

Policy and Procedures Manual



Policy	#3-07
Approved By:	Board of Governors, March 24, 2002
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Approval Body:	Education Council
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Administrator Responsible:	Executive Vice President, Academic & COO

NEW PROGRAM APPROVAL

POLICY STATEMENT

North Island College (NIC) will follow established provincial legislation and College bylaws and procedures to approve new programs which are intended to meet the strategic directions and standards of quality as determined by the College and regulatory bodies.

PURPOSE STATEMENT

The purpose of this policy is to define the processes by which new programs are approved, and to identify the requirements and approving bodies for different types of programs.

PRINCIPLES

1. North Island College programs support the college’s vision and directions as described in its Strategic and Education Plans. North Island College programs will meet standards of quality through the rigour of course and program development and approval processes.
2. All new program proposals which seek an Academic Program Credential will include a feasibility study intended to identify both the short and long term demand for the program, associated costs, and impacts to the institution.
3. North Island College will offer a broad range of programs that fall within its mandate, reflect the needs of its region, and offer opportunity to attract students from outside the region.
4. North Island College will establish and communicate new program approval procedures so that all programs are developed to a standard that meets the strategic goals of the college.

DEFINITIONS:

Academic Program Credential

A named qualification that is awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree which requires approval of the Board of Governors (see NIC Policy #3-22 Program and Course Credentials).

Internally Developed Curriculum

Program and courses which are fully developed, determined and accredited by North Island College.

Externally Mandated Curriculum

Program and courses which are determined by a regulatory agency external to North Island College.

Program Concept

A brief general description outlining the perceived need for the new program and its relationship to the strategic directions of North Island College.

Feasibility Study

A comprehensive investigation that objectively and rationally provides an assessment of the viability, resources, and impacts to offer a new program. The format and required elements of the study will be determined and communicated by Senior Education Team.

Program or Course Completion Credential

A document that acknowledges a student's completion of a program (see NIC Policy #3-22 Program and Course Credentials).

GUIDELINES:

1. New programs where a North Island College Academic Program Credential will be awarded will be required to go through a consultation process that includes the applicable dean and the Senior Education Team prior to being submitted to Education Council for approval.
2. New programs where a North Island College Program Completion Credential will be awarded will be submitted to the applicable dean for approval.

LEGISLATIVE REFERENCES:

Approval of programs at North Island College is guided by responsibilities defined within the College and Institute Act, and by the BC Degree Quality Assessment Board Guidelines and Criteria. Specific responsibilities referenced in the Act include:

1. The NIC Board of Governors may determine Academic Program Credentials to be offered or cancelled at North Island College.
2. The Education Council must advise the Board, and the Board must seek advice from the Education Council, on the development of educational policy concerning proposals about the implementation of programs leading to certificates, diplomas, or degrees (including the length or hours for programs).

PROCEDURES

North Island College will post procedures outlining the implementation of this policy on the College website and are included as Appendix A to this policy.

Cross Reference:

NIC Policy #3-11 Program Evaluation
NIC Policy #3-15 New Course and Significant Course Change
NIC Policy #3-20 Program Cancellation
NIC Policy #3-22 Program and Course Credentials
NIC Policy #6-14 Contract Signing limits
NIC Policy #6-16 Non-Base Funded Programs and Services
College and Institute Act

Procedures	#3-07
Approved By:	Senior Educational Team
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Administrator Responsible:	EVP, Academic & COO

APPENDIX A Procedures

A. Academic Program Credentials

1. Program Concept

- 1.1 A Program Concept is required and may be developed by an individual, department or school in the college, under approval of the applicable dean/director. Presentation to and approval by SET is required before a program concept can move forward to the feasibility stage of development.
- 1.2 A completed Program Concept form will be included with any Multi-Year Program Plan that includes the development of a new program. A review of all new program concepts will be incorporated into the MYPP adjudication and approval process. Previously approved concept papers will be attached for information purposes only.
- 1.3 Once a new program concept is approved by SET, the dean/director will meet with the Executive Vice President, Academic (EVPA) to identify any specific issues of concern for the program’s feasibility study as well as provide an overview of budget options and considerations, by way of preliminary review of program viability.
- 1.4 All SET approved program concepts will be presented to the Senior Leadership Team (SLT) for information in a timely manner.

2. Feasibility Study

- 2.1 All new program proposals must undertake a feasibility study. The feasibility study will examine and draw conclusions on key factors that are crucial to the program’s success. A SET approved feasibility form/checklist will be available as a guideline.
- 2.2 The relevant dean/director will oversee and present the feasibility study to SET for its review and approval.
- 2.3 SET will determine if the program can be supported administratively and operationally. SET will approve, defer or decline the program to move forward for development,
- 2.4 All SET approved feasibility studies will be presented to SLT for information in a timely manner.

2.5 The EVPA, or delegate, will inform Education Council when a program is proceeding to development and will provide a summary of the program for information purposes.

3. Program and Curriculum Development

The dean/director or designate will authorize the development of the program and curriculum for internally developed and externally mandated courses, which must proceed as follows:

3.1 The developer will complete a Program Development Worksheet and all related Course Development Worksheets for each new course within the new program.

3.2 The developer will submit Program Development worksheets and Course Development worksheets to Curriculum Committee and to Education Council for approval.

3.3 The dean will draft Board of Governors tuition and credential rationale and submit to the EVPA according to established processes.

4. Program Development and Course Development worksheets for both internally developed and externally mandated curriculum must be forwarded to Student Records office by the Education Council Secretary once Education Council has approved the appropriate documents.

5. Peer Review – Posting of Programs to the Post-Secondary Institution Proposal System

5.1 After new certificate or diploma programs are approved by Education Council, the dean's office will complete and forward to the EVPA, or designate, all required documents in preparation for posting onto the Post-Secondary Institution Proposal System. (Applicable templates for completion are found on the Ministry of Advanced Education Post-Secondary Institution Proposal System website. Terminal certificates are not required to be posted.)

5.2 Degree credentials are to be posted according to process as established by the Degree Quality Assessment Board (DQAB). The dean should reference this process and consult with the EVPA when seeking approval for a new degree.

5.3 The EVPA, or designate, will post new credential, as required, onto the Post-Secondary Institution Proposal System and notify the dean's office of any peer comments after the posting period has expired.

6. The EVPA will bring forward the new academic credential and tuition fees to the Board of Governors for approval.

7. The Executive Assistant to the Board of Governors will inform Student Records, the Senior Leadership Team and the Senior Education Team once the academic credential and tuition fees are approved by the Board of Governors.

B. Program Completion Credentials

The dean of the related school or department will be responsible for the process for programs that lead to a completion credential. All finalized documents are to be forwarded to the Student Records Office.