

Policy and Procedures Manual

Policy	#3-07
Approved By:	Board of Governors, March 24, 2002
Revision Date:	February 2013
Approval Body:	Education Council
Effective:	February 15, 2013
Date to be Reviewed:	February 2018
Administrator Responsible:	Vice President, Education

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 School's Dean, the Senior Education Team, and the Senior Leadership 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 School's 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 programs 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:

Policy #3-11 Program Evaluation

Policy #3-15 New Course and Significant Course Change

Policy #3-20 Program Cancellation

Policy #3-22 Program and Course Credentials

Policy #6-14 Contract Signing limits

Policy #6-16 Non-Base Funded Programs and Services

College and Institute Act

Procedures	#3-07
Approved By:	Senior Educational Team
Approval Date:	February 15, 2013; Revised: Jan 20, 2017
Effective:	January 20, 2017
Date to be Reviewed:	January 2020
Administrator Responsible:	VP, Learning & Students

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.
- 1.2 The Program Concept will be presented to the relevant department and dean/director for review and determination of fit with the Strategic and Education Plans.
- 1.3 If approved by the dean/director, the Program Concept will be brought to the Senior Education Team (SET) for their review, feedback, and approval.
- 1.4 If approved for further development, the Program Concept will be provided for information and feedback to the Senior Leadership Team (SLT).

2. Feasibility Study

- 2.1 The feasibility study will examine and draw conclusions on key factors, as determined by the Senior Education Team, and which are seen as key factors required for the program's success. A 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. If SET approves, the feasibility study will be recommend to SLT for approval to develop.
- 2.4 After the feasibility receives SLT support and approval, the dean/director will be advised to develop the full program.
- 2.5 The vice president responsible will inform Education Council the program is proceeding to development and will provide a summary of the program for information purposes.

3. Program Development

- 3.1 Under the direction of the dean/director, a program will be developed using the Program Development Worksheet to be submitted to SET for approval.
- 3.2 If SET approves, dean/director proceeds with curriculum development and forwards to marketing for information.

4. Curriculum Development

The dean/director or designate will fully develop the program and curriculum for internally developed and externally mandated courses and proceed through the following process.

- 4.1 The developer will complete Course Development Worksheets for each course.
 - 4.2 The developer will submit Program Development worksheets and Course Development worksheets to Curriculum Committee and to Education Council for approval.
5. Program Development and Course Development worksheets for both internally developed curriculum and externally mandated curriculum must be forwarded to Student Records office by the Education Council Secretary once Education Council has approved the appropriate documents.
6. Peer Review – Posting of Programs to the Post-Secondary Institution Proposal System
- 6.1 After new certificate or diploma programs are approved by Education Council, the dean’s office will complete and forward to the vice president responsible 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.)
 - 6.2 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 vice president responsible when seeking approval for a new degree.
 - 6.3 The vice president responsible 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.
7. The vice president responsible will bring forward the new academic credential and tuition fees to the Board of Governors for approval.
8. 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 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.