available in Section 7, Appendix D-1a.
- Institutional Analysis and Planning Program Feasibility Assessment Report (please see Step 2 above)
- Library Impact Assessment (Section 7, Appendix D-2): This form is completed as part of the Internal Consultations (Section 7, Appendix B) with the University Librarian.
- **For degrees only (excluding new minors):** The Ministry's Stage 1 Review[1] for New Degree Proposals Template (Section 7, Appendix D-11). Guidelines for completing this form is available in Section 7, Appendix D-11a.

Please ensure all of these documents are complete before proceeding to the internal governance approval process.

Financial Services (Budget.Acctng@kpu.ca) can assist with completing the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4) and the Cost and Revenue Form (Section 7, Appendix D-5).

Both internal and external consultations are required.

Internal Consultations

The proponent(s) consult with all relevant KPU educational support units (See Section 7, Appendix B) to define the program requirements and inform the development of the budget. The Registrar is also consulted to confirm the credential name.

These internal consultations serve to:

- alert departments and service areas that the development of a new program is under consideration
- start the process of identifying possible impacts on departments and service areas

[1] All minor degrees and non-degrees are not required to complete the Ministry's Stage 1 Review process.

- identify where departments and service areas might support the development of a new program

External Consultations

If the proposed program requires certification and/or approval by an external accreditation organization(s), the proponent(s) must consult with relevant external accreditation organization(s) to ensure compliancy with the regulatory requirements of the accreditation organization(s).

iv. Internal Governance Approval

Step 4 – Faculty Council

The concept paper must be approved at the departmental level before proceeding to approval by the relevant Faculty Council. When the concept paper has been approved by the Department or program area, the Department Chair or Coordinator will sign the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4).

Faculties establish their own processes and methods for program approval by way of their Faculty Bylaws. In most cases, the proponent(s) and/or Dean (or designate) present the concept paper to the Faculty Academic Planning & Priorities Committee and/or Faculty Curriculum Committee for review and recommendation to the Faculty Council for approval. Consult with the Dean's Office for clarification, if required.

When the concept paper has been approved by the Faculty Council, the Chair of the Faculty Council and the Dean will sign the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4). The Dean's signature on the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4) indicates that financial estimates are accurate. The signature also confirms that budgetary implications for any service courses offered in other Faculties have been incorporated into the concept paper and will be reflected in budget requests.

The Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4) must be signed off by Financial Services prior to the concept paper being submitted to the Provost.

Step 5 – Provost

A concept paper must be approved by the relevant Faculty Council before going forward to the Provost for recommendation to proceed. Upon approval by the Faculty Council, the Dean will present the concept paper to the Provost for recommendation to proceed.

A complete submission to the Provost comprises:

- the concept paper document (Section 7, Appendix D-3a for Degrees, and Section 7, Appendix D-3b for Non-Degrees)
- the library impact assessment (Section 7, Appendix D-2)
- the IAP feasibility assessment request form (Section 7, Appendix D-1)
- the IAP feasibility assessment report
- the signed Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4)
- the cost and revenue form (Section 7, Appendix D-5)

- **for degrees only (excluding new minors):** the Ministry's Stage 1 review[2] for new degree proposals template (Section 7, Appendix D-11)

If the concept paper is endorsed by the Provost to proceed, the Provost will sign the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4), and submit the concept paper to the Polytechnic University Executive (PUE) for endorsement to proceed.

Step 6 – Polytechnic University Executive (PUE)

The Provost will present the concept paper and all supplementary documents to the Polytechnic University Executive (PUE) for recommendation to proceed. If PUE endorses the concept paper, the Chair of PUE will sign the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4).

Step 7 – Senate Standing Committee on Academic Planning & Priorities (SSCAPP) and Senate Standing Committee on University Budget (SSCUB)

The Dean presents the concept paper to the Senate Standing Committee on Academic Planning & Priorities (SSCAPP) and the Senate Standing Committee on University Budget (SSCUB) for recommendation to Senate for approval to proceed. SSCAPP reviews the concept's fit with KPU's Strategic Plan and Academic Plan. SSCUB reviews the concept's budgetary impact and cost/revenue analysis.

Information including mandate and meeting schedules for SSCAPP and SSCUB can be found on the Senate website at http://www.kpu.ca/senate. The concept paper may be submitted for endorsement by both SSCAPP and SSCUB within the same month, and it does not matter which committee reviews it first.

The Dean will submit the concept paper to the ~~Vice-Chair of Senate with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca. ~~.~~ The ~~Executive Secretary to~~ Senate Office, in consultation with the Vice Chair of Senate, will confirm to the Dean the submission deadlines and placement on the SSCAPP and SSCUB meeting agendas. The Vice Chair of Senate will verify the concept paper is ready for review by SSCAPP and SSCUB.

A complete submission to SSCAPP and SSCUB comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCAPP and SSCUB
  - request for Senate approval of the concept paper
  - date on which the concept paper was approved by Faculty Council
- the concept paper document (Section 7, Appendix D-3a for Degrees, and Section 7, Appendix D-3b for Non-Degrees)
- the library impact assessment (Section 7, Appendix D-2)
- the IAP feasibility assessment request form (Section 7, Appendix D-1)
- the IAP feasibility assessment report
- the signed Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4)
- the cost and revenue form (Section 7, Appendix D-5)

[2] All minor degrees and non-degrees are not required to complete the Ministry's Stage 1 review process.

- **for degrees only (excluding new minors):** the Ministry's Stage 1 review[3] for new degree proposal template (Section 7, Appendix D-11)

The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the SSCAPP and SSCUB meetings and will be required to present the concept paper.

SSCAPP and SSCUB may recommend approval of the concept paper to Senate, or they may request major or minor revisions. If there are requested revisions, the Vice Chair of Senate will review them in consultation with the Chairs of SSCAPP and SSCUB, and then sign off on the revisions.

Step 8 – Senate

Once the concept paper has been endorsed by SSCAPP and SSCUB, which includes any required revisions, then ~~Dean will submit the concept paper to the Vice Chair of Senate with a copy to the Executive Secretary to Senate for approval by Senate~~ the Senate Office will forward the documents to Senate for approval.

A complete submission to Senate comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to Senate
  - request for Senate approval
  - dates on which the concept paper was approved by Faculty Council, SSCAPP and SSCUB
- the concept paper document (Section 7, Appendix D-3a for Degrees, and Section 7, Appendix D-3b for Non-Degrees)
- the library impact assessment (Section 7, Appendix D-2)
- the IAP feasibility assessment request form (Section 7, Appendix D-1)
- the IAP feasibility assessment report
- the signed Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4)
- the cost and revenue form (Section 7, Appendix D-5)
- **for degrees only (excluding new minors):** the Ministry's Stage 1 review[4] for new degree proposal template (Section 7, Appendix D-11)

Information including mandate and meeting schedules for Senate can be found on the Senate website at http://www.kpu.ca/senate. The ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the Senate meeting at which the concept paper will be discussed. The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the Senate meeting.

The Chair of SSCAPP will present the concept paper to Senate. The proponent(s) are encouraged to attend the Senate meeting at which their program is presented. Senate may approve the concept paper with or without revisions. If revisions are required, the

[3] All minor degrees and non-degrees are not required to complete the Ministry's Stage 1 Review process.
[4] All minor degrees and non-degrees are not required to complete the Ministry's Stage 1 review process.

Vice Chair of Senate will review and sign off on the revised concept paper when satisfied that all revisions have been made.

After the concept paper receives Senate approval and has been signed off by the Vice Chair of Senate, the ~~Executive Secretary to~~ Senate Office will forward it to the University Secretary with a request for approval by the Board of Governors.

Step 9 – Board Finance & Audit Committee, and Board Governance Committee

The University Secretary will advise the Dean of submission deadlines and placement of the concept paper on the Board Finance & Audit Committee and the Board Governance Committee meeting agendas.

The Dean presents the concept paper to the Board Finance & Audit Committee and the Board Governance Committee for recommendation to the Board of Governors for approval to proceed to the development of the FPP.

Step 10 – Board of Governors

The University Secretary will confirm to the Dean the date of the Board of Governors meeting at which the concept paper will be presented. The Chair of the Board Finance & Audit Committee or the Chair of the Board Governance Committee will present the concept paper to the Board of Governors for approval to proceed to development of the FPP. The Board of Governors will review the recommendations of Senate.

While Senate reviews the concept paper for academic merit, the Board of Governors' approval is based on financial and mission/mandate considerations.

Step 10a – Ministry of Advanced Education: Stage 1 Review Process

Degrees only ***(does not apply to Minor Degrees)***

Once the concept paper has been endorsed by the Board, the Provost will submit the Stage 1 Review application to PSIPS for a 30-day public peer review period. At the end of the public peer review period, the Provost's Office will review all peer review feedback, if any, and coordinate a response to any peer review comments received. The Provost's Office will post a final response to all peer review comments on PSIPS.

After the 30-day public peer review period, the Degree Quality Assessment Board (DQAB) will review the Stage 1 Review application and all publicly posted comments, determine whether the criteria have been adequately addressed, and make a recommendation to the Minister for approval.

Step 10b – Minister of Advanced Education: Stage 1 Review Decision

Degrees only ***(does not apply to Minor Degrees)***

The Minister will review DQAB's recommendation and decide whether the Stage 1 Review application meets the Stage 1 criteria. The Minister will post the decision on PSIPS with DQAB's recommendation to confirm whether KPU receives approval on the Stage 1 Review application and the clearance to proceed to the development of a full program proposal.

Step 10c – Approval to Proceed to the Development of a Full Program Proposal

Degrees ***(does not apply for Minor Degrees)***

Following approval by the Minister on the Stage 1 Review, the Provost will inform PUE, the Dean, Senate and the Board of the Minister's approval to proceed to the development of a full program proposal (FPP).

Minor Degrees and Non-Degrees

Following approval by the Board of Governors of the concept paper, the Provost will inform PUE and the Dean of Senate and Board approval to proceed to the development of a full program proposal (FPP).

Step 11 – Budget Placeholder with Finance

Following approval by the Minister on the Stage 1 Review, the Provost will request that Financial Services put a placeholder budget item in the projected fiscal year for the potential new program.

b. Full Program Proposal

i. Development

Step 12 – Development of Full Program Proposal

Once the Provost grants clearance to the Dean to proceed to the development of the full program proposal, the Dean will:

- submit a request to the Provost for the release of curriculum development funds
- identify the full program proposal developer(s) to refine the curriculum and budgetary requirements with all relevant educational support units (see Section 7, Appendix B)
- authorize the development of full program proposal content and relevant course outlines

For degree programs, use the Degree Full Program Proposal Form (Section 7, Appendix D-9). For non-degree programs (citations, certificates, diplomas, post-baccalaureate certificates and diplomas, etc.), use the Non-Degree Full Program Proposal Form (Section 7, Appendix D-10).

Please refer to AVED's Degree Program Review Criteria and Guidelines, which outlines the criteria used by DQAB for assessing full program proposals.

Both internal and external consultations are required.

Internal Consultations

Using the Curriculum Consultation Forms (Section 7, Appendix D-6), the proponent(s) and Dean consult with all relevant KPU departments and educational support units (See Section 7, Appendix B) to refine the curricular requirements.

These internal consultations serve to:

- alert departments and service areas that the development of a new program is under consideration
- start the process of identifying possible impacts on departments and service areas
- identify where departments and service areas might support the development of a new program

External Consultations

As required by AVED, both positive and negative written comments from the following must be attached to the full program proposal:

- Relevant employers,
- Relevant professional associations,
- Program advisory committees,
- Other British Columbia institutions (this will include comments provided through the peer review process on the Post-Secondary Institution Proposal System),
- Institutions outside British Columbia,
- Experts in the proposed field of study, and
- External academic consultants.

External Accreditation

If the proposed program requires certification and/or approval by an external accreditation organization(s), the Dean and the proponent(s) must seek approval from the relevant external accreditation organization(s) to ensure compliancy with the regulatory requirements of the accreditation organization(s).

Step 13 – Verification with Provost on Alignment with Concept

Prior to Faculty Council's review and approval of the full program proposal (FPP), the Dean will submit the FPP to the Provost to ensure alignment with the concept paper.

ii. Internal Governance Approval

Step 14 – Faculty Council

The proponent(s) and the Dean present the full program proposal (FPP) to their Faculty Council for recommendation to proceed.

Faculties establish their own processes and methods for program approval by way of their Faculty Bylaws. In most cases, the proponent(s) and/or Dean (or designate) present the FPP to the Faculty Academic Planning & Priorities Committee and/or Faculty Curriculum Committee for review and recommendation to the Faculty Council for approval. Consult with the Dean's Office for clarification, if required.

For additional information, refer to Step 4.

Step 15 – Senate Standing Committee on Curriculum (SSCC) and Senate Standing Committee on Academic Planning & Priorities (SSCAPP)

The proponent(s) and/or Dean (or designate) present the full program proposal (FPP) and completed Curriculum Consultation Forms (Section 7, Appendix D-6) to the Senate Standing Committee on Curriculum (SSCC) and the Senate Standing Committee on Academic Planning & Priorities (SSCAPP) for recommendation to Senate. SSCC reviews the curricular framework and content. SSCAPP reviews the fit with KPU's Strategic Plan and Academic Plan.

Information including mandate and meeting schedules for SSCC and SSCAPP can be found on the Senate website at http://www.kpu.ca/senate. The FPP may be submitted for

endorsement by both SSCC and SSCAPP within the same month, and it does not matter which committee reviews it first.

The Dean should submit the FPP to the ~~Chair of SSCC with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca. ~~.~~ The ~~Executive Secretary to~~ Senate Office, in consultation with the Chair of SSCC, will confirm to the Dean the submission deadlines and placement on the SSCC and SSCAPP meeting agendas. The Chair of SSCC will verify that the FPP is ready for review by SSCC and SSCAPP.

A complete submission to SSCC and SSCAPP comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC and SSCAPP
  - request for Senate approval of the FPP
  - date on which the concept paper was approved by Faculty Council
- the FPP document (Section 7, Appendix D-9 for Degrees, and Section 7, Appendix D-10 for Non-degrees)
- the completed Curriculum Consultation Forms (Section 7, Appendix D-6)

The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the SSCC and SSCAPP meetings and will be required to present the FPP.

SSCC and SSCAPP may recommend approval of the FPP to Senate, or they may request major or minor revisions. If there are requested revisions, the Chair of SSCC will review them and then sign off on the revisions.

Step 16 – Senate

With the endorsement of SSCC and SSCAPP, the Chair of SSCC presents the full program proposal (FPP) to Senate. The proponent(s) are encouraged to attend the Senate meeting at which their program is presented. The procedure for the Dean in obtaining Senate approval of a full program proposal is the same as for the concept paper (see Step 8).

Once the FPP has been endorsed by SSCC and SSCAPP, which includes any required revisions that have been signed off by the Chair of SSCC, the ~~Dean may submit the FPP to the Vice Chair of Senate with a copy to the Executive Secretary to Senate for approval by~~ FPP will be forwarded to Senate for approval.

A complete submission to Senate comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to Senate
  - request for Senate approval the FPP
  - dates on which the FPP was approved by Faculty Council, SSCC, and SSCAPP
- the FPP document (Section 7, Appendix D-9 for Degrees, and Section 7, Appendix D-10 for Non-degrees)
- the completed Curriculum Consultation Forms (Section 7, Appendix D-6)

Information including mandate and meeting schedules for Senate can be found on the Senate website at http://www.kpu.ca/senate. The ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the Senate meeting at which the FPP will be discussed. The

proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the Senate meeting.

The Chair of SSCC will present the FPP to Senate. The proponent(s) are encouraged to attend the Senate meeting at which their program is presented. Senate may approve the FPP with or without revisions. If revisions are required, the Vice Chair of Senate will review and sign off on the revised FPP when satisfied that all revisions have been made.

After the FPP receives Senate approval and has been signed off by the Vice Chair of Senate, the ~~Executive Secretary to~~ Senate Office will forward it to the University Secretary with a request for approval by the Board of Governors.

Step 17 – Board Governance Committee (and Board Finance & Audit Committee if the budget varies from that in the concept paper)

The University Secretary will advise the Dean of submission deadlines and placement of the full program proposal on the meeting agendas for the Board Governance Committee (and the Board Finance & Audit Committee, if necessary.)

The Dean presents the full program proposal (FPP) to the Board Governance Committee for recommendation for approval by the Board of Governors. The Board Finance & Audit Committee only reviews an FPP if there is significant budget variation from the concept paper.

Step 18 – Board of Governors

The University Secretary will confirm to the Dean the date of the Board of Governors meeting at which the full program proposal (FPP) will be presented. The Chair of the Board Governance Committee will present the FPP to the Board of Governors for approval.

While Senate reviews the full program proposal for academic merit, the Board of Governors' approval is based on financial and mission/mandate considerations.

iii. Ministerial Approval

Step 19 – Post-Secondary Institution Proposal System (PSIPS) - Degree / Non-Degree

Once the Board approves the full program proposal (FPP), the Provost will inform the Marketing Department, and submit the FPP to PSIPS for a 30-day public peer review period. At the end of the public peer review period, the Provost's Office will review all peer review feedback, if any, and coordinate a response to any peer review comments received. The Provost's Office will post a final response to all peer review comments on PSIPS.

Degrees (including Minor Degrees)

As KPU has exempt status at the Baccalaureate level, FPPs for degrees will be submitted directly to the Minister of Advanced Education for consent and approval following the 30-day public peer review period.

Please note that the Minister reserves the right to require an exempt institution's degree proposal to be reviewed by the DQAB if the Minister believes a review is necessary[5].

Non-Degrees

New non-degree *credit* programs (except for certificate programs that do not "ladder" into diploma programs or other credentials) will be submitted to PSIPS for a 30-day public peer review period. At the end of the public peer review period, the Provost's Office will review all peer review feedback, if any, and coordinate a response to any peer review comments received. The Provost's Office will post a final response to all peer review comments on PSIPS.

Step 20 – Ministerial Approval / Implementation – Degree and Non-Degree

Once the Minister grants or denies consent on the degree FPP, the Minister's Office will communicate the decision to the Provost's Office via PSIPS and a formal letter by mail. The Provost will inform the Dean of the decision. For non-degree FPPs, the final decision regarding when and how KPU proceeds with the implementation rests with KPU's Board of Governors after the 30-day public peer review has ended.

c. Implementation

Degrees (including Minor Degrees)

The Provost, in consultation with the Dean and University Registrar, will determine the implementation date of the new degree. Once the implementation date has been determined, the Provost grants approval on the implementation of the new degree and formally communicates with all relevant stakeholders.

Non-Degrees

The final decision regarding when and how KPU proceeds with the implementation of a non-degree rests with KPU's Board of Governors. The Provost, in consultation with the Dean and University Registrar, will determine the implementation date of the new non-degree. Once the implementation date has been determined, the Provost grants approval on the implementation of the new non-degree, formally communicates with all relevant stakeholders, and submits the implementation date to PSIPS to complete the process.

[5] The Minister reserves the right to refer a degree proposal to DQAB for review if 1) the request represents a significant departure from programs historically, or is inconsistent with the institution's mission; 2) the quality of the institution's degree offerings has fallen into disrepute; or 3) the financial stability of the institution is in doubt, (p.7, Exempt Status Criteria and Guidelines, Ministry of Advanced Education, November 2006)

5. Program ~~Revision~~ Change and Approval for Degree Programs

a. Consultation (Step 1)

Proponent(s) begin the planning process by consulting informally with their department members, Program Advisory Committee, Dean, Faculty Council Standing Committee on Academic Planning & Priorities, Faculty Council, the Registrar, and other relevant members of the University committee on the proposed program ~~revision~~ change (See Appendix B).

b. Determination of Budgetary Impact / Significance of ~~Revisions~~Changes

Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar

The Dean formally consults with the Provost, the Vice Chair of Senate and the University Registrar on the proposed changes. Depending on the complexity of the proposed changes, a written outline of the program ~~revisions~~ changes may be required.

The Provost's review focusses on, but is not limited to, determining whether there is a budgetary impact.

The Vice Chair of Senate, in consultation with the Provost's Office and the Chair of the Senate Standing Committee on Curriculum (SSCC), reviews the proposed curricular changes against the Ministry's Degree Program Review Criteria and Guidelines (Section III, Part C) to determine whether the Ministry may consider them to be of sufficient magnitude to be classed as a new degree. If there is doubt, then the Provost's Office will consult with the Ministry.

The Vice Chair of Senate, in consultation with the Chair of ~~the Senate Standing Committee on Curriculum~~SSCC, also advises on how the program ~~revisions~~ changes may be presented for governance approval.

The University Registrar, in consultation with the Associate Registrars, reviews the proposed curricular changes and advises on the implementation timeline, Calendar deadlines, scheduling and registration, impact on students, financial aid, admissions, transfer credit, and graduation.

Step 3 – Determination of Budgetary Impact

If there is a budgetary impact, the Provost requests that the Dean provides the Budgetary Impact of Curriculum Proposal Form (Appendix D-4) and the Cost and Revenue Form (Appendix D-5). The Provost presents the proposed changes to the Polytechnic University Executive (PUE) for recommendation to proceed. If PUE endorses the proposed changes, then the Provost and the Chair of PUE will sign the Budgetary Impact of Curriculum Proposal Form (Appendix D-4).

c. ~~Minor Revisions~~Non-Substantive Changes

~~C.~~ Please note that the creation of a new Minor degree or Honours designation, for which a cognate Major is currently offered at KPU, is considered as non-substantive changes.

i. Internal Governance Approval

Step 4 – Faculty Council

Faculties establish their own processes and methods for program approval by way of their Faculty Bylaws. In most cases, the proponent(s) and/or Dean (or designate) present the

program ~~revisions~~ changes to the Faculty Curriculum Committee for review and recommendation to the Faculty Council for approval. Consult with the Dean's Office for clarification, if required.

For a list of "new degree program" definitions used by the Ministry of Advanced Education, see Section 7, Appendix C.

If the proposed ~~revisions~~ changes are deemed to be non-substantive~~minor~~ in Step 2, then the proponent(s) and/or Dean (or designate) present the completed ~~KPU~~ Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to their Faculty Curriculum Committee for review and recommendation to their Faculty Council for approval (or as specified in the relevant Faculty Bylaws).

If there are any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then they will also need Faculty Council approval (or as specified in the relevant Faculty Bylaws). After receiving Faculty Council approval, the course outlines should be signed off by the course developer, Chair or Coordinator, and the Dean or Associate Dean prior to their submission for Senate approval.

Step 5 – Senate Standing Committees

For all **Category 1 curriculum proposals** defined below, the Curriculum Consultation Forms (Section 7, Appendix D-6) must be completed and submitted together with the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the Senate Standing Committee on Curriculum. Stakeholder groups to be consulted may include relevant members of the internal consultants listed in Section 7, Appendix B.

Program ~~revisions~~ changes are considered **Category 1 curriculum proposals** if they contain one or more of the following elements:

- A new program,
- A new course (not part of a full program proposal or program ~~revision~~ change under consideration),
- A change to an existing course or program that affects Faculties outside of the proposing Faculty,
- A change to an existing course or program that engenders budgetary implications beyond the available resources of the proposing Faculty,
- Reinstating a discontinued course,
- Creation of a new subject code,
- Discontinuance or suspension of a program,
- Discontinuance of courses where other Faculties are impacted,
- A program or credential name change, or
- Any case that, upon review, is considered to be Category 1 in the opinion of the Vice Chair of Senate.

Category 2 curriculum proposals concern less substantive changes to existing courses and programs than the changes described in Category 1 above. These include minor ~~revisions~~ changes to an existing program that do not have a budgetary impact and do not impact

Faculties outside of the proposing Faculty. The completion of the Curriculum Consultation Forms (Section 7, Appendix D-6), the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4), or the Cost and Revenue Form (Section 7, Appendix D-5) **is not required** for Category 2 curriculum proposals.

The proponent(s) and Dean should complete the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) (and Curriculum Consultation Forms in Section 7, Appendix D-6, if applicable). If the program change~~revision~~ has a budgetary impact, then the signed Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and Cost and Revenue Form (Section 7, Appendix D-5) must also be completed. Please contact Financial Services at Budget.Acctng@kpu.ca for assistance with completing these forms.

If there are course outlines associated with the program ~~revision~~change:

If there are any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then the Dean should submit the course outlines ~~electronically~~(using the SCC Submission Excel file) together with ~~through~~ the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the ~~Vice Chair of Senate with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca ~~-~~at least ~~two (2) weeks~~fifteen (15) calendar days before the next Senate Subcommittee on Course Curriculum (SCC) meeting. The ~~Executive Secretary to~~ Senate Office, in consultation with the Vice Chair of Senate and the Chair of the Senate Standing Committee on Curriculum (SSCC), puts forward the request for Senate approval.

The course outlines and Program Change Form (Section 7, Appendix D-7) will first be reviewed by SCC before they are presented together to SSCC the following month.

The Chair of SSCC will review the forms to ensure the documents are complete and ready for review by SSCC.

The SCC is a subcommittee of SSCC that reviews course outlines. For information about the course outlines review and approval process, please contact the Vice Chair of Senate or consult the Course Outline Manual. All course outlines are first reviewed by SCC prior to SSCC reviewing them. Developers of new courses are encouraged to attend the SCC meeting to present the new courses and address questions from the committee.

A complete submission to SCC and SSCC comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC
  - request for Senate approval of the program ~~revision~~ change and course outlines
  - date on which the program ~~revision~~ change was approved by Faculty Council
- the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) ~~(with hyperlinks to the individual course outlines on the SharePoint Development Site)~~
- the SCC Submission Excel file (with hyperlinks to the individual course outlines on the SharePoint Development Site)

- the Curriculum Consultation Forms (Section 7, Appendix D-6), if applicable
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

SCC may recommend approval of the course outlines to SSCC, or it may request major or minor ~~revisions~~changes. If there are requested ~~revisions~~changes, the ~~revisions~~ changes must be completed by the next SSCC agenda submission deadline. The Vice Chair of Senate will review the course outlines and confirm with the Dean's Office that the ~~revisions~~ changes have been made.

After the course outlines receive SCC endorsement and any requested ~~revisions~~ changes have been signed off by the Vice Chair of Senate, the ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the SSCC meeting at which the program ~~revision~~ change and course outlines will be discussed.

If there are not any course outlines associated with the program ~~revision~~change:

If there are not any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then the Dean should submit the completed Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the ~~Chair of SSCC with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca ~~-~~at least ~~two (2) weeks~~fifteen (15) calendar days before the next SSCC meeting. The ~~Executive Secretary to~~ Senate Office, in consultation with the Chair of SSCC, puts forward the request for Senate approval.

The Chair of SSCC will review the forms to ensure the documents are complete and ready for review by SSCC.

A complete submission to SSCC comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC
  - request for Senate approval of the program ~~revision~~change
  - date on which the program ~~revision~~ change was approved by Faculty Council
- the Program ~~Revision~~ Change Form (Section 7, Appendix D-7)
- the Curriculum Consultation Forms (Section 7, Appendix D-6), if applicable
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

The proponent(s) and/or Dean (or designate) present the program ~~revisions~~ changes to the Senate Standing Committee on Curriculum (SSCC) for recommendation to Senate for approval. If there is a budgetary impact, then the program ~~revisions~~ changes will also be presented to the Senate Standing Committee on University Budget (SSCUB) for endorsement.

Step 6 – Senate and Board

Senate

Once the program ~~revisions~~ changes have been endorsed by SSCC (and SSCAPP and SSCUB, if applicable), which includes any required revisions, then ~~Dean should submit the program revisions to the Vice Chair of Senate with a copy to the Executive Secretary to Senate for~~ the Senate Office will forward the documents to Senate for approval.

A complete submission to Senate comprises:

- A completed Senate and Senate Standing Committee cover template
  - Addressed to Senate
  - Request for Senate approval of the program ~~revision~~ changes (and course outlines, if applicable)
  - Dates on which the program ~~revision~~ changes (and course outlines, if applicable) were approved by Faculty Council, SSCC (and SSCAPP and SSCUB, if applicable)
- The Program ~~Revision~~ Change Form (Section 7, Appendix D-7)
- The Curriculum Consultation Forms (Section 7, Appendix D-6), if applicable
- The Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

Information including mandate and meeting schedules for Senate can be found on the Senate website at http://www.kpu.ca/senate. The ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the Senate meeting at which the program ~~revision~~ change will be discussed. The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the Senate meeting.

The Chair of SSCC will present the program ~~revisions~~ changes to Senate for approval. Proponent(s) are encouraged to attend the Senate meeting at which their program ~~revision~~ change is presented. Senate may approve the program ~~revisions~~ changes with or without revisions. If revisions are required, the Vice Chair of Senate will review and sign off on the amended program ~~revisions~~ changes when satisfied that all amendments have been made.

Board

If ~~there is~~the program change

- has a budgetary impact or
- relates to the creation of a new Minor degree or Honours designation, for which a cognate Major is already offered at KPU,

then the ~~Executive Secretary to~~ Senate Office will forward the program ~~revisions~~ changes to the University Secretary with a request for approval by the Board of Governors. The University Secretary will advise the Dean of submission deadlines and placement of the program ~~revision~~ change on the Board Finance & Audit Committee, Board Governance Committee, and the Board of Governors meeting agendas. The Dean and proponent(s) present the program ~~revisions~~ changes to the Board Finance & Audit Committee and Board Governance Committee for recommendation to the Board of Governors for approval.

After the Board Finance & Audit Committee and the Board Governance Committee ~~has~~ have endorsed the program ~~revisions~~changes, the Chair of the Board Finance & Audit

Committee will present the program ~~revisions~~ changes to the Board of Governors for approval.

ii. Implementation (Step 7)

The ~~Executive Secretary to~~ Senate Office informs the Provost, Dean, and University Registrar of the Senate-approved program ~~revisions~~changes. The University proceeds to implement the approved ~~revisions~~changes.

d. ~~Potential Significant Revisions~~Possible Substantive Changes

~~d.~~ This includes changes to any Minor degree that does not have a cognate Major.

i. Internal Governance Approval

Step 4 – Faculty Council

Faculties establish their own processes and methods for program approval by way of their Faculty Bylaws. In most cases, the proponent(s) and/or Dean (or designate) present the program ~~revisions~~ changes to the Faculty Curriculum Committee for review and recommendation to the Faculty Council for approval. Consult with the Dean's Office for clarification, if required.

For a list of "new degree program" definitions used by the Ministry of Advanced Education, see Section 7, Appendix C.

If the proposed ~~revisions~~ changes are possibly substantive as determined in Step 2 and will require review by the Ministry, then the proponent(s) and Dean complete the Ministry's "Determination of a New Degree Program" Form (Section 7, Appendix D-8) and the Program ~~Revision~~ Change Form (Section 7, Appendix D-7). The completed forms are then submitted to the Faculty Curriculum Committee for review and recommendation to the Faculty Council for approval (or as specified in the relevant Faculty Bylaws).

If there are any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then they will also need Faculty Council approval (or as specified in the relevant Faculty Bylaws). After receiving Faculty Council approval, the course outlines should be signed off by the course developer, Chair or Coordinator, and the Dean or Associate Dean prior to their submission for Senate approval.

Step 5 – Senate Standing Committees

For all **Category 1 curriculum proposals** defined below, the Curriculum Consultation Forms (Section 7, Appendix D-6) must be completed and submitted together with the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the Senate Standing Committee on Curriculum. Stakeholder groups to be consulted may include relevant members of the internal consultants listed in Section 7, Appendix B.

Program ~~revisions~~ changes are considered **Category 1 curriculum proposals** if they contain one or more of the following elements:

- A new program,
- A new course (not part of a full program proposal or program ~~revision~~ change under consideration),

- A change to an existing course or program that affects Faculties outside of the proposing Faculty,
- A change to an existing course or program that engenders budgetary implications beyond the available resources of the proposing Faculty,
- Reinstating a discontinued course,
- Creation of a new subject code,
- Discontinuance or suspension of a program,
- Discontinuance of courses where other Faculties are impacted,
- A program or credential name change, or
- Any case that, upon review, is considered to be Category 1 in the opinion of the Vice Chair of Senate.

Category 2 curriculum proposals concern less substantive changes to existing courses and programs than the changes described in Category 1 above. These include minor ~~revisions~~ changes to an existing program that do not have a budgetary impact and do not impact Faculties outside of the proposing Faculty. The completion of the Curriculum Consultation Forms (Section 7, Appendix D-6), the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4), or the Cost and Revenue Form (Section 7, Appendix D-5) **is not required** for Category 2 curriculum proposals.

The proponent(s) and Dean should complete the following forms:

- Ministry's "Determination of a New Degree Program" Form (Section 7, Appendix D-8)
- Program ~~Revision~~ Change Form (Section 7, Appendix D-7)
- Curriculum Consultation Forms (Section 7, Appendix D-6)

If the ~~revision~~ program change has a budgetary impact, then the signed Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost and Revenue Form (Section 7, Appendix D-5) must also be submitted. Please contact Financial Services at Budget.Acctng@kpu.ca for assistance with completing the forms.

If there are course outlines associated with the program ~~revision~~change:

If there are any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then the Dean should submit the course outlines ~~electronically~~ (using the SCC Submission Excel file) together with the ~~through the KPU~~ Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the ~~Vice Chair of Senate with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca ~~at least two (2) weeks~~fifteen (15) calendar days before the next Senate Subcommittee on Course Curriculum (SCC) meeting. The ~~Executive Secretary to~~ Senate Office, in consultation with the Vice Chair of Senate and the Chair of the Senate Standing Committee on Curriculum (SSCC), puts forward the request for Senate approval.

The course outlines and Program Change Form (Section 7, Appendix D-7) will first be reviewed by SCC before they are presented together to SSCC the following month.

The Chair of SSCC will review the forms to ensure the documents are complete and ready for review by SSCC.

The SCC is a subcommittee of SSCC that reviews course outlines. For information about the course outlines review and approval process, please contact the Vice Chair of Senate or consult the Course Outline Manual. All course outlines are first reviewed by SCC prior to SSCC reviewing them. Developers of new courses are encouraged to attend the SCC meeting to present the new courses and address questions from the committee.

A complete submission to SCC and SSCC comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC
  - request for Senate approval of the program ~~revision~~ change and course outlines
  - date on which the program ~~revision~~ change was approved by Faculty Council
- the Program ~~Revision~~ Change F~~f~~orm (Section 7, Appendix D-7) ~~(with hyperlinks to the individual course outlines on the SharePoint Development Site)~~
- the SCC Submission Excel file (with hyperlinks to the individual course outlines on the SharePoint Development Site)
- the Curriculum Consultation Forms (Section 7, Appendix D-6)
- the completed Ministry's "Determination of a New Degree Program" Form (Section 7, Appendix D-8)
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

SCC may recommend approval of the course outlines to SSCC, or it may request major or minor ~~revisions~~changes. If there are requested ~~revisions~~changes, the ~~revisions~~ changes must be completed by the next SSCC agenda submission deadline. The Vice Chair of Senate will review the ~~revisions~~ course outlines and confirm with the Dean's Office that the changes have been made~~made and then sign off on them~~.

After the course outlines receive SCC endorsement and any requested ~~revisions~~ changes have been signed off by the Vice Chair of Senate, the ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the SSCC meeting at which the program ~~revision~~ change and course outlines will be discussed.

If there are not any course outlines associated with the program ~~revision~~change:

If there are not any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then the Dean should make the following submission to the ~~Chair of SSCC with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca at least ~~two (2) weeks~~fifteen (15) calendar days before the next SSCC meeting.

The Chair of SSCC will review the forms to ensure the documents are complete and ready for review by SSCC.

A complete submission to SSCC comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC
  - request for Senate approval of the program ~~revision~~change
  - date on which the program ~~revision~~ change was approved by Faculty Council
- the Program ~~Revision~~ Change Form (Section 7, Appendix D-7)
- the Curriculum Consultation Forms (Section 7, Appendix D-6)
- the completed Ministry's "Determination of a New Degree Program" Form (Section 7, Appendix D-8)
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

The proponent(s) and/or Dean (or designate) present the program ~~revisions~~ changes to the Senate Standing Committee on Curriculum (SSCC) for recommendation to Senate for approval. The program ~~revisions~~ changes will also be presented to the Senate Standing Committee on University Budget (SSCUB) if there is a budgetary impact and to the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) if there is a major shift in the mandate or alignment.

Step 6 – Senate and Board

Senate

Once the program ~~revisions~~ changes have been endorsed by SSCC (and SSCAPP and SSCUB, if applicable), which includes any required revisions, then ~~Dean should submit the program revisions to the Vice Chair of Senate with a copy to the Executive Secretary~~ the Senate Office will forward the documents to Senate for ~~Senate~~ approval.

A complete submission to Senate comprises:

- A completed Senate and Senate Standing Committee cover template
  - Addressed to Senate
  - Request for Senate approval of the program ~~revision~~ changes (and course outlines, if applicable)
  - Dates on which the program ~~revision~~ changes (and course outlines, if applicable) were approved by Faculty Council, SSCC (and SSCAPP and SSCUB, if applicable)
- The Program ~~Revision~~ Change Form (Section 7, Appendix D-7)
- The Curriculum Consultation Forms (Section 7, Appendix D-6)
- The completed Ministry's "Determination of a New Degree Program" Form (Section 7, Appendix D-8)
- The Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

Information including mandate and meeting schedules for Senate can be found on the Senate website at http://www.kpu.ca/senate. The ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the Senate meeting at which the program ~~revision~~ change will be discussed. The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the Senate meeting.

The Chair of SSCC will present the program ~~revisions~~ changes to Senate for approval. Proponent(s) are encouraged to attend the Senate meeting at which their program ~~revision~~ change is presented. Senate may approve the program ~~revisions~~ changes with or without revisions. If revisions are required, the Vice Chair of Senate will review and sign off on the amended program ~~revisions~~ changes when satisfied that all amendments have been made.

Board

If there is a budgetary impact, the ~~Executive Secretary to~~ Senate Office will forward the program ~~revisions~~ changes to the University Secretary with a request for approval by the Board of Governors. The University Secretary will advise the Dean of submission deadlines and placement of the program ~~revision~~ change on the Board Finance & Audit Committee and the Board of Governors meeting agendas. The Dean and proponent(s) present the program ~~revisions~~ changes to the Board Finance & Audit Committee for recommendation to the Board of Governors for approval.

After the Board Finance &Audit Committee has endorsed the program ~~revisions~~changes, the Chair of the Board Finance and Audit Committee will present the program ~~revisions~~ changes to the Board of Governors for approval.

Step 7 – Communication with DQAB

The ~~Executive Secretary to~~ Senate Office forwards the completed "Determination of a New Degree Program" Form (Section 7, Appendix D-8) and the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the Provost's Office. The Provost's Office forwards the completed "Determination of a New Degree Program" Form (Section 7, Appendix D-8) to the Degree Quality Assessment Board (DQAB) for review.

ii. Review and Decision by DQAB

Step 8 – Review by DQAB

DQAB will review the completed "Determination of a New Degree Program" Form (Section 7, Appendix D-8), and within forty-five (45) days, determine if the proposed change is deemed as substantive to constitute a new degree program. The proposed change cannot be implemented until DQAB has reached a decision and, if deemed as a new program, until the degree program review is completed and ministerial approval is granted.

Step 9 – Final Decision by DQAB

If DQAB determines that the proposed ~~revisions~~ changes are deemed as non-substantive, DQAB will inform the Provost's Office of its decision, with a confirmation that the proposed ~~revisions~~ changes can be implemented without further DQAB review and approval by the Minister.

If DQAB determines that the proposed ~~revisions~~ changes are deemed as substantive and constitute a new degree program, DQAB will inform the Provost's Office of its decision whereby a full program proposal (FPP) must be developed and submitted to PSIPS for a 30-day peer review process, prior to submitting the proposal to the Ministry for Ministerial consent.

Step 10 – Communication and Implementation (Non-Substantive)

The Provost will inform the Dean and the University Registrar of the Ministry's acknowledgement of approved ~~revisions~~ changes for implementation.

iii. Development of Full Program Proposal (Step 10)

The Provost will inform the Dean and the Registrar that a full program proposal will need to be developed as a result of DQAB's review and decision.

The proponent(s) and Dean proceed directly to developing a full program proposal (FPP) using the Degree Full Program Proposal Form (Section 7, Appendix D-9). While a concept paper is not required, the proponent(s) should request a feasibility assessment through the Office of Institutional Analysis and Planning (IAP) by completing and submitting the Program Proposal Feasibility Assessment Request Form (Section 7, Appendix D-1). If the original FPP was approved by the Ministry within the last five (5) years, please consult with the Vice Chair of Senate to determine if a full feasibility assessment is required before proceeding.

If there is a budgetary impact as determined in Step 3, then the Cost and Revenue Form (Section 7, Appendix D-5) should be completed and appended as an appendix to the FPP.

Both internal and external consultations are required.

Internal Consultations

Using the Curriculum Consultation Forms (Section 7, Appendix D-6), the proponent(s) and Dean consult with all relevant KPU departments and educational support units (Section 7, See Appendix B) to refine the curricular requirements.

These internal consultations serve to:

- alert departments and service areas that the development of a new program is under consideration
- start the process of identifying possible impacts on departments and service areas
- identify where departments and service areas might support the development of a new program

External Consultations

As required by AVED, both positive and negative written comments from the following must be attached to the full program proposal:

- Relevant employers,
- Relevant professional associations,
- Program advisory committees,

- Other British Columbia institutions (this will include comments provided through the peer review process on the Post-Secondary Institution Proposal System),
- Institutions outside British Columbia,
- Experts in the proposed field of study, and
- External academic consultants.

External Accreditation

If the proposed program requires certification and/or approval by an external accreditation organization(s), the Dean and the proponent(s) must seek approval from the relevant external accreditation organization(s) to ensure compliancy with the regulatory requirements of the accreditation organization(s).

iv. Internal Governance Approval

Step 11 – Faculty Council and Senate Approval

Faculty Council

The proponent(s) and/or Dean (or designate) present the FPP to their Faculty Council (via the relevant Faculty Council Standing Committee) for approval as specified by the relevant Faculty Bylaws. Consult with the Dean's Office for clarification, if required.

Senate Standing Committees

The proponent(s) and/or Dean (or designate) present the FPP and the completed Curriculum Consultation Forms (Section 7, Appendix D-6) to the Senate Standing Committee on Curriculum (SSCC) for recommendation to Senate. The FPP will also be presented to SSCUB if there is a budgetary impact and to SSCAPP if there is a major shift in the mandate or alignment.

Information including mandate and meeting schedules for SSCC, SSCUB and SSCAPP can be found on the Senate website at http://www.kpu.ca/senate. The FPP may be submitted for endorsement by SSCC, SSCUB and SSCAPP within the same month, and it does not matter which committee reviews it first.

The Dean should submit the FPP and the completed Curriculum Consultation Forms (Section 7, Appendix D-6) to ~~the Chair of SSCC with a copy to the Executive Secretary to~~the Senate Office at Senate@kpu.ca. ~~.~~ The ~~Executive Secretary to~~ Senate Office, in consultation with the Chair of SSCC, will confirm to the Dean the submission deadlines and placement on the SSCC, SSCUB and SSCAPP meeting agendas. The Chair of SSCC will verify the FPP is ready for review by SSCC, SSCUB and SSCAPP.

A complete submission to SSCC (and to SSCUB and SSCAPP, if applicable) comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC (and to SSCUB and SSCAPP, if applicable)
  - request for Senate approval of the FPP
  - date on which the FPP was approved by Faculty Council
- the FPP document (Section 7, Appendix D-9)
- the completed Curriculum Consultation Forms (Section 7, Appendix D-6)

- The Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the SSCC, SSCUB and SSCAPP meetings and will be required to present the FPP.

SSCC, SSCUB and SSCAPP may recommend approval of the FPP to Senate, or they may request major or minor revisions. If there are requested revisions, the Chair of SSCC will review them and then sign off on the revisions.

Senate

With the endorsement of SSCC (and SSCUB and SSCAPP, if applicable), the Chair of SSCC presents the full program proposal (FPP) to Senate. The proponent(s) are encouraged to attend the Senate meeting at which their program is presented. The procedure for the Dean obtaining Senate approval of a full program proposal is the same as for the program ~~revision~~ change document (see Step 6).

Once the FPP has been endorsed by SSCC (and SSCUB and SSCAPP, if applicable), which includes any required revisions that have been signed off by the Chair of SSCC, then the Senate Office will forward the FPP ~~Dean should submit the FPP to the Vice Chair of Senate with a copy to the Executive Secretary~~ to Senate for ~~Senate~~ approval.

A complete submission to Senate comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to Senate
  - request for Senate approval the FPP
  - dates on which the FPP was approved by Faculty Council, SSCC (and SSCAPP and SSCUB, if applicable)
- the FPP document (Section 7, Appendix D-9)
- the completed Curriculum Consultation Forms (Section 7, Appendix D-6)
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

Information including mandate and meeting schedules for Senate can be found on the Senate website http://www.kpu.ca/senate. The ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the Senate meeting at which the FPP will be discussed. The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the Senate meeting.

The Chair of SSCC will present the FPP to Senate. The proponent(s) are encouraged to attend the Senate meeting at which their program is presented. Senate may approve the FPP with or without revisions. If revisions are required, the Vice Chair of Senate will review and sign off on the revised FPP when satisfied that all revisions have been made.

After the FPP receives Senate approval and has been signed off by the Vice Chair of Senate, the ~~Executive Secretary to~~ Senate Office will forward it to the University Secretary with a request for approval by the Board of Governors.

Step 12 – Board Approval

The University Secretary will advise the Dean of submission deadlines and placement of the FPP on the Board Governance Committee meeting agenda (and the Board Finance & Audit Committee if there is a budgetary impact).

The Dean presents the FPP to the Board Governance Committee (and the Board Finance & Audit Committee if there is a budgetary impact) for recommendation to the Board of Governors for approval.

The Chair of the Board Governance Committee presents the FPP to the Board of Governors for approval.

v. PSIPS – Peer Review Process (Step 13)

Once the Board approves the full program proposal (FPP), the ~~Executive Secretary to~~ Senate Office will forward the FPP to the Provost's Office to proceed to the 30-day peer review process on PSIPS. At the end of the 30-day peer review process on PSIPS, the Provost's Office will review all peer review feedback, if any, and coordinate a response to any peer review comments received. The Provost's Office will post a final response to all peer review comments on PSIPS.

vi. Ministerial Approval

Step 14 – Request for Ministerial Approval

As KPU has exempt status at the Baccalaureate level, degree full program proposals will be submitted directly to the Minister of Advanced Education for consent and approval following the 30-day public peer review period.

Step 15 – Ministerial Approval

Once the Minister grants or denies consent on the degree full program proposal, the Minister's Office will communicate the decision to the Provost's Office via PSIPS and a formal letter by mail.

Step 16 – Communication of Approval Status

The Provost will inform the Dean, ~~Executive Secretary to~~ Senate Office, and University Registrar that the new degree program has received Ministerial consent.

vii. Implementation (Step 17)

The Provost, in consultation with the Dean and University Registrar, will determine the implementation date of the new degree. Once the implementation date has been determined, the Provost grants approval on the implementation of the new degree, and formally communicates with all relevant stakeholders.

6. Program ~~Revision~~ Change and Approval for Non-Degree Programs

a. Consultation (Step 1)

Proponent(s) begin the planning process by consulting informally with their department members, Program Advisory Committee, Dean, Faculty Council Standing Committee on Academic Planning & Priorities, Faculty Council, the Registrar, and other relevant members of the University committee on the proposed program ~~revision~~ change (See Section 7, Appendix B).

b. Determination of Budgetary Impact / Significance of ~~Revisions~~Changes

Step 2 – Budgetary and Curricular Consultation with Provost, Vice Chair of Senate, and University Registrar

The Dean formally consults with the Provost, the Vice Chair of Senate and the University Registrar on the proposed changes. Depending on the complexity of the proposed changes, a written outline of the program ~~revisions~~ changes may be required.

The Provost's review focusses on, but is not limited to, determining whether there is a budgetary impact.

The Vice Chair of Senate, in consultation with the Provost's Office and the Chair of the Senate Standing Committee on Curriculum (SSCC), reviews the proposed curricular changes against the Ministry's Non-Degree Program Review Guidelines (page 3) to determine whether the Ministry may consider them to be of sufficient magnitude to be classed as a new program. If there is doubt, then the Provost's Office will consult with the Ministry.

The Vice Chair of Senate, in consultation with the Chair of ~~the Senate Standing Committee on Curriculum~~ SSCC, also advises on how the program ~~revisions~~ changes may be presented for governance approval.

The University Registrar, in consultation with the Associate Registrars, reviews the proposed curricular changes and advises on the implementation timeline, Calendar deadlines, scheduling and registration, impact on students, financial aid, admissions, transfer credit, and graduation.

Step 3 – Determination of Budgetary Impact

If there is a budgetary impact, the Provost requests that the Dean provides the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4) and Cost and Revenue Form (Section 7, Appendix D-5). The Provost presents the proposed changes to the Polytechnic University Executive (PUE) for recommendation to proceed. If PUE endorses the proposed changes, then the Provost and the Chair of PUE will sign the Budgetary Impact of Curriculum Proposal Form (Section 7, Appendix D-4).

c. ~~Minor Revisions~~Non-Substantive Changes

~~c.~~ Please note that this section also applies to any changes to non-laddering certificates.

i. Internal Governance Approval

Step 4 – Faculty Council

Faculties establish their own processes and methods for program approval by way of their Faculty Bylaws. In most cases, the proponent(s) and/or Dean (or designate) present the

program ~~revisions~~ changes to the Faculty Curriculum Committee for review and recommendation to the Faculty Council for approval. Consult with the Dean's Office for clarification, if required.

For a list of "new non-degree program" definitions used by the Ministry of Advanced Education, see Section 7, Appendix C.

If the proposed ~~revisions~~ changes are deemed to be ~~minor~~ non-substantive in Step 2, then the proponent(s) and/or Dean (or designate) ~~-~~present the completed Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to their Faculty Curriculum Committee for review and recommendation to their Faculty Council for approval (or as specified in the relevant Faculty Bylaws).

If there are any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then they will also need Faculty Council approval (or as specified in the relevant Faculty Bylaws). After receiving Faculty approval, the course outlines should be signed off by the course developer, Chair or Coordinator, and the Dean or Associate Dean prior to their submission for Senate approval.

Step 5 – Senate Standing Committees

For all **Category 1 curriculum proposals** defined below, the Curriculum Consultation Forms (Section 7, Appendix D-6) must be completed and submitted together with the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the Senate Standing Committee on Curriculum. Stakeholder groups to be consulted may include relevant members of the internal consultants listed in Section 7, Appendix B.

Program ~~revisions~~ changes are considered **Category 1 curriculum proposals** if they contain one or more of the following elements:

- A new program,
- A new course (not part of a full program proposal or program ~~revision~~ change under consideration),
- A change to an existing course or program that affects Faculties outside of the proposing Faculty,
- A change to an existing course or program that engenders budgetary implications beyond the available resources of the proposing Faculty,
- Reinstating a discontinued course,
- Creation of a new subject code,
- Discontinuance or suspension of a program,
- Discontinuance of courses where other Faculties are impacted,
- A program or credential name change, or
- Any case that, upon review, is considered to be Category 1 in the opinion of the Vice Chair of Senate.

Category 2 curriculum proposals concern less substantive changes to existing courses and programs than the changes described in Category 1 above. These include minor ~~revisions~~ changes to an existing program that do not have a budgetary impact and do not impact

Faculties outside of the proposing Faculty. The completion of the Curriculum Consultation Forms (Section 7, Appendix D-6), the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4), or the Cost and Revenue Form (Section 7, Appendix D-5) **is not required** for Category 2 curriculum proposals.

The proponent(s) and Dean should complete the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) (and Curriculum Consultation Forms (Section 7, Appendix D-6), if applicable). If the ~~revision~~ program change has a budgetary impact, then the signed Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and Cost and Revenue Form (Section 7, Appendix D-5) must also be completed. Please contact Financial Services at Budget.Acctng@kpu.ca for assistance with completing these forms.

If there are course outlines associated with the program ~~revision~~change:

If there are any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then the Dean should submit the course outlines ~~electronically through~~(using the SCC Submission Excel file) together with the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the ~~Vice Chair of Senate with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca ~~at least two (2) weeks~~fifteen (15) calendar days before the next Senate Subcommittee on Course Curriculum (SCC) meeting. The ~~Executive Secretary to~~ Senate Office, in consultation with the Vice Chair of Senate and the Chair of the Senate Standing Committee on Curriculum (SSCC), puts forward the request for Senate approval.

The course outlines and Program Change Form (Section 7, Appendix D-7) will first be reviewed by SCC before they are presented together to SSCC the following month.

The Chair of SSCC will review the forms to ensure the documents are complete and ready for review by SSCC.

The SCC is a subcommittee of SSCC that reviews course outlines. For information about the course outlines review and approval process, please contact the Vice Chair of Senate or consult the Course Outline Manual. All course outlines are first reviewed by SCC prior to SSCC reviewing them. Developers of new courses are encouraged to attend the SCC meeting to present the new courses and address questions from the committee.

A complete submission to SCC and SSCC comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC
  - request for Senate approval of the program ~~revision~~ change and course outlines
  - date on which the program ~~revision~~ change was approved by Faculty Council
- the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) ~~(with hyperlinks to the individual course outlines on the SharePoint Development Site)~~
- the SCC Submission Excel file (with hyperlinks to the individual course outlines on the SharePoint Development Site)

- the Curriculum Consultation Forms (Section 7, Appendix D-6), if applicable
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

SCC may recommend approval of the course outlines to SSCC, or it may request major or minor ~~revisions~~changes. If there are requested ~~revisions~~changes, the ~~revisions~~ changes must be completed by the next SSCC agenda submission deadline. The Vice Chair of Senate will review the course outlines and confirm with the Dean's Office that the ~~revisions~~ changes have been made.

After the course outlines receive SCC endorsement and any requested ~~revisions~~ changes have been signed off by the Vice Chair of Senate, the ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the SSCC meeting at which the program ~~revision~~ change and course outlines will be discussed.

If there are not any course outlines associated with the program ~~revision~~change:

If there are not any new, revised, or discontinued course outlines associated with the program ~~revision~~change, then the Dean should submit the completed Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the ~~Chair of SSCC with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca ~~-~~at least ~~two weeks~~fifteen (15) calendar days before the next SSCC meeting. The ~~Executive Secretary to~~ Senate Office, in consultation with the Chair of SSCC, puts forward the request for Senate approval.

The Chair of SSCC will review the forms to ensure the documents are complete and ready for review by SSCC.

A complete submission to SSCC comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC
  - request for Senate approval of the program ~~revision~~change
  - date on which the program ~~revision~~ change was approved by Faculty Council
- the Program ~~Revision~~ Change Form (Section 7, Appendix D-7)
- the Curriculum Consultation Forms (Section 7, Appendix D-6), if applicable
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

The proponent(s) and/or Dean (or designate) present the program ~~revisions~~ changes to the Senate Standing Committee on Curriculum (SSCC) for recommendation to Senate for approval. If there is a budgetary impact, then the program ~~revisions~~ changes will also be presented to the Senate Standing Committee on University Budget (SSCUB) for endorsement.

Step 6 – Senate and Board

Senate

Once the program ~~revisions~~ changes have been endorsed by SSCC (and SSCAPP and SSCUB, if applicable), which includes any required revisions, then the Senate Office will forward the documents ~~Dean should submit the program revisions to the Vice Chair of Senate with a copy to the Executive Secretary~~ to Senate for ~~Senate~~ approval.

A complete submission to Senate comprises:

- A completed Senate and Senate Standing Committee cover template
  - Addressed to Senate
  - Request for Senate approval of the program ~~revision~~ changes (and course outlines, if applicable)
  - Dates on which the program ~~revision~~ change (and course outlines, if applicable) were approved by Faculty Council, SSCC (and SSCAPP and SSCUB, if applicable)
- The Program ~~Revision~~ Change Form (Section 7, Appendix D-7)
- The Curriculum Consultation Forms (Section 7, Appendix D-6), if applicable
- The Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

Information including mandate and meeting schedules for Senate can be found on the Senate website at http://www.kpu.ca/senate. The ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the Senate meeting at which the program ~~revision~~ change will be discussed. The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the Senate meeting.

The Chair of SSCC will present the program ~~revisions~~ changes to Senate for approval. Proponent(s) are encouraged to attend the Senate meeting at which their program ~~revision~~ change is presented. Senate may approve the program ~~revisions~~ changes with or without revisions. If revisions are required, the Vice Chair of Senate will review and sign off on the amended program ~~revisions~~ changes when satisfied that all amendments have been made.

Board

If there is a budgetary impact, the ~~Executive Secretary to~~ Senate Office will forward the program ~~revisions~~ changes to the University Secretary with a request for approval by the Board of Governors. The University Secretary will advise the Dean of submission deadlines and placement of the program ~~revision~~ changes on the Board Finance & Audit Committee and the Board of Governors meeting agendas. The Dean and proponent(s) present the program ~~revisions~~ changes to the Board Finance & Audit Committee for recommendation to the Board of Governors for approval.

After the Board Finance and Audit Committee has endorsed the program ~~revisions~~changes, the Chair of the Board Finance & Audit Committee will present the program ~~revisions~~ changes to the Board of Governors for approval.

iii. Implementation (Step 7)

The ~~Executive Secretary to~~ Senate Office informs the Provost, Dean, and University Registrar of the Senate-approved program ~~revisions~~changes. The University proceeds to implement the approved ~~revisions~~changes.

d. ~~Significant Revisions~~Substantive Changes

i. Development of Full Program Proposal (Step 4)

If the proposed ~~revisions~~ changes are deemed to be substantive as determined in Step 2, then the proponent(s) and Dean develop a full program proposal (FPP). Note that this process is not required for certificate programs that do not ladder into a diploma or other credentials; thus, all ~~revisions~~ changes to non-laddering certificates will follow the "~~*Minor Revisions*~~*Non-Substantive Changes*" stream above.

The proponent(s) and Dean proceed directly to developing a full program proposal (FPP) using the Non-Degree Full Program Proposal Form (Section 7, Appendix D-10). While a concept paper is not required, the proponent(s) should request a feasibility assessment through the Office of Institutional Analysis and Planning (IAP) by completing and submitting the Program Proposal Feasibility Assessment Request Form (Section 7, Appendix D-1). If the original FPP was submitted to the Ministry for peer review within the last five (5) years, please consult with the Vice Chair of Senate to determine if a full feasibility assessment is required before proceeding.

If there is a budgetary impact as determined in Step 3, then the Cost and Revenue Form (Section 7, Appendix D-5) should be completed and appended as an appendix to the FPP.

Both internal and external consultations are required.

Internal Consultations

Using the Curriculum Consultation Forms (Section 7, Appendix D-6), the proponent(s) and Dean consult with all relevant KPU departments and educational support units (See Section 7, Appendix B) to define the curricular requirements.

These internal consultations serve to:

- alert departments and service areas that the development of a new program is under consideration
- start the process of identifying possible impacts on departments and service areas
- identify where departments and service areas might support the development of a new program

External Consultations

As required by AVED, both positive and negative written comments from the following must be attached to the full program proposal:

- Relevant employers,
- Relevant professional associations,
- Program advisory committees,

- Other British Columbia institutions (this will include comments provided through the peer review process on the Post-Secondary Institution Proposal System),
- Institutions outside British Columbia,
- Experts in the proposed field of study, and
- External academic consultants.

External Accreditation

If the proposed program requires certification and/or approval by an external accreditation organization(s), the Dean and the proponent(s) must seek approval from the relevant external accreditation organization(s) to ensure compliancy with the regulatory requirements of the accreditation organization(s).

ii. Internal Governance Approval

Step 5 – Faculty Council and Senate Standing Committees

Faculty Council

Faculties establish their own processes and methods for program approval by way of their Faculty Bylaws. In most cases, the proponent(s) and/or Dean (or designate) present the FPP to the Faculty Curriculum Committee for review and recommendation to the Faculty Council for approval. Consult with the Dean's Office for clarification, if required.

Senate Standing Committees

The proponent(s) and/or Dean (or designate) present the FPP and the completed Curriculum Consultation Forms (Appendix D-6) to the Senate Standing Committee on Curriculum (SSCC) for recommendation to Senate. The FPP will also be presented to SSCUB if there is a budgetary impact and to SSCAPP if there is a major shift in the mandate or alignment.

Information including mandate and meeting schedules for SSCC, SSCUB and SSCAPP can be found on the Senate website at http://www.kpu.ca/senate. The FPP may be submitted for endorsement by SSCC, SSCUB and SSCAPP within the same month, and it does not matter which committee reviews it first.

The Dean should submit the FPP and the completed Curriculum Consultation Forms (Section 7, Appendix D-6) to the ~~Chair of SSCC with a copy to the Executive Secretary to~~ Senate Office at Senate@kpu.ca. ~~.~~ The ~~Executive Secretary to~~ Senate Office, in consultation with the Chair of SSCC, will confirm to the Dean the submission deadlines and placement on the SSCC, SSCUB and SSCAPP meeting agendas. The Chair of SSCC will verify the FPP is ready for review by SSCC, SSCUB and SSCAPP.

A complete submission to SSCC (and to SSCUB and SSCAPP, if applicable) comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to SSCC (and to SSCUB and SSCAPP, if applicable)
  - request for Senate approval of the FPP
  - date on which the FPP was approved by Faculty Council
- the FPP document (Section 7, Appendix D-9)
- the completed Curriculum Consultation Forms (Section 7, Appendix D-6)

- The Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the SSCC, SSCUB and SSCAPP meetings and will be required to present the FPP.

SSCC, SSCUB and SSCAPP may recommend approval of the FPP to Senate, or they may request major or minor revisions. If there are requested revisions, the Chair of SSCC will review them and then sign off on the revisions.

Step 6 – Senate

Once the full program proposal (FPP) has been endorsed by SSCC (and SSCUB and SSCAPP, if applicable), which includes any required revisions that have been signed off by the Chair of SSCC, then the Senate Office will forward the FPP ~~Dean should submit the FPP to the Vice Chair of Senate with a copy to the Executive Secretary~~ to Senate for ~~Senate~~ approval.

A complete submission to Senate comprises:

- a completed Senate and Senate Standing Committee cover template
  - addressed to Senate
  - request for Senate approval the FPP
  - dates on which the FPP was approved by Faculty Council, SSCC (and SSCAPP and SSCUB, if applicable)
- the FPP document (Section 7, Appendix D-10)
- the completed Curriculum Consultation Forms (Section 7, Appendix D-6)
- the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4) and the Cost & Revenue Form (Section 7, Appendix D-5), if applicable

Information including mandate and meeting schedules for Senate can be found on the Senate website at http://www.kpu.ca/senate. The ~~Executive Secretary to~~ Senate Office will advise the Dean of the date of the Senate meeting at which the FPP will be discussed. The proponent(s) and the Dean/Associate Dean (or approved designate) will be invited to attend the Senate meeting.

The Chair of SSCC will present the FPP to Senate. The proponent(s) are encouraged to attend the Senate meeting at which their program is presented. Senate may approve the FPP with or without revisions. If revisions are required, the Vice Chair of Senate will review and sign off on the revised FPP when satisfied that all revisions have been made.

After the FPP receives Senate approval and has been signed off by the Vice Chair of Senate, the ~~Executive Secretary to~~ Senate Office will forward it to the University Secretary with a request for approval by the Board of Governors.

Step 7 – Board Approval

The University Secretary will advise the Dean of submission deadlines and placement of the FPP on the Board Governance Committee meeting agenda (and the Board Finance & Audit Committee if there is a budgetary impact).

The Dean present the FPP to the Board Governance Committee (and the Board Finance & Audit Committee if there is a budgetary impact) for recommendation to the Board of Governors for approval.

The Chair of the Board Governance Committee presents the FPP to the Board of Governors for approval.

iii. Peer Review – PSIPS (Step 8)

Once the Board approves the full program proposal (FPP), the Provost will inform the Marketing Department and submit the FPP to PSIPS for a 30-day public peer review period. At the end of the public peer review period, the Provost's Office will review all peer review feedback, if any, and coordinate a response to any peer review comments received. The Provost's Office will post a final response to all peer review comments on PSIPS.

For minor or substantive ~~revisions~~ changes in certificate programs that do not ladder into diploma or other credentials, a review by the Degree Quality Assessment Board (DQAB) is not required.

iv. Implementation (Step 9)

Following the 30-day peer review process, the final decision regarding when and how KPU proceeds with the implementation of a non-degree rests with KPU's Board of Governors. The Provost, in consultation with the Dean and University Registrar, will determine the implementation date of the new non-degree. Once the implementation date has been determined, the Provost grants approval on the implementation of the new non-degree, formally communicate with all relevant stakeholders, and submits the implementation date to PSIPS to complete the process.

7. Appendices

Appendix A – Glossary of Terms

Associate Degrees	Associate degrees must follow KPU's framework for Associate of Arts or Associate of Science degrees, which complies with the framework determined by the B.C. Council on Admission and Transfer (BCCAT). A proposal for a new associate degree will normally be submitted ~~in the form of a memo~~using a Program Change Form (Section 7, Appendix D-7) to SSCC, ~~and~~ Senate and the Board of Governors for approval. Associate degrees do not require external approval.
Board Finance & Audit Committee	The Board Finance and Audit Committee assists the Board in fulfilling its obligations and oversight responsibilities relating to financial planning, the audit process, financial reporting, the system of corporate controls and risk management, and when required, makes recommendations to the full Board for approval.
Board Governance Committee	The Board Governance Committee develops and recommends KPU's approach to good governance and KPU's governance framework, supports and oversees Appointed Member recruitment, and leads processes to support and evaluate the effectiveness of the Board, Committees, the Board Chair and individual Board Members.
Board of Governors	The Board of Governors of KPU is empowered by the University Act of British Columbia. The management, administration and control of the property, revenue, business and affairs of the university are vested in the Board. No remuneration is paid to any member of the Board of Governors in respect of their service as a governor.
Category 1 Curriculum Proposals	Category 1 proposals include • New programs, • New courses that are not part of a full program proposal or program ~~revision~~ change under consideration, • An existing program that is subject to substantive change, • A discontinuance or change to an existing course or program that affect Faculties outside of the proposing Faculty, • A change to an existing course or program that has budgetary implications beyond the available resources of the proposing Faculty, • Reinstating a discontinued course, • Creation of a new subject code, • Discontinuance or suspension of a program, • Changing a program or credential name, or • Any case that, upon review, is considered to be Category 1 in the opinion of the Vice Chair of Senate.

	For all Category 1 curriculum proposals, the Curriculum Consultation Forms (Section 7, Appendix D-6) will need to be completed and submitted together with the Program ~~Revision~~ Change Form (Section 7, Appendix D-7) to the Senate Standing Committee on Curriculum.
Category 2 Curriculum Proposals	Category 2 curriculum proposals concern less substantive changes to existing courses and programs than the changes described in Category 1 above. These include ~~minor revisions~~non-substantive changes to an existing program that do not have a budgetary impact and do not impact Faculties outside of the proposing Faculty. The completion of the Curriculum Consultation Forms (Section 7, Appendix D-6), the Budgetary Impact of Curriculum Form (Section 7, Appendix D-4), or the Cost and Revenue Form (Section 7, Appendix D-5) **is not required** for Category 2 curriculum proposals.
Degree	As per the Degree Authorization Act, a degree is defined as the recognition or implied recognition of academic achievement that (a) is specified in writing to be an associate, baccalaureate, masters, doctoral or similar degree, and (b) is not a degree in theology.
Degree Quality Assessment Board (DQAB)	The Degree Quality Assessment Board oversees the quality assurance process for degree level education in British Columbia and is an independent advisory board appointed by the Minister of Advanced Education.
Exempt Status	An institution is granted with exempt status when it is proven to have rigorous, ongoing internal and external institutional and program level quality assessment processes. KPU has exempt status at the baccalaureate level with the Degree Quality Assessment Board (DQAB). Proposals submitted for new degree programs at the baccalaureate level would go directly to the Minister of Advanced Education for decision following a 30-day peer review process on PSIPS. The DQAB does not review the proposal unless it is requested by the Minister. The Minister reserves the right to refer new degree program proposals from exempt institutions to DQAB. KPU does not have exempt status at the Master's level with DQAB. Proposals for Master's degrees will be subject to DQAB review and Ministerial approval.
Faculty Council	Faculty Council is the representative governance body that has delegated authority from the Faculty to act on its behalf. It guides the academic activities at the Faculty level as laid out in its Faculty Bylaws.
Laddering	Intentionally integrated curriculum designed to support a progressive credential structure. For example, a certificate that can be applied toward completion of a diploma.

Ministry of Advanced Education (AVED)	The Ministry of Advanced Education approves all new degree programs from public post-secondary institutions and provincially authorized private degree-granting institutions in BC. The Ministry is also responsible for the oversight of the quality assurance process for degree level education in BC.
New Programs	Please see ~~-~~Section 7, Appendix C for the definition of a new program (degree and non-degree) as defined by the Ministry of Advanced Education. All new programs, at all credential levels, that are under the purview of Senate must go through the complete approval process, including the concept and the full program proposal stages. Current exceptions are substantive revisions to existing programs that are deemed as new programs by the Ministry (see "Program ~~Revisions~~Changes" below), which bypass some of the concept stage.
Non-Degree	Non-degree credit programs are programs that are not considered as degree as per the Degree Authorization Act, which include but is not limited to citation, certificate, advanced certificate, diploma, advanced diploma or post diploma, post baccalaureate diploma, and post graduate diploma.
Office of Institutional Analysis & Planning (IAP)	The Office of Institutional Analysis and Planning collects, prepares, and distributes comprehensive and authoritative information about KPU's internal and external environment; and translates data into analyses and interpretations to inform strategic planning, institutional program and service evaluation, and policy development.
Office of the Provost & Vice President Academic	The Provost and Vice President Academic is responsible for the academic direction and stewardship of the university's programs. Reporting to the President, the Provost and Vice President Academic has a mandate to facilitate exceptional learning experiences for KPU students by providing leadership in the development and implementation of a comprehensive academic plan that is relevant to students' needs as well as KPU's external communities. The Provost and Vice President Academic ensures the integrity of academic affairs through collaborative work with faculty, deans, other Vice Presidents, and the Senate.
Polytechnic University Executive (PUE)	The Kwantlen Polytechnic University Executive (PUE) was established for the purpose of providing the President a forum for discussion and consultation on matters of strategic and common concern to the University, and also to provide for the exchange of information and views among members of the senior leadership group.
Post-secondary Institution Proposal System (PSIPS)	All applications for ministerial consent or approval must be submitted through the Post-Secondary Institution Proposal System (PSIPS). PSIPS is a password-protected web-based application, accessible by the senior academic officer (or designate) of the institution, for the submission and review of

	degree program proposals, applications for exempt status, and use of the word “university”. All non-degree credit programs must participate in a 30-day peer review process on PSIPS, except for certificate programs that do not “ladder” into other credentials.
Program ~~Revisions~~Changes	All ~~minor revisions~~non-substantive changes to existing programs that directly affect students require internal approval at KPU, including Senate approval. The creation of a new Minor degree or Honours designation, for which a cognate Major is currently offered at KPU, is considered as non-substantive program changes. **Degree** A degree program that has significant ~~revisions~~ changes is deemed as a new program and requires a review by the Degree Quality Assessment Board (DQAB), a 30-day peer review process on PSIPS in the form of a full program proposal (FPP), and approval by the Minister. A new program or a significantly ~~revised~~ changed program is defined by guidelines listed on page 7 of the Degree Program Review Criteria and Guidelines, under Section III. C, *Definition of a New Degree Program*, and Section III. D, *Determination of a New Degree Program*. The Determination of a New Degree Program Template (Section 7, Appendix D-8), provided by the Ministry, must be completed and reviewed by DQAB for all major ~~revisions~~ changes to existing degree programs. **Non-Degree** A non-degree program that has significant revisions is deemed as a new program and requires a 30-day peer review process on PSIPS in the form of an FPP. A new program or a significantly revised program is defined by guidelines listed on page 3 of the Ministry’s On-Line Non-Degree Program Review Process.
Proponent(s)	Proponent(s) may be anyone within the Faculty, including the Dean, Associate Dean, faculty member, etc.
Senate	The Senate of KPU is empowered by the University Act of British Columbia. It is the governance body that is responsible for the academic matters as laid out in the University Act.
Senate Standing Committee on Academic Planning & Priorities (SSCAPP)	The Senate Standing Committee on Academic Planning & Priorities (SSCAPP) is the standing Senate committee that reviews and recommends the approval of concept papers and full program proposals to Senate based on their fit with

	the Strategic and Academic Plans of KPU. SSCAPP also advises Senate on the priorities for implementation of new degree and non-degree programs.
Senate Standing Committee on Curriculum (SSCC)	The Senate Standing Committee on Curriculum is the standing Senate committee that reviews and recommends the approval of full program proposals and program ~~revisions~~ changes to Senate based on the curricular framework and content.
Senate Standing Committee on the University Budget (SSCUB)	The Senate Standing Committee on University Budget is the standing Senate committee that advises Senate and its committees on the budgetary implications of matters within the jurisdiction of Senate and its committees, including concept proposals for new educational, research or other programs or initiatives, as required by Senate and its committees.
Senate Subcommittee on Course Curriculum (SCC)	The Senate Subcommittee on Course Curriculum (SCC) is a subcommittee of SSCC with a mandate to review course outlines that require Senate approval and make recommendations to SSCC.

Appendix B – Internal Consultations

1) Academic Departments

Contact: Department Chairs, and Deans of other Faculties offering service courses

Faculty	Contact
Faculty of Arts	arts.curriculum@kpu.ca
School of Business	business@kpu.ca
Chip and Shannon Wilson School of Design	design.curriculum@kpu.ca
Faculty of Science and Horticulture	fsh.curriculum@kpu.ca
Faculty of Health	health.curriculum@kpu.ca
Faculty of Academic and Career Advancement	acadeansoffice@kpu.ca
Faculty of Trades and Technology	Lynn.Doull@kpu.ca

Proponent(s) must consult with other departments or areas of study when their courses might be recommended or required for the credential being developed or revised. It may be necessary for departments whose courses are required for a new credential to add sections of such courses, which will have a budgetary impact. If additional budget is required by other Faculties outside of the proposing Faculty, signatures of Deans from other Faculties offering service courses are required on the Budgetary Impact of Curriculum Proposal Form (Appendix D-4).

2) Office of the Provost

Contact: Provost and Vice President Academic (via Confidential Assistant to the Provost)

3) University Registrar

Contact: University Registrar

Proponent(s) confirm the credential name with the Office of the Registrar. The University Registrar is consulted on issues relating to the curriculum, university calendar, implementation date, and policies.

4) Admissions, Transfer Credit, and Graduation

Contact: Associate Registrar, Admissions, Graduation and Enrolment Services

This service area considers: the type of credential; admission requirements for the program; whether the program will be Open Intake or Limited Intake; whether the program will be offered full-time only or both full- and part-time; and, if the program is Limited Intake, if there are viable transfer pathways into the program from other institutions and from other KPU programs.

5) Registration, Records, Scheduling, Course Curriculum

Contact: Associate Registrar, Registration, Records and Scheduling

This service area considers how course prerequisites and corequisites are designed. Programs should avoid requisites that are intended to control flow through the program, and instead focus on requisites that enable student success. It considers: the effect of including course requisites for first-term courses that are not in admission requirements; whether the program is a limited or open intake program; how course demand is to be managed when part-time students move through the program

requirements; and, whether the program follows the regular academic term dates, or an alternate schedule.

6) Student Awards and Financial Assistance
Contact: Senior Director, Student Affairs

Student Awards and Financial Assistance (SAFA) will review program proposals to determine program eligibility for federal and provincial government student financial assistance programs – government student loans and grants. SAFA considers whether the program will qualify for government student financial assistance. The program proposal will be reviewed against federal and provincial program eligibility criteria focusing on items such as: entrance requirements, program and course levels (undergraduate, vocational, adult upgrading), course load, program duration, breaks in study, practice education (e.g. practicums and clinical placements), co-op and work placements.

7) KPU International
Contact: Associate Vice President, International (or designate)

8) Co-operative Education
Contact: Director, Co-op and Career Services

The Co-operative Education department will review proposals containing a Co-op Program Option to determine if the program meets the requirements for a post-secondary Co-operative Education Model in Canada. The guidelines followed are as outlined in the Accreditation Standards established by the Canadian Association for Co-operative Education in Canada (CAFCE) and are summarized within an internal document "So you want to go Co-op?" available upon request. The key areas that are considered include: how Co-op is structured within a program (work/study term sequencing), employer and program faculty commitment and an allocation for sufficient program resources.

9) Academic Advising
Contact: Manager, Academic Advising

Central Advising will examine programs from the perspective of students who will be progressing through the curriculum. It considers whether the admission requirements alone will satisfy academic prerequisites for certain courses or whether some students may need to pursue preparatory/qualifying courses. It considers whether the program is designed as an open-registration program or a selective-entry cohort model and whether students will have the ability to study full or part-time.
Note: For BA degrees only, consult with BA advisors to verify that the proposed program follows the approved BA framework.

10) Information Technology (IT)
Contact: Manager, Client Services

IT will estimate the types and cost of technology services and resources that may be required to best meet the need of the proposed program. These may include the following:

- Software installations in the student labs
- Software installations in faculty offices

- Creation of eClassrooms
- Audiovisual equipment
- Laptops
- Student lab creation
- Course delivery options (fully or partially online course delivery)
- Technology training requirements for faculty and students (myKPU, Moodle, etc.)
- Multimedia requirements

11) Library Services
Contact: University Librarian

The Library will complete the Library Impact Assessment Form (found in Appendix D) in order to estimate the types and cost of library resources that would be required to best meet the needs of students enrolled in the proposed program. These resources may include online databases, audiovisual equipment and materials, and books and journals. The assessment will include suggested guidelines and timelines. The Library will need to demonstrate either that the cost of required resources can be absorbed in the current ongoing budget or that additional funding will be investigated. The signature of the University Librarian on the Budget Impact of Curriculum Proposals Form (Appendix F) will be required if additional library resources is needed.

12) Office of University Space Administration (OUSA) and the University Space Committee (USC)
Contact: Director, University Space Administration

The OUSA and the USC will consider program proposals in the context of:

- How well they align with KPU's space policy and procedures, strategic space allocation plans, and trends and best practices in space administration and higher education.
- How effectively, efficiently and equitably space will be utilized.
- The overall implications of space usage including increased or decreased capacity of a space, and net gain or loss of usable space, and positive or negative impacts on other academic or service units.

13) Office of Teaching and Learning
Contact: Vice Provost, Teaching and Learning

Appendix C – Definition of a New Program as Defined by the Ministry of Advanced Education

Definition of a New Degree Program[6]

A new degree program is defined by one or more of the following criteria:

- An associate degree granted or provided by a private or out-of-province public institution governed under the *Degree Authorization Act*,
- a baccalaureate, master's or doctoral degree that has not been previously granted or conferred by the post-secondary institution in British Columbia, or
- a baccalaureate, master's or doctoral degree granted or conferred by the post-secondary institution in British Columbia containing one or more of the following elements:
    - a new major or field of specialization (although a new honours program in a field in which a major is currently offered will not require review);
    - an existing interdisciplinary major for which the majority of the courses are new or are substantially altered to conform to the program's objectives;
    - a joint major if one or more of the fields in the joint major is not already represented by an approved major;
    - revision of a program's major objectives resulting in significant changes;
    - a change in degree designation or credential that may be precedent-setting for the institution or the post-secondary system in the province; and,
    - significant revision of a program that warrants credential renaming.

Definition of a New Non-Degree Program[7]

A new non-degree program (except for certificate programs that do not 'ladder' into diploma or other credentials) is defined by one or more of the following criteria:

- New fields of study
- New credentials, including post-baccalaureate and post graduate certificates and diplomas
- Options developed in existing programs that will be recognized on students' transcripts
- Major program revisions that warrant an internal review or institutional approval. Determination about what constitutes a major program revision is left up to the institution.
- Programs originally established as credentials offered outside the province, but are later offered within the province by a British Columbia institution.

[6] See Section C. Definition of a New Degree Program, in page 7 of the Ministry of Advanced Education's *Degree Program Review Criteria and Guidelines (June 2010)*.

[7] See 'Proposal Guidelines for Proponent and Reviewing Institutions, in page 3 of the Ministry of Advanced Education's *On-line Non-Degree program Review Process – Overview and Proposal Guidelines (July 2008)*.

Appendix D – Forms

D-1. Institutional Analysis and Planning (IAP) Program Proposal Assessment Request Form

Program Proposal Feasibility Assessment Request Form

Please note this request form, when completed, will be part of the Concept document submitted to Senate, and part of the submission to the Ministry of Advanced Education (AVED).

Please complete each cell in the right hand column. If you have any questions, please contact IAP at <iap@kpu.ca>.

When completed, please email a copy to <iap@kpu.ca> & <lori.mcelroy@kpu.ca>.

Date assessment required *Note: IAP generally needs at least a month notice to do a feasibility assessment.*	
Name of person to contact for additional information	
OVERVIEW	
Academic unit offering proposed program *Specify Faculty and department or unit within the Faculty that will deliver the program*	
Name of proposed program *(include all related programs, such as minors)*	
Classification of Instructional Program (CIP) http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVDPage1&db=imdb&dis=2&adm=8&TVD=127939 *(Please provide a 6-digit number. Contact IAP for assistance if required)*	
Program development/~~revision~~change status *Indicate whether this is a new program or a ~~revision~~change ~~of~~ to an existing program*	
PROGRAM DESCRIPTION & STRUCTURE	
Description of discipline *In two or three sentences, provide an overview of the discipline.*	
Program description ***In approximately 300-500 words**, provide an overview of the proposed program, including:* • *its relationship to the discipline (i.e. focus of program),* • *program objectives (list 3-5), and* • *key learning outcomes (list 3-5)* *Please be specific.*	

Program concentrations *Provide an overview of the number of credits in the subject concentration(s) that will be included in the program.* ***Total** number of credits in the subject concentration (s) – please specify the subject concentration(s)* • *Number of credits in the subject concentration(s) that will be taken at the lower levels (**level 1 & 2**)* • *Number of credits in the subject concentration(s) that will be taken at the upper levels (**level 3 & 4**)* *Note: A program may have more than one subject concentration – for example, an equal number of general management/ leadership courses and supply chain management courses.* ***Optional:** If available, a list of required and elective courses for the program may be included.*	
PROGRAM INFORMATION	
Proposed credential(s) to be granted	
Expected time to complete *(in terms)*	
Total number of credits required	
Type of intake *Open intake (Faculty admission) or Limited intake (Program/cohort admission)*	
Entry options *Are there alternate ways to enter the program, such as bridging, PLAR? Y/N. If yes, please specify.*	
Laddering options *Does this program ladder from, or to, other KPU programs? Y/N. If yes, please specify.*	
Program delivery options *Please indicate Y/N for the below options. If Y, please provide a brief description (i.e. all core courses scheduled for the weekday evenings)* Part-time delivery	
Evening/weekend delivery	
Online delivery (complete or partial)	
Other alternate delivery	

Co-op education program / practicum / clinical practice, etc. available? *Y/N. If yes, please specify.*	
Community engagement / experiential learning opportunities for students? *Y/N. If yes, please specify.*	
Certification of graduates / accreditation of program? *Y/N. If yes, please name the agency and describe the standards which must be met.*	
Cost-recovery program? *Y/N. If yes, provide proposed tuition for domestic and international students.* *(If this information is not available at this stage, IAP can provide a draft assessment which will be updated upon receipt of tuition information).*	
COMPETITIVE ASSESSMENT	
Related programs at other postsecondary institutions *Please provide the name(s) of related/most closely related program(s) and institution(s)*	
Unique aspects of the program/ program strengths *Describe the unique aspects of the program (in terms of curriculum, unique experiential learning options, delivery, etc.). Why would potential students want to take the program at KPU? Please be specific.*	
STUDENT DEMAND ASSESSMENT	
Current KPU Students *Would current students at KPU be interested in the program? Y/N. If yes, what programs are those students currently in? Why would they be interested in the program?*	
Related programs at KPU *Provide the name(s) of related program(s) offered at KPU (regardless of credential), even those that the proposed program will replace.*	
Programs that could articulate with proposed program *List programs (and institution) that you anticipate could articulate with the proposed program*	

LABOUR MARKET ASSESSMENT	
Main skills graduates will have upon completion of the program *(be specific)*	
Sectors/ types of employers that would <u>most likely</u> hire new graduates *(list at least 3 and please be specific – e.g. municipal government, biotechnology firms, conservation agencies, etc.)*	
Occupations and job titles for which <u>new graduates</u> of the program would be qualified *(What jobs are the program preparing students for? Please list 5-10 specific occupations).*	

D-1a. Example for Completing the IAP Program Proposal Assessment Request Form

Program Proposal Feasibility Assessment Request Form

Please note this request form, when completed, will be part of the Concept document submitted to Senate, and part of the submission to the Ministry of Advanced Education (AVED).

Please complete each cell in the right hand column. If you have any questions, please contact IAP at <iap@kpu.ca>.

When completed, please email a copy to <iap@kpu.ca> & <lori.mcelroy@kpu.ca>.

Date assessment required *Note: IAP generally needs at least a month notice to do a feasibility assessment.*	[date]
Name of person to contact for additional information	[name, email, phone number]
OVERVIEW	
Academic unit offering proposed program *Specify Faculty and department or unit within the Faculty that will deliver the program*	Faculty of Science & Horticulture, Horticulture department
Name of proposed program *(include all related programs, such as minors)*	Horticulture Technology Diploma (without specialization)
Classification of Instructional Program (CIP) http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVDPage1&db=imdb&dis=2&adm=8&TVD=127939 *(Please provide 6-digit number(s). Contact IAP for assistance if required)*	01.0601, Applied horticulture/horticulture operations, general
Program development/~~revision~~change status *Indicate whether this is a new program or a ~~revision~~change ~~of~~ to an existing program*	New program

PROGRAM DESCRIPTION & STRUCTURE

Description of discipline *In two or three sentences, provide an overview of the discipline.*	Horticulture is the science and art of producing, improving, marketing, and using fruits, vegetables, flowers, and ornamental plants[1]. The discipline of Horticulture is very diverse in its activities and includes incorporating plants for food (fruits, vegetables, mushrooms, culinary herbs) and non-food crops (flowers, trees & shrubs, turf-grass, hops, grapes, medicinal herbs), plant conservation, landscape restoration, landscape & garden design/construction/maintenance, and horticultural therapy.[2] The focus of KPU's Horticulture Technology programs are production (mostly protected cover or greenhouse) of flowers (cut and potted), vegetables, and bedding plants (annuals/perennials for gardens). KPU supports all areas of landscaping: construction of hardscape (decks, fences, paths, patios, walls), design of gardens, irrigation and drainage skills, garden planting and maintenance. The Turf grass program supports all aspects of golf course and playing field installation and maintenance. Our students also take business courses and learn about pest management (plant health).

[1] http://www.ashs.org/?page=horticulture
[2] http://www.horticulture.org.uk/page.php?pageid=576

Program description ***In approximately 300-500 words**, provide an overview of the proposed program, including:* • *its relationship to the discipline (i.e. focus of program),* • *program objectives (list 3-5), and* • *key learning outcomes (list 3-5)* *Please be specific.*	The Horticulture Technology diploma without specialization is the fourth option grouped within the Horticulture Technology diploma program. This additional credential will be supported by the existing course offerings within the Horticulture Department, the School of Business and Faculty of Arts. A core group of 33 credits are prescribed and 30 credits are HORT electives. The other three Specialization course progressions are much more prescribed and focused on a specific horticulture employment sector (production, landscape, or turf management). The proposed fourth option (no specialization) allows study in a broad range of horticulture topics and applied skills. The main program goal for the Horticulture Technology Diploma program without specialization is to offer a program that is academically sound, but also delivers a flexible range of horticulture skills that fit each student's needs. As the horticulture sector evolves with society in British Columbia and beyond, career opportunities will change and broaden. Offering a flexible program that can support these changes immediately will allow students to pursue their own personal learning objectives. Therefore, the program objectives are as follows: • Provide the framework for students to plan and complete a breadth of study that supports knowledge and skill competency in horticulture and related industries • Allow a reasonable level of flexibility in course selection, to enable students to design a broad program of personalized study • Support specific career goals that are not addressed by the current Specializations offered • Facilitate transfer students from horticulture foundation programs who wish to enroll in the Horticulture Technology Diploma program by maximizing the number of credits that can be applied to this credential • Encourage students to sample upper level HORT course offerings providing the course prerequisites are satisfied. The program learning outcomes for the Horticulture Technology Diploma program without specialization are as follows. i. Demonstrate a breadth of study and applied skill that supports competency in horticulture and related industries ii. Manage plant systems iii. Install, construct or maintain facilities that support plant growth iv. Develop plant health skills in identification and control strategies Apply business skills including finance, communications, and supervision

Program concentrations *Provide an overview of the number of credits in the subject concentration(s) that will be included in the program.* ***Total** number of credits in the subject concentration (s) – please specify the subject concentration(s)* • *Number of credits in the subject concentration(s) that will be taken at the lower levels (**level 1 & 2**)* • *Number of credits in the subject concentration(s) that will be taken at the upper levels (**level 3 & 4**)* *Note: A program may have more than one subject concentration – for example, an equal number of general management/ leadership courses and supply chain management courses.* ***Optional:** If available, a list of required and elective courses for the program may be included.*	**Total program credits in Horticulture:** 54 credits of Horticulture courses (63 total program credits) • **Program credits in Horticulture, Level 1 & 2:** 54 credits out of 63 • **Program credits in Horticulture, Level 3 & 4:** Not applicable

PROGRAM INFORMATION

Proposed credential(s) to be granted	Horticulture Technology Diploma
Expected time to complete *(in terms)*	2 years full time study
Total number of credits required	63 credits
Type of intake *Open intake (Faculty admission) or Limited intake (Program/cohort admission)*	This is an open intake program.
Entry options *Are there alternate ways to enter the program, such as bridging, PLAR? Y/N. If yes, please specify.*	No: Students will enter at Year 1 only.

Laddering options *Does this program ladder from, or to, other KPU programs? Y/N. If yes, please specify.*	Students that complete the General Studies Specialization will require bridging courses to declare and move directly into the third year program of one of the Bachelor of Horticulture Science Majors (Plant Health or Urban Ecosystems). Bridge BIOL 1110 (prerequisite: English 12 (B) or equivalent) CBSY 1105 ENGL 1100 (prerequisite: English 12 (B) or equivalent)** ENVI 1106 (prerequisites: Chemistry 11 (C+) and Pre-calculus 11 (C) or equivalents) **ENGL 1100 can be selected as part of the Horticulture Technology Diploma Program General Studies Specialization providing that the course prerequisite is met. Students can also apply up to 43 credits to the Bachelor of Business Administration in Entrepreneurial Leadership degree if care is taken to select appropriate business courses for the General Studies Specialization.
Program delivery options *Please indicate Y/N for the below options. If Y, please provide a brief description (i.e. all core courses scheduled for the weekday evenings)* Part-time delivery	Yes: Students can take all of this program credential part time.
Evening/weekend delivery	Yes: Several core courses that do not require outdoor study are offered in the evening (4:00 to 9:00 pm). There are no weekend classes scheduled.
Online delivery (complete or partial)	No
Other alternate delivery	No
Co-op education program / practicum / clinical practice, etc. available? *Y/N. If yes, please specify.*	No
Community engagement / experiential learning opportunities for students? *Y/N. If yes, please specify.*	Yes: Students will gain hands-on experience to develop gardening skills and landscape design, operate machinery in the School of Horticulture Field Lab, perform basic horticulture crop operations in the School of Horticulture greenhouse, have field trip to horticultural industry operations and receive paid-work experience in the horticulture industry.
Certification of graduates / accreditation of program? *Y/N. If yes, please name the agency and describe the standards which must be met.*	No
Cost-recovery program? *Y/N. If yes, provide proposed tuition for domestic and international students.* *(If this information is not available at this stage, IAP can provide a draft assessment which will be updated upon receipt of tuition information).*	No

COMPETITIVE ASSESSMENT	
Related programs at other postsecondary institutions *Please provide the name(s) of related/most closely related program(s) and institution(s)*	UFV – Horticulture Crop Production and Protection Certificate (transfers into the Agriculture Technology Diploma) TRU – Horticulture Certificate Camosun – Horticulture Technician Certificate NIC – Landscape Horticulture Fundamentals Certificate VIU – Horticultural Technician Certificate
Unique aspects of the program/ program strengths *Describe the unique aspects of the program (in terms of curriculum, unique experiential learning options, delivery, etc.). Why would potential students want to take the program at KPU? Please be specific.*	KPU is the only education institution in BC that offers a complete horticulture diploma program. All other programs are one year in length (most Foundation Programs supported by ITA). These one year programs can often ladder into diploma programs at the same institution. However, the second year emphasis is in business (TRU) or animal agriculture (UFV). KPU has the broadest and most comprehensive horticulture knowledge and applied skill education offerings which support the production, landscape and turf industry sectors.
STUDENT DEMAND ASSESSMENT	
Current KPU Students *Would current students at KPU be interested in the program? Y/N. If yes, what programs are those students currently in? Why would they be interested in the program?*	Rationale for offering a diploma program without specialization in addition to the three specializations already available within the Horticulture Technology Diploma program is outlined below. 1. The proposed option allows students to customize their study horticulture within a flexible framework. Required lower level courses will ensure that each student receives the same common core as do all of the students enrolled in the Horticulture Technology Diploma or the Bachelor of Horticulture Science (There are two course exceptions for the latter.). 2. The proposed option allows a broad base of study that could be used as a platform for degree studies. Most of the 63 credits accumulated for the Horticulture Technology Diploma General Studies Specialization can be applied the one of the two Bachelor of Science Degree Majors, Plant Science and Urban Ecosystems with an 11 credit bridge. Many of the credits can be applied to the BBA in Entrepreneurial Leadership. 3. The proposed option supports students who transfer from other institutions that offer horticulture foundation programs as the transfer credits can be applied more efficiently. The Horticulture Technology diploma program without specialization provides a graduation credential for students who do not follow a prescribed course progression. Students now enter the Faculty of Science and Horticulture as undeclared and may not select a Specialization before accumulating a large number of credits. Most or all of the HORT credit could be applied to this graduation credential.

Related programs at KPU *Provide the name(s) of related program(s) offered at KPU (regardless of credential), even those that the proposed program will replace.*	Yes: As mentioned previously in the Request Form, this new credential augments the choice available for horticulture students that wish to graduate with a broader topic and applied skill diploma credential. Students can also easily ladder into three degree program options. Students taking the diploma program without specialization will enroll in existing course sections offered. Additional sections may be added.
Programs that could articulate with proposed program *List programs (and institution) that you anticipate could articulate with the proposed program*	From KPU: • UFV's Bachelor of Business Administration for Agriculture Management To KPU: • TRU's Horticulture certificate • UFV's Horticulture Crop Production and Protection certificate
LABOUR MARKET ASSESSMENT	
Main skills graduates will have upon completion of the program *(be specific)*	The main skills that graduates will acquire through proscribed courses are: • Manage plant systems • Install, construct or maintain facilities that support plant growth • Develop plant health skills in identification and control strategies • Apply business skills including finance, communications, and supervision Additional skills will depend on the HORT electives chosen by the student.
Sectors/ types of employers that would <u>most likely</u> hire new graduates *(list at least 3 and please be specific – e.g. municipal government, biotechnology firms, conservation agencies, etc.)*	Government (parks and recreation departments), landscape companies, non-profit agencies, and garden centres, privately owned golf course, greenhouse vegetable or flower growers and nursery plant producers and service and supply companies that support the horticulture sector.
Occupations and job titles for which <u>new graduates</u> of the program would be qualified *(What jobs are the program preparing students for? Please list 5-10 specific occupations).*	Parks and recreation technician, greenhouse or nursery crop grower, softscape installer, retail and wholesale representative, and landscape designer, golf course assistant superintendent, arborist, plant health monitor, and horticulture product sales representative

D-2. Library Impact Assessment

Please attach this form to the concept paper.

Kwantlen Polytechnic University

Library Impact Assessment
Support for Program Proposal/~~Revision~~Change

Name of Program **Date**

_____ _____

Summary of Start-up and Subsequent Costs:

Total Estimated Start-up Costs (one time):
- Reference Materials
- Monographs
- Audio-visual Materials
- Subtotal: _____

Total Estimated Annual Costs (on-going):
- Periodicals
- Databases and Indexes
- Subtotal: _____

TOTAL: _____

Assessment Prepared by:

_____ _____
SSCC Liaison Librarian **Date**

Assessment Reviewed by:

_____ _____
University Librarian **Date**

I support this collection assessment: Yes ☐ No ☐*

Program Developer:

_____ _____
Name/Title **Date**

**Please provide reasons for non-support of assessment*

D-3a. Degree Concept Form

KWANTLEN POLYTECHNIC UNIVERSITY

CONCEPT PAPER

(Insert Proposed Degree Program Name)

This form is to be used for proposed degree programs that are going to Senate for approval. Please submit the completed concept paper, including all supplementary documentation, to the Vice Chair of Senate with a copy to the Executive Secretary to Senate. For more information on how to complete this concept form, or to submit a completed concept paper for approval by Senate and the Board, please contact the Vice Chair of Senate.

Please include the following completed documents:

- ☐ Budgetary Impact of Curriculum Proposal Form
- ☐ Cost and Revenue Form
- ☐ Institutional Analysis and Planning Program Feasibility Assessment Request Form
- ☐ Library Impact Assessment
- ☐ Ministry of Advanced Education Stage 1 Review for New Degree Proposals Template, including Feasibility assessments provided by Institutional Analysis and Planning **(Note: For new Minors without a cognate Major, the Stage 1 Review Template is not required. However, the Institutional Analysis and Planning Program Feasibility Assessment Report is still required.)**

CONTACT INFORMATION

Faculty:			
Department:			
Developer:		Phone:	
		Email:	
Dean:		Phone:	
		Email:	

PROGRAM INFORMATION

Name of proposed program *(include all related programs, such as minors)*:	

SUMMARY OF THE PROPOSED PROGRAM (Required only for new Minors without a cognate Major)

Please provide a brief summary of the proposed program (250 words max):

ALIGNMENT WITH KPU MISSION AND MANDATE, VISION 2018 AND ACADEMIC PLAN 2018 (Required only for new Minors without a cognate Major)

Please provide evidence of how the proposed program aligns with KPU's Mission and Mandate, Vision 2018, and the Academic Plan 2018 (250 words max):

PROPOSED IMPLEMENTATION SCHEDULE

Please provide the intended implementation schedule for the new program. Please include evidence of the appropriateness of the schedule, given the timing of the proposal and readiness of the institution to offer the program. (250 words max)

D-3b. Non-Degree Concept Form

KWANTLEN POLYTECHNIC UNIVERSITY

CONCEPT PAPER

(Insert Proposed Non-Degree Program Name)

This form is to be used for all proposed non-degree programs that are going to Senate for approval. Please submit the completed concept form, including all supplementary documentation, to the Vice Chair of Senate with a copy to the Executive Secretary to Senate. For more information on how to complete this concept form, or to submit a completed concept paper for approval by Senate and the Board, please contact the Vice Chair of Senate.

Please include the following completed documents:

- ☐ Budgetary Impact of Curriculum Proposal Form
- ☐ Cost and Revenue Form
- ☐ Institutional Analysis and Planning Program Feasibility Assessment Request Form
- ☐ Institutional Analysis and Planning Program Feasibility Assessment Report
- ☐ Library Impact Assessment

CONTACT INFORMATION

Faculty:			
Department:			
Developer:		Phone:	
		Email:	
Dean:		Phone:	
		Email:	

PROGRAM INFORMATION

Name of proposed program *(include all related programs, such as minors)*:	

SUMMARY OF THE PROPOSED PROGRAM

Please provide a brief summary of the proposed program (250 words max):

ALIGNMENT WITH KPU MISSION AND MANDATE, VISION 2018 AND ACADEMIC PLAN 2018

Please provide evidence of how the proposed program aligns with KPU's Mission and Mandate, Vision 2018, and the Academic Plan 2018 (250 words max):

PROPOSED IMPLEMENTATION SCHEDULE

Please provide the intended implementation schedule for the new program. Please include evidence of the appropriateness of the schedule, given the timing of the proposal and readiness of the institution to offer the program. (250 words max)

D-4. Budgetary Impact of Curriculum Proposal Form

Budgetary Impact of Curriculum Proposals

From: **Date:**

Dept./Program:	Faculty:
Phone:	E-mail:

Program(s)/Course change(s) that this form applies to:
(one form may be used for multiple changes with similar budgetary impact)

Indicate the budgetary impact or implications of the proposed curriculum changes and provide a brief explanation of additional resources, if required (please attach if lengthy):
(Please contact Financial Services at Budget.Acctng@kpu.ca for assistance with completing this form.)

Select from one of the following two choices:

☐ NO. The Faculty does NOT require additional budget to implement the proposed curriculum changes.

☐ YES. Additional budget IS required to implement this curriculum change. A brief explanation is requested.

- ☐ Additional budget is required by the proposing Faculty.
- ☐ Additional budget is required by other Faculties outside of the proposing Faculty. Signatures of Deans from other Faculties offering service courses are required.

Signature of Department Chair: _____ Date: _____

Signature of Faculty Council Chair: _____ Date: _____

Signature of Faculty Dean: _____ Date: _____

Signature of Deans Offering Service Courses: _____ Date: _____

_____ Date: _____

Signature of University Librarian _____ Date: _____
(if additional library resources required)

Signature from Financial Services: _____ Date: _____

Signature of Provost: _____ Date: _____
(mandatory for all new program proposals and for significant curriculum changes that may have a budgetary impact)

Signature from Polytechnic
University Executive: _____ Date: _____
(mandatory for all new program proposals)[1]:

[1] Please note that new programs include degrees and non-degree programs that are under the purview of the Senate.

D-5. Cost and Revenue Form

Cost and Revenue Form

Please provide a copy of the completed Cost and Revenue Form to Budget Accounting: Budget.Acctng@kpu.ca

Assumptions and Key Data

Please complete the following tables to provide assumptions and information used to prepare program costing.

Enterable cells
Non-data enterable

Cohort/Class Assumptions

	Domestic Students	International Students	Total
Tuition Fee Category per credit			
Tuition per credit (existing courses)			
Tuition per credit (new courses)			
Total Program credits by Student			
Cohort/Class size (Max)			
Student Mix (total will calculate)			0
Utilization rates (will auto-populate)	#DIV/0!	#DIV/0!	#DIV/0!
Attrition rates			

*Should add to the total core and service credits identified in tables below

Faculty and Service Course Assumptions

# of Faculty FTE required to teach Core (Non-Service) Courses	

*should add to the total in "Faculty FTE Needed pere course section" below

Comments and Assumptions

Summary of Program Information by Course:

Core Program Courses - Delivered by Program Faculty

Course title	# of Credits	Class Size Maximum	Domestic Tuition Rate per Credit	Student Mix (Domestic /International)	Faculty FTE Needed per Course Section	Staff/ Support needed per Course Section
Insert rows as necessary						

Service Courses - Listed below included # of sections required

Course Name	# of Credits	# of Sections required
Insert rows as necessary		

1. A) Academic Non-recurring estimated start-up costs (e.g. equipment costs/other)

Academic non-recurring estimated start-up costs

Item	No. of Items	Year 1	Year 2	Year 3	Year 4	Stable State	Comments (where relevant or helpful please include notes about what is included in costs)
Program Development Curriculum Development (can be costs related to externally or internally developed materials) Staff- PD/Enrichment Marketing - Start-up							
Sub-total	**0**	**0**	**0**	**0**	**0**	**0**	

Capital Costs (Equipment and Renovations)

Item	No. of Items	Year 1	Year 2	Year 3	Year 4	Stable State	Comments (where relevant or helpful please include notes about what is included in costs)
Sub-total	**0**	**0**	**0**	**0**	**0**	**0**	

Total Non-recurring Costs

Item	No. of Items	Year 1	Year 2	Year 3	Year 4	Stable State
Academic Non-recurring	0	0	0	0	0	0
Capital Costs	0	0	0	0	0	0
Total Non-recurring Costs	**0**	**0**	**0**	**0**	**0**	**0**

On-going Costs

Operating Costs - Variable and Fixed Costs

Item	No. of Items	Year 1	Year 2	Year 3	Year 4	Stable State	Comments (where relevant or helpful please include notes about what is included in costs)
Direct Program Costs							
Faculty							
Required Service Courses							
Advisor							
Ongoing Research Costs							
Travel							
Professional Development							
Supplies							
Other							
Administrative Support (Program Specific - costs that would not be captured by existing resources or in Overhead)							
* if the expectation is that program needs can be met with existing resources please include this assumption in comments							
Lab Operating Costs -Salary							
Lab Operating Costs -Non-Salary							
Specialized IT (software/hardware)							
Specialized IT Support							
Library (see Library Assessment Template - Appendix B)							
Marketing - Ongoing specific to Program							
Other							
Total Operating Costs							

Revenue Generating Activities
For Revenue Based Activities as described in Policy E. 13 an Overhead Allocation should also be calculated on Total Operating Costs. Please refer to the policy for the appropriate overhead rate.
Total Overhead Allocation based on Policy E.13 - Financial Structure of Revenue Based Activities
Total Operating Costs including Overhead

Summarize costs identified in Appendix A Internal Consultations, not including Library costs

***Explain required service courses**

Revenues

Total Expected Program Revenues

Please refer to the Appendix which provides guidance on calculating revenues per course. This guidance can be repeated for each course making up the program and totaled to estimate total program revenues

Item	No. of courses included	Year 1	Year 2	Year 3	Year 4	Stable State	Comments (where relevant or helpful please include notes about what is included in revenues)
Domestic Tuition Revenues							
International Tuition Revenues							
Material Fees							
Other Revenues							
Total Revenues							

Cost and Revenue Form - Instructions and Commonly Used Assumptions

Revenues and Expenses Associated with Delivery of Service Courses:
Please include all additional revenues associated with the introduction of this program. New programs may include service courses or existing courses already offered by KPU . Please review the following guidance to determine whether revenues and expenses associated with these existing courses should be included in the Financial Template. As a general rule net new revenues and expenses should be captured.

Service Course Revenue Assumptions:
If your assumption is that if KPU did not offer this program, students would go to another institution please include the tuition revenue generated by students in service courses (include only the students associated with the program and not all student tuition fee revenue for the service course). However, if your assumption is that students would enroll in the service courses at KPU regardless of whether the program is offered please do not include either the costs or revenues associated with program students enrolling in service courses.

If you have assumed that the introduction of this program will result in additional students enrolling in service courses and thus generate new revenues please consider whether the students can be accommodated within existing sections offered or whether an additional service course section will be offered to accommodate a cohort of students from the new program being proposed.
-If one additional section of a service course is needed please consider both the additional revenues and expenses related to the section.
-If the new students can be accommodated with existing sections please consider only additional revenues.

On-going Operating Costs

Salaries and Benefits:

Faculty:
When estimating Instructional and time-release Faculty costs, consideration should be given to whether Faculty will be Regular, NR1 or NR2 and rates should be used appropriately. Please refer to the current Faculty pay scales:

Regular and NR2
NR1 -Hourly

Staff:
When estimating staff support please use the current BCGEU pay scale.

Benefits:
In addition to considering the salary expense related to instruction, time release and staff support, estimates should also include benefit expense which is a function of salaries. As a general rule 25% can be used to estimate the cost of benefits.

Revenues

When estimating the tuition revenues for each new course or additional service course section that would be offered please consider the following inputs. These steps can be repeated for each course being considered as part of the program to determine the total expected revenues generated by the program.

These steps/ information can be repeated for each course being considered as part of the program to determine the total expected revenues generated by the program.						
Course Class Size Maximum:						
Course Credits:						
Material fee per student (if relevant):						
	Year 1	**Year 2**	**Year 3**	**Year 4**	**Stable State**	**Calculation Instructions/Comments**
Student Utilization						If the expectation is that student utilization will improve over time please reflect this
Course Tuition rate per credit:	Refer to By-Law 4 for current year rates					
	Year 1	**Year 2**	**Year 3**	**Year 4**	**Stable State**	
Domestic						Can assume 2% increase in tuition fees each fiscal year and each fiscal year thereafter.
International						International tuition is $550 per credit in Fiscal 2015/16. Can assume 2% increase each fiscal year thereafter.
Student Mix	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Stable State**	
Domestic						
International						
Total Students:	**0**	**0**	**0**	**0**	**0**	Total domestic students + total International Students should equal Course Class Size Maximum * Student Utilization Rate
Total Revenues for Course (can repeat these steps for each course offered as part of the program)						
Item	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Stable State**	
Domestic Tuition Revenues						# of Domestic students * Tuition category for domestic students * number of course credits
International Tuition Revenues						# of International students *International Tuition per credit * number of course credits
Material Fees						# of total students * material fee per student
Other Revenues						
Total Revenues	**0**	**0**	**0**	**0**	**0**	Sum of all of the above revenue sources

D-6. Curriculum Consultation Forms

KPU Curriculum Consultation Forms

For Category 1 Curriculum Proposals

Instructions

1. These forms are to be completed for Category 1 Curriculum Proposals as defined below.

2. A **KPU Curriculum Consultation Request** form (on page 2) must be completed by each consultant that the curriculum proposal may impact.

3. The **KPU Curriculum Consultation Report** form (on page 3) must be completed and appended to the program ~~revision~~ change form or full program proposal form that is submitted to the Senate Standing Committee on Curriculum. Please include the signed memos from the list of consultants.

Category 1 Curriculum Proposals

Category 1 curriculum proposals include new courses or cases in which an existing course or program is subject to substantive and extensive change. The following cases are considered Category 1 proposals:

- A new program
- A new course (not part of a full program proposal or program ~~revision~~ change under consideration)
- A change to an existing course or program that affects Faculties outside of the proposing Faculty
- A change to an existing course or program that engenders budgetary implications beyond the available resources of the proposing Faculty
- Reinstating a discontinued course
- Creation of a new subject code
- Discontinuance or suspension of a program
- Discontinuance of courses where other Faculties are impacted
- A program or credential name change
- Any case that, upon review, is considered to be Category 1 in the opinion of the Vice Chair of Senate.

(Category 2 curriculum proposals concern less substantive changes to existing courses and programs than the changes described in Category 1 above. These include minor ~~revisions~~ changes to an existing program that do not have a budgetary impact and do not impact Faculties outside of the proposing Faculty. The completion of the Curriculum Consultation Forms, the Budgetary Impact of Curriculum Form, or the Cost and Revenue Form is not required for Category 2 curriculum proposals.)

N.B. New programs and program ~~revisions~~ changes include degree and non-degree programs that are under the purview of the Senate.

KPU Curriculum Consultation Request

For Category 1 Curriculum Proposals

To:

Name:	Date:
Dept./Program:	Faculty:

From:

Name:	Dept./Program:
Faculty:	Phone:
E-mail:	

We are proposing a new program and/or curriculum changes for the following courses or programs as detailed on the attached form(s).

Course Number or Program Name:

We anticipate that you may have some interest in these proposals and we would appreciate receiving your comments on this form.

PLEASE RESPOND NO LATER THAN:	

Response

( ) We support the Proposal. ( ) We have no interest in the proposal.

( ) We **DO NOT** support the Proposal (Reasons must be listed below or appended.).

Comments (Please type or print):

Respondent:

Name:	Dept./Program:
Faculty:	Phone:
E-mail:	

N.B. The originator should also send a copy of this form to the Chair or Coordinator of the Department/Program consulted, and to the Dean or Associate Dean of the Faculty consulted.

KPU Curriculum Consultation Report

For Category 1 Curriculum Proposals

This form should be appended to the full program proposal or program ~~revision~~ change form.

Faculty:	Department:	Date: (dd / mm / yy)

Name of Course or Program:

Has the Budgetary Impact of Curriculum Proposals form been submitted?

☐ YES.

☐ NO. A brief explanation is required.

Consultations:
List consultants, attach their signed memos, and include below your responses to any questions that they raised.

Name	**Dept./Program**	**Faculty**
1.		
Response:		
2.		
Response:		
3.		
Response:		
4.		
Response:		
5.		
Response:		
6.		
Response:		

D-7. Program ~~Revision~~ Change Form

Program ~~Revision~~ Change Form

v. ~~2016~~yyyy-~~Nov~~mmm-~~21~~dd

This form is to be used for:

- changes to any Senate-approved degree and non-degree programs at KPU
- addition of Honours designation to a Major program currently offered at KPU
- creation of a Minor degree for which a cognate Major program is currently offered at KPU ~~all Senate-approved degree and non-degree program revisions at KPU.~~

~~–~~For more information on how to complete this form, please contact the Chair of the Senate Standing Committee on Curriculum (SSCC).

If there are new, revised, or discontinued course outlines associated with the ~~program revision~~proposal, ~~the~~ this completed ~~program revision~~ form should be submitted along with~~(and~~ the associated course outlines~~) should be submitted~~ to Senate@kpu.ca at least 15 days before the Senate Subcommittee on Course Curriculum (SCC) meeting.

If there are no course outlines associated with the ~~program revision~~proposal, ~~then the~~this completed ~~program revision~~ form should be submitted to Senate@kpu.ca at least 15 days before the SSCC meeting.

Faculty:	
Program Name:	
Department:	
Effective date:	Notes: *If you are requesting a change to **admission** requirements, Senate approval is required by the October of the preceding academic year (prior to the start of the first application cycle for the academic year). If you are requesting a change to **declaration or curricular** requirements, approval is required no later than the April meeting of Senate preceding the academic year.*

Dean/Associate Dean:	
Chair/Coordinator:	
Submission Date:	

Consultations	**Consultation Date**	**Person Consulted**
Office of the Provost:		
Vice Chair of Senate:		
Office of the Registrar:		
Other(s)* (if applicable):		

** For more complex consultations, please attach the Curriculum Consultation Forms. If you have any inquiries regarding the completion of the above Consultations section or the Curriculum Consultation Forms, please contact the Chair of the Senate Standing Committee on Curriculum.*

	Date on which this ~~program revision~~proposal was approved.
Faculty Curriculum Committee:	
Faculty Council (if required):	*(Not needed if the Faculty Curriculum Committee has delegated authority to approve program revisions on behalf of their Faculty Council.)*
SSC on Curriculum:	
SSC on University Budget (if required):	
SSC on Academic Planning and Priorities (if required):	
Senate:	

Proposed Change(s):	
Rationale:	
URL(s):	*(Insert all applicable URLs from the current Calendar.)*

Impact on Students:	**Check all that apply**: ☐ The ~~revisions~~ changes alter the admission, declaration or continuance requirements *If yes, provide both the current calendar entry and new calendar entry in full (see below).* ☐ The ~~revisions~~ changes alter the curricular requirements *If yes, provide both the current calendar entry and new calendar entry in full (see below).* ☐ The ~~revisions~~ changes change the total number of required credits *If yes, state the current number of total credits:*_____ *and proposed number of total credits:* _____ ☐ The ~~revisions~~ changes introduce new, revised or discontinued courses *If yes, indicate the SCC approval date you are aiming for:*_____ ☐ The ~~revisions~~ changes alter the credential awarded *If yes, indicate the proposed credential:*_____

KPU

Program ~~Revision~~ Change Form

v. ~~2016~~yyyy-~~Nov~~mmm-~~21~~dd

Current Requirements with Proposed Changes *(Cut and paste the relevant section(s) in full from the current Calendar website. Use track changes to show the proposed changes.)*	**New Requirements** *(Provide a clean copy to show how the new Calendar entry will appear. List courses in alpha/numeric order.)*

D-8. Ministry's "Determination of a New Degree" Form

This form can be downloaded from the Ministry of Advanced Education's website at the following link:

http://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/psips/determination_of_new_degree_-_template.docx

~~http://www.aved.gov.bc.ca/degree-authorization/psips/docs/Determination%20of%20New%20Degree%20-%20Template.docx~~

Determination of a New Degree Program

Please complete the following template and attach:

- evidence of the institution's internal approval for the new option;
- existing and proposed calendar descriptions of courses; and
- a brief explanation of how the courses and curriculum will be integrated to contribute to the program's goals.

For additional information, please see "Determination of a New Degree Program," page 9 of the Degree Program Review – Criteria and Guidelines (http://www.aved.gov.bc.ca/degree-authorization/documents/degree-program-criteria.pdf).

Degree Nomenclature

Current:

Proposed:

Goals

Current:

Proposed:

Targeted Learners

Current:

Proposed:

Educational Outcomes

Current:

Proposed:

	Number of Courses	Number of Credits
Existing program courses and course credits:		
Program Course Changes		
New courses designed for proposed program:		
Existing courses new to proposed program:		
New Required courses:		
New Elective courses:		
Deleted Required courses:		
Deleted Elective courses:		
Courses previously Elective now Required:		
Courses previously Required now Elective:		

Number of Credits Required for Graduation:

Current:

Proposed:

. . . See next page

Proposed Program Structure

(Please add or delete lines and years as necessary):

	Course no. / Name / No. of Credits	Existing Course? (Y/N)	New Course? (Y/N)	Comments
Year 1	***Required***			
	Electives: Choice of [number]:			
	•			
	•			
	•			
Year 2	***Required***			
	Electives: Choice of [number]:			
	•			
	•			
	•			
Year 3	***Required***			
	Electives: Choice of [number]:			
	•			
	•			
	•			
Year 4	**Required**			
	Electives: Choice of [number]:			
	•			
	•			
	•			

D-9. Degree Full Program Proposal Form

(This is an existing Senate-approved form that was developed based on Ministry guidelines.)

The Full Program Proposal Form (Degrees)

The *Full Program Proposal Form* emerged from the *Degree Program Review Criteria and Guidelines* document that is available on the Ministry of Advanced Education's website. The full outline for suggested content for completing the form can be found in Section IV of the *Degree Program Review Criteria and Guidelines:*

http://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/psips/degree_program_review_criteria_and_guidelines.pdf
~~*http://www.aved.gov.bc.ca/degree-authorization/psips/docs/Degree%20Program%20Review%20Criteria%20and%20Guidelines.pdf*~~

When making a submission for Senate approval, please include the following completed documents for all new programs proposals:

- ☐ Full Program Proposal Form
- ☐ Curriculum Consultation Forms
- ☐ IAP feasibility assessment report (if this was not previously submitted with the Concept Paper)

For program ~~revisions~~ changes that the Ministry deemed as substantive and requires the submission of a full program proposal (FPP), please also include the following completed forms:

- ☐ IAP feasibility assessment report (when the previous FPP is more than 5 years old)
- ☐ Budgetary Impact of Curriculum Proposal Form (if the proposal has a budgetary impact)
- ☐ Cost and Revenue Form (if the proposal has a budgetary impact)

Full Program Proposal

Bachelor of (insert type)
Major in (insert discipline)

Department of (insert name)

Faculty of (insert name)

Kwantlen Polytechnic University

(Insert date)

Table of Contents

Part 1 - Executive Summary (2 – 3 pages in length)..... 1
Part 2 – Degree Content 3
Curriculum Design..... 4
Program Delivery 4
Admission Requirements 4
Faculty 4
Program Resources 4
Program Consultation 5

Part 1 - Executive Summary (2 – 3 pages in length)

The Executive Summary must present, in a succinct manner, the purpose of the proposal and a summary of the key objectives and outcomes of the proposed degree program and must include the following information:

a) An overview of the organization's history, mission and academic goals

Established by the government of British Columbia as a community college for the South Fraser Region in 1981, as a university college in 1995, and as a polytechnic university in 2008, Kwantlen Polytechnic University (KPU), has four campuses located in the Metro Vancouver region of British Columbia. KPU offers bachelor's degrees, associate degrees, diplomas, certificates and citations in more than 120 programs spanning diverse educational areas: trades, vocational, preparatory, academic and professional. Designated as a Polytechnic University in 2008, KPU continues to prepare its students for successful careers as well as helping them develop the skills and critical awareness to be responsible citizens and community leaders. Almost 20,000 students annually attend courses at KPU campuses in Surrey, Richmond, Langley and Cloverdale.

As a regional polytechnic university that focuses on teaching and learning, KPU currently offers a range credentials, many of which are completely unique, to successfully meet the evolving needs of regional and global employment markets. As a leader in innovative education, KPU creates relevant and engaging programs that integrate a broad-based university education, community service opportunities, undergraduate and applied research experience, and essential skills practice. The learning culture at KPU is learner-focused, academically rigorous, innovative, interdisciplinary and socially responsible. Students at KPU have the opportunity to bridge certificate and diploma credentials into bachelor's degrees, creating the option of academic and professional enhancement of applied and technical programs.

Arising from its commitment to serve the Fraser Region, KPU offers all learners, regardless of background and preparation, and from across the country and abroad, opportunities to achieve the highest standards of academic performance. Access and support services, multiple entry points, and bridging programs are examples of this commitment. Transition programs, international education, workplace experiences and continuing education are also part of Kwantlen's commitment to lifelong learning across a broad range of educational options.

Our university culture is based on critical inquiry, collegial debate, knowledge generation, freedom of expression, diversity, and environmental stewardship and sustainability.

Strategic Plan: *KPU Strategic Plan 2013-2018, Vision 2018*
Academic Plan: *KPU Academic Plan 2018*

b) *Proposed credential to be awarded, including the level and category of the degree and the specific discipline or field of study*

[Bachelor of (insert name of program) Major.]

c) *Location*

The (insert name of program) program will be offered on Kwantlen's (insert campus).

d) *Faculty(ies) or school(s) offering the proposed new degree program*

The Department of (insert name of department), Faculty of (insert name of faculty), will be offering the proposed (insert name of program) degree.

e) *Anticipated program start date*

The anticipated start date of the program is (insert date)

f) *Anticipated completion time in years or semesters*

Students engaged in full-time study will be able to complete the (insert name of program) in (insert no. of years) or (insert no. of semesters).

g) *A summary of the proposed program*

Key features of the (insert name of program) degree include the following:

(*In one or two paragraphs, highlight relevant program material in relation to*:)

- *Aims, goals, objectives of the proposed program*
- *Anticipated contribution of the proposed program to KPU's mandate and strategic plan*
- *Linkages between learning outcomes and the curriculum design, an indication whether a work experience/work place term is required for degree completion, and if so a description of the purpose and role of the work experience within the program*
- *Potential areas/sectors of employment for graduates, opportunities for further study*
- *Delivery methods*
- *Program strengths*

- *An overview of the level of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable, and plans for admissions and transfer within the British Columbia post-secondary education system*

- *Related programs in the institution or other British Columbia post-secondary institutions. Indicate rationale for duplication, if any.*

h) *Name, title, phone number and e-mail address of the institutional contact person in case more information is required*.

Name, Title, Department/Faculty

(insert email address)

(insert phone number)

Part 2 – Degree Content

(Expand on each of the following:)

- *Aims, goals, and or objectives of the proposed program*

- *Anticipated contribution of the proposed program to the mandate and strategic plan of the institution*

- *Linkages between the learning outcomes and the curriculum design, an indication whether a work experience/work place term is required for degree completion, and if so a description of the purpose and role of the work experience within the program*

- *Potential areas/sectors of employment for graduates and/or opportunities for further study*

- *Delivery methods*

- *Program strengths*

- *An overview of the level of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable, and plans for admissions and transfer within the British Columbia post-secondary education system*

- *Related programs in the institution or other British Columbia post-secondary institutions. Indicate rationale for duplication, if any.*

Curriculum Design

a) *List the required courses, and indicate which courses are new/to be developed.*

b) *In an appendix, list the courses along with their calendar description and prerequisites.*

Program Delivery

a) *Explain the learning methodology/methodologies to be used.*

Admission Requirements

a) *Describe the admission requirements for this program.*

Faculty

a) *List the faculty and their areas of specialization.*

b) *In an appendix, provide the list of faculty along with a brief curriculum vitae for each.*

Program Resources

a) *Describe the resources that will be required to mount this program including:*
- *Library resources*
- *Computer and computer access*
- *Classrooms, laboratories and equipment*
- *Existing and shared resources at the institution or at other institutions that will be used to offer the program*
- *Additional resources that will be required to offer this program.*

Library Impact Assessments: The Library has conducted a Library Impact Assessment and understands what is necessary to support this degree.

b) *Provide the intended implementation schedule for the new program and evidence of the appropriateness of the schedule, given the timing of the proposal and readiness of the institution to offer the program.*

Program Consultation

a) *Provide a list and brief explanation of the nature of the consultations that have occurred in the development of the degree program*.

b) *Attach all written comments, both positive and negative from:*

- *Relevant employers;*
- *Relevant professional associations;*
- *Program advisory committees;*
- *Other British Columbia institutions (this will include comments provided through the peer review process on the Post Secondary Institution Proposal System);*
- *Institutions outside British Columbia;*
- *Experts in the proposed field of study; and,*
- *External academic consultants.*

D-10. Non-Degree Full Program Proposal Form

(This is a Ministry form.)

The New Program Proposal Template (Non-Degrees)

The *New Program Proposal Template* emerged from the *On-Line Non-Degree Program Review Process: Overview and Proposal Guidelines* document that was sent to institutions by way of introducing the on-line New Program Review (NPR) process. The *Proposal Template* is designed so that institutions can insert the information for new proposals directly into the document. Where a category is not applicable, institutions should indicate this. The document is in MS Word so that it may be copied and saved by the institution on a local drive.

Though not required to use the *Proposal Template*, institutions may find it effective in helping to ensure that all necessary information has been included in the proposal, and in a format familiar to other users. The full outline of suggested content as provided in the *Overview and Proposal Guidelines* document is included as an attachment for convenient reference.

(The original document received from the Ministry has been altered slightly to include the Kwantlen logo and a date field on page 1.)

When making a submission for Senate approval, please include the following completed documents for all new programs proposals:

- ☐ Full Program Proposal Form
- ☐ Curriculum Consultation Forms
- ☐ IAP feasibility assessment report (if this was not previously submitted with the Concept Paper)

For program changes that the Ministry deemed as substantive and requires the submission of a full program proposal (FPP), please also include the following completed forms:

- ☐ IAP feasibility assessment report (when the previous FPP is more than 5 years old)
- ☐ Budgetary Impact of Curriculum Proposal Form (if the proposal has a budgetary impact)
- ☐ Cost and Revenue Form (if the proposal has a budgetary impact)

Non-Degree Program Proposal

Name of Institution: Kwantlen Polytechnic University
Title of Program:
Credential to be awarded to graduates:
Length of Program (number of credits):

Institutional Contact:	**Title:**
Phone:	**Email:**
Date:	

A. Executive Summary:

A1. Summarize the purpose of the proposal

A2. Outline the key objectives and outcomes of the proposed program in one or two pages

Program Rationale:

A3. Provide rationale for the credential

B. Program Description:

B1. State the goals and objectives of the new program

B2. Identify the target student audience(s) for this program

B3. State how the institution satisfied itself that there is not unnecessary duplication in the system

B4. Provide evidence of labour market demand

C. Curriculum:

C1. Describe the skills, knowledge, or other attributes students will develop from the program

C2. Describe the program/course structure

C3. Identify the provincial, national and/or international certifications and standards achieved in the new program, if applicable

D. Program Consultations and Evaluation:

D1. List the other provincial post-secondary institutions consulted about the proposed program

1.

Provide a list and summary of the nature of all other consultations

1.

D2. State whether or not the program meets the program eligibility requirements as outlined at www.bcsap.bc.ca

D3. Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented

D4. Indicate whether safety and other risk management factors have been addressed where appropriate

E. Admissions and Transfer:

E1. Indicate how the institution plans to ensure students' ability to access the program through transfer

E2. Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution

E3. Indicate how students will be able to transfer into related degree-level programs, if applicable

F. Other:

F1. Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal

From: ON-LINE NON-DEGREE PROGRAM REVIEW PROCESS:
Overview and Proposal Guidelines – Attachment 1
(From the Ministry November 2002)

Below is a brief summary of the contents of each section suggested for organizing non-degree program proposals. In some cases, the need for sub-sections will be self-evident:

Executive Summary

- Summarize the purpose of the proposal; and
- Outline the key objectives and outcomes of the proposed program in one or two pages.

Institutional, Program and Credential Identification

- Identify the institution awarding the credential. If the program has been jointly developed and the credential to be jointly awarded, please indicate at this point and briefly state the contributions and roles of each institution.
- Provide the title of the program.
- State the credential that will be awarded to program graduates (see Appendix 1 for current credential definitions and guidelines on credential nomenclature).
- Provide the rationale for the credential.
- If the proposal includes a credential that is new to the institution or the provincial system, proponents should first consult with other institutions that may be affected, and with the Ministry.
- Provide the name, title, phone number, and e-mail address of the institutional contact person in case more information is required.

Program Description

- State the goals and objectives of the new program, and describe how it will contribute to the mandate and future plans of the institution.
- Identify the target student audience(s) for this program and include the following:
  - Evidence that this student audience is not currently being served with existing offerings in the region of the institution
  - Evidence of student demand
  - Anticipated annual enrolments for the program
- Where appropriate, provide a list of programs that exist at some of the other British Columbia institutions that may contain similar content, or have similar objectives. How has the institution satisfied itself that there is not unnecessary duplication in the system?
- Outline the anticipated time commitments for students to complete the program (in years or semesters).
- Provide evidence of labour market demand. This information will vary depending on the circumstances and could range from a comprehensive labour market study to an informal survey consisting of letters of support from potential employers. This section should

include a discussion regarding the anticipated employment destination for graduates from the proposed program, and the current labour market supply in the occupational area(s).

Curriculum

- Describe the skills, knowledge, attitudes, or other attributes students will develop from the new program.
- Describe the program/course structure.
- Where appropriate, identify the provincial, national, and/or international certifications and standards achieved in the new program. If the program proposal is aimed at putting students into practice, and that practice requires a license for which the students qualify directly from the program (or from an examination directly after the program), the institution should indicate whether they are in contact with the appropriate accrediting body, and whether or not they are seeking accreditation.

Program Consultations and Evaluation

- List the other provincial post-secondary institutions consulted about the proposed program and provide details of the discussions such as key areas of discussion, dates, and individuals involved.
- The Ministry of Advanced Education (AVED) should be consulted on the following:
  - *Health-related programs:* The provincial government is the key employer in the health field, and as such, it is important that AVED be consulted with regard to the development/implementation of non-degree programs in this field. AVED works closely with the Ministries of Health Services and Health Planning with respect to a 10-year human resource plan for provincial health related programs, and therefore needs to endorse any related proposals prior to implementation.
  - *Industry training programs:* Due to pending changes to the field of industry training, including an anticipated overhaul of entry-level trades training and apprenticeship programs, institutions are requested not to embark on new programs in these areas except where pilot projects are already endorsed by AVED's Industry Training Branch. Queries with respect to the development of new/revised programs in these areas should be directed to this Branch.
- Provide a list and summary of the nature of all other consultations, including professional associations, municipal councils, employers, post-secondary institutions in other jurisdictions, trade groups, etc. Include any written comments in an appendix.
- If applicable, describe the composition of the industry advisory committee created for the program. Describe how the committee will help ensure the program remains up-to-date and meets employer and student needs in future years.
- State whether or not the program meets the program eligibility requirements as outlined at www.bcsap.bc.ca under the School Officials icon.
- Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented.
- Have safety and other risk management factors been addressed where appropriate?

Admissions and Transfer

New program proposals should include:

- a plan to ensure students' ability to access the program through transfer (course to course or block/program transfer), including transfer from high school courses and programs;
- a description of how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution; and,
- a determination of whether students will be able to transfer into related degree-level programs.

Other

- Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal.

In completing the program proposal, each institution is to decide the depth and breadth of information to be provided. Institutions should review the monitoring review process established by the Ministry before finalizing proposals to ensure that these issues have been addressed in their package.

Proposals for changes or enhancements of an institution's existing program may not require responses in all sections. In such cases, the proponent institution may choose to give very brief responses, or simply to indicate that a question or issue is "not applicable" to the proposal.

To facilitate the process, institutions should use conventional curriculum and industry terminology when describing their program proposals. It is also suggested that submissions should not exceed 20 pages; additional or detailed information may be included as appendices.

D-11. Ministry's Stage 1 Review for New Degree Proposals Template

(This is a Ministry form.)

Stage 1 Review for New Degree Proposals

The purpose of the Stage 1 Review is to determine the need for the program and how it fits with other programs currently offered by the BC public post-secondary education system, as a means to ensure public resources are spent effectively.

Submission format:

- To facilitate the Stage 1 Review, institutions must complete the Stage 1 template to ensure that all necessary information is provided for the Degree Quality Assessment Board (DQAB) review.
- See KPU Submission guidelines for completing this form. This includes AVED's submission guidelines and information on suggested sources to meet the requirements.
- Supporting letters, surveys and other documentary evidence should be included in the appendices.
- Use "n/a" or "non-applicable" for a criterion that does not apply and add a brief rationale.
- The submission is expected to be concise and should not exceed 12 pages or 4,000 words, excluding appendices.

INSTITUTION: Kwantlen Polytechnic University	PSIPS PROPOSAL #:
PROPOSED DEGREE:	
CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODE:	

Stage 1 Review for New Degree Proposals

Summary Description of Degree Program: (1 page maximum)

Stage 1 Review for New Degree Proposals

INSTITUTIONAL MANDATE / CAPACITY

STANDARD: ***The institution must establish that it has the mandate and capacity to offer the proposed degree program***.

CRITERIA:	COMMENTS:
A. Mandate	
How does the proposed program fit within the mandate of the institution?	
How does the proposed program support the current academic and strategic plan of the institution?	
B. Capacity	
To what extent does the program build on the institution's existing infrastructure, resources and experience from offering programs in related fields?	
To what extent has the institution assessed the resources required and identified funding sources needed to implement the program?	

SOCIAL AND ECONOMIC BENEFIT

STANDARD: ***The institution must demonstrate that the proposed program will serve the social and economic needs of British Columbians***.

CRITERIA:	COMMENTS:
A. Priority of Program Focus	
Is the program focus primarily on meeting social benefit(s) or economic benefit(s)?	
B. Social Benefit	
What social, cultural, regional, community, environmental, institutional and/or intellectual benefits would the proposed program provide?	
How would the proposed program advance social goods or government priorities?	

C. Economic Benefit	
What direct and/or indirect economic, industrial or labour market benefits would the program offer the student, community, region or province?	
How would the proposed program support economic growth and/or government economic priorities?	
What labour market needs would the proposed program meet for the province?	
Do potential employers require a degree for graduates to gain employment in the field?	
If the main employer will be government or another public agency, what support does the program have from relevant ministry/public employers?	
D. Consultation	
What feedback from relevant community groups, employer groups, and professional organizations was incorporated into the proposed program?	
If the program relates to a regulated profession, what feedback did the regulatory or licensing bodies and the responsible Ministry provide?	

SYSTEM COORDINATION / PROGRAM DUPLICATION

STANDARD: ***The institution must establish that the proposed program fills a need within the post-secondary system and that there is no unnecessary duplication with existing programs.***

CRITERIA:	COMMENTS:
A. System Context	
What differentiates the proposed program from all other related programs in the province?	

B. Consultation	
To what extent has the institution consulted other institutions in British Columbia offering similar programs and responded to their feedback?	
C. Rationale for Duplication	
If programs with similar learning objectives are currently available in the region or online within the province, what is the rationale for establishing another program?	
D. Collaboration	
To what extent has the institution explored appropriate ways to collaborate and/or share resources with other institutions offering related programs?	

STUDENT DEMAND AND OUTCOMES

STANDARD: ***The institution must demonstrate that the proposed degree program will have sufficient ongoing student interest and provide benefit to students.***

CRITERIA:	COMMENTS:
A. Student Demand	
How robust is the demonstrated potential student demand to sustain the proposed program?	
B. Benefit to Students	
To what extent will students be able to transfer to and from other post-secondary institutions in the province?	
What opportunities are available to program graduates for further study in the field or in professional fields?	
What added value will the proposed program offer graduates in terms of employment opportunities?	

Stage 1 Review for New Degree Proposals

Appendices

D-11a. Guidelines for Completing the Stage 1 Review Template for New Degree Proposals

Guidelines for Completing Stage 1 Review for New Degree Proposals

The Stage 1 Review is required by AVED to determine the need for the program and how it fits with other programs currently offered by the BC public post-secondary education system, as a means to ensure public resources are spent effectively.

The completed Stage 1 Review form becomes part of the documentation that goes through KPU's approval process at the program concept stage. Once approved by KPU, the Stage 1 documentation will be sent to AVED for its Stage 1 review process.

Completing the Submission:

- To facilitate the Stage 1 Review, institutions must complete the Stage 1 template to ensure that all necessary information is provided for the Degree Quality Assessment Board (DQAB) review.
- The submission is expected to be concise and should not exceed 12 pages or 4,000 words, excluding appendices.
- The sections of the Stage 1 Template are duplicated below. For each cell that you are required to complete, instructions are provided in red. This includes AVED's submission guidelines, suggested evidence you may provide to demonstrate how the program meets each criterion and sources of information. For some items, IAP will provide the information, which can be attached as an appendix, and simply referred to in the relevant cell.
- Use "n/a" or "non-applicable" for a criterion that does not apply and add a brief rationale.
- Attach all supporting documentation in appendices. This may include IAP assessments, supporting letters, surveys and other documentary evidence that is required to support your claims. Make sure each appendix is numbered, and referred in the appropriate cell in the template.

Cover Page

INSTITUTION: Kwantlen Polytechnic University	PSIPS PROPOSAL #: leave blank
PROPOSED DEGREE:	
CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODE:	

Summary Description of Degree Program: (1 page maximum)

- One page maximum executive summary description of the proposed degree program. Include number of program credits, expected time to completion, program concentrations, delivery methods, targeted students, learning outcomes, and employment prospects.

Guidelines for Completing Stage 1 Review for New Degree Proposals

INSTITUTIONAL MANDATE / CAPACITY

STANDARD: ***The institution must establish that it has the mandate and capacity to offer the proposed degree program***.

CRITERIA:	COMMENTS:
A. Mandate	
How does the proposed program fit within the mandate of the institution?	• Describe how this program fits within the mandate of KPU—applied, experiential, links to the community, etc.
How does the proposed program support the current academic and strategic plan of the institution?	• Indicate how the program supports KPU's current academic and strategic plans.
B. Capacity	
To what extent does the program build on the institution's existing infrastructure, resources and experience from offering programs in related fields?	• Describe relationship of proposed program to existing KPU programs, if applicable. Where available, IAP will provide information on past performance of related programs, to be included in an appendix that you refer to here. (See information on IAP's assessments at end.) Summarize the findings of the assessment here. • Describe impact on existing programs, resources, services and capacity at the institution. Identify plans for reallocating internal resources.
To what extent has the institution assessed the resources required and identified funding sources needed to implement the program?	• Provide an enrolment plan for the program, identifying the projected number of students (full-time and part-time), minimum viable enrolment, and anticipated number of credentials awarded each year. • Indicate that the budgeting impact has been identified in the Budgetary Impact form. Also indicate that the funding sources have been identified in the Cost and Revenue form. If applicable, state that the program will have a fee structure that allows for full cost-recovery. • Provide the timeframe required to implement the program and the anticipated launch date.

Guidelines for Completing Stage 1 Review for New Degree Proposals

SOCIAL AND ECONOMIC BENEFIT

STANDARD: ***The institution must demonstrate that the proposed program will serve the social and economic needs of British Columbians***.

CRITERIA:	COMMENTS:
A. Priority of Program Focus	
Is the program focus primarily on meeting social benefit(s) or economic benefit(s)?	• Prioritize whether the degree primarily provides social benefits or economic benefits.
B. Social Benefit	
What social, cultural, regional, community, environmental, institutional and/or intellectual benefits would the proposed program provide?	• Describe the potential social, cultural, regional, community, environmental, institutional and intellectual benefits of the program. Provide references to supporting documents.
How would the proposed program advance social goods or government priorities?	• If the program advances one or more social goals, policies and/or government priorities, provide details.
C. Economic Benefit	
What direct and/or indirect economic, industrial or labour market benefits would the program offer the student, community, region or province?	• Describe the direct and indirect economic or industrial benefits of the proposed degree program to the student, the community, region or province. This can include: employment prospects for graduates, meeting a labour market need in the region or province. (IAP's Labour Market Assessment, described below, may provide information you need for this). • The 2024 BC Labour Market Outlook is a useful source: https://www.workbc.ca/getmedia/9e0cadba-16d9-49d5-971b-7e9afd2561d7/BC-LM-Outlook-2014-2024_C.pdf.aspx. • The following two boxes are related to this one. You may want to provide a full response here and use "see above" for the next two boxes.
How would the proposed program support economic growth and/or government economic priorities?	• If the program advances one or more economic goals, policies and/or government priorities, provide details. • If the program is aligned with one of governments in demand jobs (see IAP's Labour Market Assessment below), indicate that the program supports the government's *Skills for Jobs Blueprint* and identify the specific skills shortages that the program will address.
What labour market needs would the proposed program meet for the province?	• IAP will provide a Labour Market Assessment, to be included in an appendix that you refer to here. (See information on IAP's assessments at end.) Summarize the conclusions from the assessment here.

Do potential employers require a degree for graduates to gain employment in the field?	• Summarize information from IAP's Labour Market Assessment, if applicable, as evidence that a degree is required for employment in the field. May include other evidence if available, such as information from a regulatory body.
If the main employer will be government or another public agency, what support does the program have from relevant ministry/public employers?	• If the main employer is the provincial or federal government, consult with them and provide evidence of the relevant ministry's or department's support for the program. This consultation would be done by the Dean or Provost. • If there is no main employer, or the potential employers represent a diverse group, indicate 'Diverse range of employers.'
D. Consultation	
What feedback from relevant community groups, employer groups, and professional organizations was incorporated into the proposed program?	• Provide evidence of consultation with applicable community groups, employer groups and professional organizations as well as the findings resulting from such consultations. • This could be achieved through a Program Advisory committee. • Describe who was consulted and how the feedback was used.
If the program relates to a regulated profession, what feedback did the regulatory or licensing bodies and the responsible Ministry provide?	• Indicate whether the proposed degree is preparatory to work in a regulated field. If this is a regulated field, state whether the proposed degree represents a change in the "entry to Practice" standard and provide evidence of consultation with and support from pertinent regulatory/licensing bodies.

SYSTEM COORDINATION / PROGRAM DUPLICATION

STANDARD: ***The institution must establish that the proposed program fills a need within the post-secondary system and that there is no unnecessary duplication with existing programs.***

CRITERIA:	COMMENTS:
A. System Context	
What differentiates the proposed program from all other related programs in the province?	• IAP will provide a Competitive Assessment, to be included in an appendix that you refer to here. (See information on IAP's assessments at end.) Summarize the conclusions from the assessment here. You may wish to elaborate on this by describing the characteristics that differentiate the proposed program from related programs and explaining the advantages of these differences.

B. Consultation	
To what extent has the institution consulted other institutions in British Columbia offering similar programs and responded to their feedback?	• Describe the consultation that has occurred with other institutions in British Columbia offering similar programs. Usually this would be discussed at articulation committee meetings.
C. Rationale for Duplication	
If programs with similar learning objectives are currently available in the region or online within the province, what is the rationale for establishing another program?	• If there are programs with similar learning objectives or outcomes available in the province, explain why an apparent duplication in programming is warranted (e.g.: demand for graduates exceeds system capacity; the program is unavailable online or within reasonable commuting distance; etc.). IAP's Competitive Assessment may provide relevant information. • If in Section A, you have made a strong case for how the program differs from others, you can indicate here that the program does not duplicate other programs, referring to Section A.
D. Collaboration	
To what extent has the institution explored appropriate ways to collaborate and/or share resources with other institutions offering related programs?	• Outline any plans for collaboration and/or sharing resources and identify the prospective collaborating institutions/organizations. Provide documentary evidence such as letters of support. • Collaboration with other organizations could be reflected in a memorandum of understanding, or through practicum, co-op or service learning opportunities.

STUDENT DEMAND AND OUTCOMES

STANDARD: ***The institution must demonstrate that the proposed degree program will have sufficient ongoing student interest and provide benefit to students.***

CRITERIA:	COMMENTS:
A. Student Demand	
How robust is the demonstrated potential student demand to sustain the proposed program?	• IAP will provide a Student Demand Assessment, to be included in an appendix that you refer to here. (See information on IAP's assessments at end.) Summarize the conclusions from the assessment here.

B. Benefit to Students	
To what extent will students be able to transfer to and from other post-secondary institutions in the province?	• Describe what plans and/or arrangements are in place to establish articulation agreements with other post-secondary institutions in the province. Provide a website link to the institution policy on admissions and transfer.
What opportunities are available to program graduates for further study in the field or in professional fields?	• Describe the opportunities that graduates of the program have for progression to further study in this field or in professional fields. Provide evidence of consultation with graduate/professional post-secondary programs. • Describe progression in the specific field only, by describing the types of professional or graduate programs that graduates of this program would be qualified to enter.
What added value will the proposed program offer graduates in terms of employment opportunities?	• If non-degree and/or degree programs in the same field are offered at this institution, describe the expected added value for students taking this proposed degree program (e.g., promotion or employment opportunities) and provide evidence that these anticipated benefits are justified. (IAP's Labour Market Assessment may provide relevant information.)

Add Appendices, in a separate document, as required

Assessments Available from Institutional Analysis and Planning (IAP)

To obtain Assessments from IAP, complete the Program Proposal Feasibility Assessment Request form and send to iap@kpu.ca at least a month before required. IAP can provide the following assessments:

- *Past Performance of Related Programs (as applicable): Information from Outcomes surveys for the past three years on: unemployment rate, % employed in related field, satisfaction with program, and skills required for the job.*
- *Labour Market Assessment: Assessment of labour market demand for program. Includes up to top five occupations of graduates (NOC codes) related to credential and expected demand. Includes potential earnings.*
- *Competitive Assessment: Compares similarities and differences with related programs offered at other institutions. Assesses the extent to which proposed program differs from existing programs.*
- *Student Demand Assessment: Provides evidence of student demand at other institutions, including enrolments and waitlists. May include enrolments of programs that could articulate with proposed program. In rare cases, could also include results survey of current students to assess demand (description of study and survey instrument included).*

If required, IAP can help with other kinds of research, but this will require advance planning. Contact IAP to discuss.

Meeting: SSCAPP
Item: 9.1
Date: January 13, 2017
Presenter(s): Wayne Tebb

Agenda Item: **Program Discontinuance: Certificate in Business Management**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information ☐Education

Recommended Resolution:	**That the Senate Standing Committee on Academic Planning and Priorities review the discontinuation of the Business Management: Certificate, effective September 1, 2017 and recommend it to Senate for approval.**

Senate Standing Committee Report: *For Senate Office Use Only*

Context & Background:

On January 25, 2016 Senate endorsed revisions for the 2016/17 KPU Academic Calendar to the Certificate in General Business Studies including the following Summary of Changes:

1. Core course requirements to align with the School of Business, Business Education Framework.
2. Creation of Concentration options in:
    a. General Studies, or
    b. Management, or
    c. Marketing

By creating the Certificate in General Business Studies with the additional concentration options in Management or Marketing; the previously offered certificates were intended to be discontinued, and need to be removed from the calendar (effective September 1, 2017) for the 2017/18 Academic Year:

- Discontinue: Business Management: Certificate, effective September 1, 2017

Key Messages: *[maximum of 3, preferably no more than 100 words]*

The discontinuance is being made to account for:

1. School of Business, Business Education Framework Adoption
    a. Alignment of core business foundation courses
2. The School of Business has moved to one Business Certificate program that will allow for areas of study in General Studies, Management or Marketing or general, and the former certificates need to be discontinued to catch up with the revisions.

Resource Requirements: NA

Meeting: SSCAPP
Item: 9.1
Date: January 13, 2017
Presenter(s): Wayne Tebb

Implications / Risks:

There are no impacts to current students as students presently enrolled in the program can choose to meet the graduation requirements at the time they entered or choose to meet these new program graduation requirements.

The revisions made are designed to increase the ability to market one program and to students and streamline the application process. Admitted undeclared Certificate students will have a clear understanding of their graduation requirements, allow them to change concentration areas as well allow laddering into a diploma efficiently.

Consultations:

- Provost and Vice President, Academic on October 23, 2015 and December 15, 2016.
- School of Business Faculty Council on October 23, 2015

Attachments:

2016-17 General Business Studies: Certificate program (as in calendar) with Business Management Specialization and Marketing Specialization options

2016-17 Business Management: Certificate (as in calendar)

A copy of the Program Change request which was approved at the Senate January 25, 2016 meeting

Submitted by: *Wayne Tebb, Dean, KPU School of Business*

Date submitted: *December 19, 2016*

General Business Studies: Certificate

School of Business	kpu.ca/business
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Langley Richmond Surrey
Start Date(s)	September January May
Intake Type	Open intake
Format	Full-time Part-time
Instructional Cycle	Semester-based
Curriculum Effective Date	01-Sep-2016
How to Apply	www.kpu.ca/admission

DESCRIPTION

The one-year General Business Studies Certificate Program is designed to provide students with a broad range of fundamental business skills and an understanding of the business environment. Many classes are offered in the evening to accommodate part-time studies.

ADMISSION REQUIREMENTS

The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program.

CURRICULAR REQUIREMENTS

Students must complete 30 credits that include:

All of:

BUSI 1110	Fundamentals of Business in Canada	3 credits
BUSI 1215	Organizational Behaviour	3 credits
ECON 1150	Principles of Microeconomics	3 credits
MRKT 1199	Introduction to Marketing	3 credits

One of:

ACCT 1110	Introductory Financial Accounting I	3 credits
ACCT 2293	Accelerated Introductory Financial Accounting*	3 credits

One of:

BUQU 1230	Business Statistics	3 credits
CRIM 2103	Quantitative Data Analysis I	3 credits
MATH 1115	Statistics I	3 credits
MATH 2341	Introduction to Statistics for Business	3 credits
PSYC 2300	Applied Statistics	3 credits
SOCI 2365	Introduction to Social Research Statistics	3 credits

Electives:

4 courses chosen from any of the following areas of study: Applied Communications (CMNS), Accounting (ACCT), Business (BUSI), Business Quantitative Methods (BUQU), Computer Business Systems (CBSY), Economics (ECON), English (ENGL)†, Information Technology (INFO), or Marketing (MRKT)	12 credits

Notes:

* Certain elective courses have ACCT 2293 as a prerequisite. Refer to course listings for prerequisite information in order to plan your curriculum.

† ENGL 1100, Introduction to University Writing, is recommended for students intending to pursue a diploma or Bachelor's Degree at KPU.

Electives

Students may select their elective courses according to the following guidelines for specialization in Business Management or Marketing and have the specialization documented on their transcript.

BUSINESS MANAGEMENT SPECIALIZATION

Four of:

BUSI 1210	Essentials of Management	3 credits
BUSI 1250	Human Resources Management I	3 credits
BUSI 2360	Union Management Relations	3 credits
BUSI 2390	Business Law	3 credits
BUSI 2405	Operations Management*	3 credits
BUSI 2425	Enterprise Development and Business Planning*	3 credits
BUSI 2465	Business Negotiations	3 credits
BUSI 2490	International Business	3 credits

Note: * ACCT 2293 is a prerequisite.

MARKETING SPECIALIZATION

MRKT 1299	Consumer Behaviour	3 credits

Plus:

3 courses from Marketing (MRKT)	9 credits

CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Certificate in General Business Studies**.

Successful completion of a specialization in Business Management or Marketing will be documented on transcripts.

Business Management: Certificate

School of Business	kpu.ca/business
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Langley Richmond Surrey
Start Date(s)	September January May
Intake Type	Open intake
Format	Full-time Part-time
Instructional Cycle	Semester-based
Curriculum Effective Date	01-Sep-2011
How to Apply	www.kpu.ca/admission

DESCRIPTION

The one-year Business Management Certificate Program will provide individuals with an opportunity to expand their knowledge of business management principles and improve skills in specialized areas of interest. The 10-course program emphasizes real world business applications in key functional areas of management.

ADMISSION REQUIREMENTS

The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program.

CURRICULAR REQUIREMENTS

Students must take seven Business Management (BUSI) courses, ACCT 1130 or BUQU 1130, and two elective courses from the list below.

Elective choices:

ACCT 1110	Introductory Financial Accounting I	3 credits
BUQU 1230	Business Statistics	3 credits
BUSI 1215	Organizational Behaviour	3 credits
BUSI 2315	Human Relations in Organizations	3 credits
BUSI 2405	Operations Management*	3 credits
CBSY 1105	Introductory Computer Applications	3 credits
CBSY 2205	Management Information Systems	3 credits
ECON 1101	Foundations of Economics‡	3 credits
ECON 1150	Principles of Microeconomics	3 credits
MRKT 1199	Introduction to Marketing	3 credits

Notes:

* The 30 credit prerequisite requirement for BUSI 2405 is waived for students enrolled in the Business Management Certificate Program. Students must contact the Dean's office for waivers prior to registration.

‡ Credit for ECON 1101 will not be granted if taken after ECON 1150.

OTHER INFORMATION

RECOMMENDED COURSE PROGRESSION SEQUENCE (FULL-TIME)

The following **sample** schedule will assist students who wish to complete the Business Management Certificate Program in one year. Students may choose different Business Management courses than those shown in order to meet their own specific needs—as long as at least seven BUSI courses are ultimately completed.

Semester 1

- BUQU 1130 Business Mathematics
- BUSI 1110 Fundamentals of Business in Canada
- BUSI 1210 Essentials of Management
- BUSI 1250 Human Resources Management I
- BUSI 2390 Business Law

Semester 2

- BUSI 1215 Organizational Behaviour
- BUSI 2465 Business Negotiations
- BUSI 2490 International Business
- Two Electives

CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Certificate in Business Management**.

Senate Meeting
Agenda Item #: 5.4
Meeting Date: January 25, 2016
Presenter(s): Jennifer Au

Agenda Item: **Revisions to the Certificate in General Business Studies program**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information ☐Education

Recommended Resolution:	**THAT Senate approve the revisions of the Certificate in General Business Studies program for implementation September 1, 2016.**

Context & Background:

On January 13, 2016, the Senate Standing Committee on Curriculum endorsed the revisions to the Certificate General Business Studies and recommended them to Senate for approval.

Summary of Changes

Seeking to revise the following:

1. *Core course requirements to align with the School of Business, Business Education Framework*
2. *Creation of Concentrations – Management, Marketing and General Studies*

Table 1: Current Certificate: General Business Studies - : documents the deletions highlighted in Red text and or revisions highlighted in Green italic text.

Revision(s) Requested

The Business and Marketing Departments are seeking approval for the program revisions outlined in the attached Table 2. The table shows the currently approved content as well as the proposed program revisions and additions.

Table 2: Revised Certificate: Business Studies program: Revisions and additions made are highlighted in Blue text. Black text is in current program.

Key Messages: *[maximum of three]*

Rationale and Support
The revisions, deletions and additions are being made to account for:

1. *School of Business Business Education Framework Adoption*
   a. *Alignment of core business foundation courses*
2. *The School of Business move to one Business Certificate program that will allow for areas of study in either Management or Marketing or general*

3. *All changes align with the programs original learning outcomes and allow for streamlined laddering into either the Diploma in Business Management or Diploma in Marketing Management.*

Resource Requirements: *n/a*

Implications / Risks: *There are no impacts to current students as students presently enrolled in the program can choose to meet the graduation requirements at the time they entered or choose to meet these new program graduation requirements.*

The revisions made are designed increase the ability to market one program to students and streamline the application process. Admitted undeclared Certificate students will have a clear understanding of their graduation requirements, allow them to change concentration areas as well allow laddering into a diploma efficiently.

Consultations: *Approved by School of Business Curriculum Committee (October 16, 2015) and School of Business Faculty Council (October 23, 2015).*

Attachments: *Summary Table - Certificate: General Business Studies Program*

Submitted by: *Duane Radcliffe, Chair, School of Business Curriculum Committee*

Date submitted: *January 15, 2016*

Note: Submit to Vice Chair, Senate and Executive Secretary to Senate as a MS Word document

TABLE 1: CURRENT Certificate: General Business Studies Program

Program Admission Requirements	
The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program.	
Core Courses	
Students must take a total of 10 foundation courses in the following subject areas:	
One of:	
ACCT 1110 Introductory Financial Accounting I	3
ACCT 2293 Accelerated Introductory Financial Accounting*	3
One of:	
BUSI 1110 Fundamentals of Business in Canada	3
BUSI 1215 Organizational Behaviour	3
One of:	
ECON 1101 Foundations of Economics	3
ECON 1150 Principles of Microeconomics	3
One of:	
ACCT 1130 Business Mathematics	3
BUQU 1130 Business Mathematics	3
One of:	
CMNS 1140 Introduction to Professional Communication	3
ENGL 1100 Introduction to University Writing*	3
One course in Statistics:	
ACCT 1230 Business Statistics	3
BUQU 1230 Business Statistics	3
All of:	
CBSY 1105 Introductory Computer Applications	3
One additional CBSY Course	3
MRKT 1199 Introduction to Marketing	3
One Elective from any of the above disciplines	3
Notes: • ACCT 2293, BUSI 1215, and ECON 1150 and ENGL 1100 are recommended for students who intend to pursue both a diploma and BBA degree at KPU in the future. • Students may earn credits for only one of ACCT 1130 or BUQU 1130. • Students may earn credits for only one of ACCT 1230 or BUQU 1230.	
For Graduation purposes only:	
A maximum of 6 credits can be obtained for any combination of ACCT 1110, ACCT 1210 and ACCT 2293.	
Credential Awarded	
Upon successful completion of this program, students are eligible to receive a **Certificate in General Business Studies**.	

TABLE 2: REVISED Certificate: Business Studies Program

School of Business Admission Requirements	
The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program.	
Program Requirements Students must complete 30 credits that include:	
Business Foundation Courses	
All of:	Credits
BUSI 1110 Foundations of Business In Canada	3
BUSI 1215 Organizational Behaviour	3
ECON 1150 Microeconomics	3
MRKT 1199 Introduction to Marketing	3
One of:	
ACCT 1110 Introductory Financial Accounting I	3
ACCT 2293 Accelerated Introductory Financial Accounting*	3
One of:	
BUQU 1230 Business Statistics	3
CRIM 2103 Quantitative Data Analysis	3
MATH 1115 Statistics 1	3
MATH 2341 Introduction to Statistics for Business	3
PSYC 2300 Applied Statistics	3
SOCI 2365 Introduction to Social Research Statistics	3
Notes: *ACCT 2293 as a prerequisite for some elective course options, please refer to the course prerequisites as you plan your course progression options.	
Elective Courses	
Students must take 12 credits (4 courses) of electives from any of the following areas of study: • Applied Communications (CMNS) • Accounting (ACCT) • Business (BUSI) • Business Quantitative Methods (BUQU) • Computer Business Systems (CBSY) • Economics (ECON) • English (ENGL)* • Information Technology (INFO) • Marketing (MRKT) **Students may select their elective courses in a way that helps them specialize in Business Management or Marketing. Recommended course choices are listed below. Completion of specialization will be documented on transcripts.**	12
Notes: *ENGL 1100 Introductory to University Writing is recommended for students who intend to pursue a diploma or BBA degree at KPU in the future.	
Business Management Specialization Courses	
To complete a specialization in Business Management, students must successfully complete 12 credits (4 courses) of BUSI electives. 12 Credits (4 courses) of BUSI Electives such as: BUSI 1210 Essentials of Management BUSI 1250 Human Resources Management I BUSI 2360 Union Management Relations BUSI 2390 Business Law BUSI 2405 Operations Management* BUSI 2425 Enterprise Development and Business Planning* BUSI 2465 Business Negotiations BUSI 2490 International Business Note: *BUSI 2405 and BUSI 2425 require ACCT 2293 as a prerequisite please refer to the course prerequisites as you plan your course progression options.	

Marketing Specialization Courses	
To complete a specialization in Marketing, students must successfully complete the following 12 credits or 4 (courses) as follows: MRKT 1299 Consumer Behaviour 9 Credits (3 courses) of MRKT Electives	
Credential Awarded	
Upon successful completion of this program, students are eligible to receive a **Certificate in Business Studies.** Completion of a specialization in Business Management or Marketing will be documented on transcripts.	

Senate Standing Committee on Academic Planning and Priorities
Agenda Item: 9.2
Meeting Date: January 13, 2017
Presenter(s): Wayne Tebb

Agenda Item: **Program Discontinuance: Certificate in Marketing**

Action Requested:	☒Motion to Approve ☐Discussion ☐Information ☐Education

Recommended Resolution:	**THAT the Senate Standing Committee on Academic Planning and Priorities review the discontinuation of the Certificate in Marketing, effective September 1, 2017 and recommend approval to Senate.**

Senate Standing Committee Report: *For Senate Office Use Only*

Context & Background:

On January 25, 2016 Senate approved revisions for the 2016/17 KPU Academic Calendar to the Certificate in General Business Studies including the following Summary of Changes:

1. Core course requirements to align with the School of Business, Business Education Framework.
2. Creation of Concentration options in:
    a. General Studies, or
    b. Management, or
    c. Marketing

By creating the Certificate in General Business Studies with the additional concentration options in Management or Marketing; the previously offered certificates were intended to be discontinued, and need to be removed from the calendar (effective September 1, 2017) for the 2017/18 Academic Year:

- Discontinue: Marketing: Certificate, effective September 1, 2017

Key Messages: *[maximum of 3, preferably no more than 100 words]*

Rationale and Support

The discontinuance is being made to account for:

1. School of Business, Business Education Framework Adoption
    a. Alignment of core business foundation courses
2. The School of Business has moved to one Business Certificate program that will allow for areas of study in General Studies, Management or Marketing or general, and the former certificates need to be discontinued to catch up with the revisions.

Senate Standing Committee on Academic Planning and Priorities
Agenda Item: 9.2
Meeting Date: January 13, 2017
Presenter(s): Wayne Tebb

Resource Requirements:	NA
Implications / Risks:	There are no impacts to current students as students presently enrolled in the program can choose to meet the graduation requirements at the time they entered or choose to meet these new program graduation requirements. The revisions made are designed to increase the ability to market one program and to students and streamline the application process. Admitted undeclared Certificate students will have a clear understanding of their graduation requirements, allow them to change concentration areas as well allow laddering into a diploma efficiently.
Consultations:	• Provost and Vice President, Academic on October 23, 2015 and December 15, 2016 • School of Business Faculty council on October 23, 2015
Attachments:	2016-17 General Business Studies: Certificate program (as in calendar) with Business Management Specialization and Marketing Specialization options 2016-17 Marketing: Certificate (as in calendar)
Submitted by:	Wayne Tebb, Dean, School of Business
Date submitted:	December 15, 2016

General Business Studies: Certificate

School of Business	kpu.ca/business
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Langley Richmond Surrey
Start Date(s)	September January May
Intake Type	Open intake
Format	Full-time Part-time
Instructional Cycle	Semester-based
Curriculum Effective Date	01-Sep-2016
How to Apply	www.kpu.ca/admission

DESCRIPTION

The one-year General Business Studies Certificate Program is designed to provide students with a broad range of fundamental business skills and an understanding of the business environment. Many classes are offered in the evening to accommodate part-time studies.

ADMISSION REQUIREMENTS

The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program.

CURRICULAR REQUIREMENTS

Students must complete 30 credits that include:

All of:

BUSI 1110	Fundamentals of Business in Canada	3 credits
BUSI 1215	Organizational Behaviour	3 credits
ECON 1150	Principles of Microeconomics	3 credits
MRKT 1199	Introduction to Marketing	3 credits

One of:

ACCT 1110	Introductory Financial Accounting I	3 credits
ACCT 2293	Accelerated Introductory Financial Accounting*	3 credits

One of:

BUQU 1230	Business Statistics	3 credits
CRIM 2103	Quantitative Data Analysis I	3 credits
MATH 1115	Statistics I	3 credits
MATH 2341	Introduction to Statistics for Business	3 credits
PSYC 2300	Applied Statistics	3 credits
SOCI 2365	Introduction to Social Research Statistics	3 credits

Electives:

4 courses chosen from any of the following areas of study: Applied Communications (CMNS), Accounting (ACCT), Business (BUSI), Business Quantitative Methods (BUQU), Computer Business Systems (CBSY), Economics (ECON), English (ENGL)†, Information Technology (INFO), or Marketing (MRKT)	12 credits

Notes:

* Certain elective courses have ACCT 2293 as a prerequisite. Refer to course listings for prerequisite information in order to plan your curriculum.

† ENGL 1100, Introduction to University Writing, is recommended for students intending to pursue a diploma or Bachelor's Degree at KPU.

Electives

Students may select their elective courses according to the following guidelines for specialization in Business Management or Marketing and have the specialization documented on their transcript.

BUSINESS MANAGEMENT SPECIALIZATION

Four of:

BUSI 1210	Essentials of Management	3 credits
BUSI 1250	Human Resources Management I	3 credits
BUSI 2360	Union Management Relations	3 credits
BUSI 2390	Business Law	3 credits
BUSI 2405	Operations Management*	3 credits
BUSI 2425	Enterprise Development and Business Planning*	3 credits
BUSI 2465	Business Negotiations	3 credits
BUSI 2490	International Business	3 credits

Note: * ACCT 2293 is a prerequisite.

MARKETING SPECIALIZATION

MRKT 1299	Consumer Behaviour	3 credits

Plus:

3 courses from Marketing (MRKT)	9 credits

CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Certificate in General Business Studies**.

Successful completion of a specialization in Business Management or Marketing will be documented on transcripts.

Marketing: Certificate

School of Business	kpu.ca/business
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Langley Richmond Surrey
Start Date(s)	September January May
Intake Type	Open intake
Format	Full-time Part-time
Instructional Cycle	Semester-based
Curriculum Effective Date	01-Sep-2012
How to Apply	www.kpu.ca/admission

DESCRIPTION

Students in the Marketing Certificate program will complete marketing courses followed by practical courses in sales and sales management, marketing management and small business management. In addition, they may choose specialized marketing courses in advertising, retailing, international marketing, selling and sales management, buyer behaviour, E-marketing, and marketing research as electives.

Due to prerequisite and course scheduling considerations careful course planning is required. Students should consult with an Educational Advisor when considering the Marketing Certificate. (The certificate may be completed in two semesters dependent on course offerings.)

ADMISSION REQUIREMENTS

The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program.

CURRICULAR REQUIREMENTS

Students must complete 30 credits that includes:

All of:

MRKT 1199	Introduction to Marketing	3 credits
MRKT 1299	Consumer Behaviour	3 credits
MRKT 2111	Introduction to e-marketing	3 credits
MRKT 2333	Marketing Management I	3 credits
MRKT 2340	Marketing Research	3 credits
MRKT 2360	Selling and Sales Management	3 credits
MRKT 2401	Introduction to Integrated Marketing Communications - Advertising	3 credits

One of:

MRKT 2235	Small Business Entrepreneurship	3 credits
MRKT 2321	Retail Management	3 credits
MRKT 2421	Retail Buying and Merchandise Management	3 credits
MRKT 2444	Marketing Management II	3 credits
MRKT 2455	International Marketing	3 credits

One of:

BUQU 1230	Business Statistics	3 credits
CRIM 2103	Quantitative Data Analysis I	3 credits
MATH 1115	Statistics I	3 credits
MATH 2341	Introduction to Statistics for Business	4 credits
PSYC 2300	Applied Statistics	3 credits
SOCI 2365	Introduction to Social Research Statistics	3 credits

One of:

	Course from either the list of approved Faculty of Business Liberal Education Electives or from the list of Economics courses numbered 1100 or higher and/or Applied Communications numbered 1100 or higher.	3 credits

CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Certificate in Marketing**.