



<b>Procedure Title:</b>	New Program Development
<b>Procedure ID:</b>	#OP 2-213G
<b>Manual Classification:</b>	Academic Affairs
<b>Linked to Policy:</b>	Policy # 2-213: Program Quality Assurance
<b>Approved by Senior Management Team:</b>	March 9, 2022
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<b>Contacts for Procedure Interpretation:</b>	Vice President Academic Experience

## 1.0 – Purpose

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The purpose of this procedure is to set out instructions for the process to be followed in developing new Ministry funded programs of instruction at Fleming College.

Terms not defined in this Procedure have the same meaning found in the College's Program Quality Assurance Policy.

## 2.0– Definitions/Acronyms

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**Board:** means the Board of Governors of Sir Sandford Fleming College.

**Business Case:** Proposal detailing the program to serve the needs of the Board of Governors, Ministry of Colleges and Universities, and internal departments.

**Concept Proposal:** Initial description of the idea for a new program.

**Credential Validation Service (CVS):** has been established according to the Minister's Binding Policy Directive, Framework for Programs of Instruction. This service, along with the approval of programs of instruction by the Board of Governors, makes up a component of the self-regulatory mechanisms of the college system. The CVS is operated as a subsidiary of Colleges Ontario.

**Environmental scan:** is a comprehensive data collection and analysis that determines community and industry need for the program, differentiation in the labour market, competitors, future employment opportunities, market trends and student need/demand.

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**Launch:** is the end point of new program development and is the time at which the program has registered students attending classes.

**Ministry of Colleges and Universities (MCU):** is the governing body for the Ontario Colleges of Applied Arts and Technology and oversees the development and the review of standards for programs of instruction. Each college is required to ensure that academic programming is consistent with these standards and must assist students to achieve essential outcomes.

**New Program Development:** is a multi-stage development process in which a new program progresses from concept to launch.

**Ontario Qualifications Framework:** The Ontario Qualifications Framework includes all non-religious postsecondary certificate, diploma and degree programs offered under the auspices of the Province of Ontario, including apprenticeship certificates, the qualifications awarded by private career colleges, the qualifications awarded by public colleges, and degrees offered by public universities and institutions authorized to award degrees by a consent of the Minister of Colleges and Universities of Ontario.

**Program of Instruction:** means a group of related courses leading to a degree, diploma or certificate awarded by the College

**Program Outline:** is a descriptive overview of the curriculum and delivery of the proposed program that will guide the CVS application and the preliminary costing of the program. The outline includes the following: program title, program purpose, program admission requirements, program laddering opportunities, Vocational Learning Outcomes (VLOs), course titles, descriptions and hours, course mapping to VLOs and EESs and the overall program and specific course delivery patterns; including number and length of semesters and experiential learning opportunities.

**Program Quality Assurance (PQA):** is the process for the ongoing formative and summative evaluation of College programs, which aligns with standards of Ontario College Quality Assurance Service (OCQAS). PQA promotes institutional learning and renewal, guides decision-making, engages stakeholders and supports constructive governance by the Board of Governors. Mechanisms of program quality assurance include program review, program mix analysis, program modification and revision, and new program development.

**Reference group:** is a group of external industry-related professionals that are invited to share their expertise, advice and guidance in new program development. If the new program proceeds to launch, the reference group members will be invited to become members of the new Program Advisory Committee.

**Reference group members:** are external industry-related professionals who advise the College on new program development.

**Subject Matter Expert (SME):** is usually a faculty member that provides expertise and assists in the development of the program curriculum overview in a specific subject area or industry field. The subject matter expert may also develop courses for the new program.

### **3.0– Procedure**

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#### **3.1 Overview**

Proposed new programs at the College must be reviewed thoroughly to determine that they are responsive to industry and community needs, aligned with the College's strategic plan and academic priorities, financially viable and able to be sustainably delivered given the available resources.

#### **4.0 New Program Development Process**

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- 4.1 The Academic Quality Office will create a New Program Development handbook that includes a specific step-by-step process, which all proposals for new programs will follow to ensure that they are fully evaluated based on the above criteria and in compliance with Credential Validation Service guidelines and Ministry requirements.
- 4.2 To initiate the New Program Development process, a Concept Proposal outlining the idea and rationale for the new program is created by a Dean/Director, Chair or faculty member. This Concept Proposal is then presented to the Program Dean/Director, Vice President Academic Experience (VPAE), Senior Management Team (SMT), and the Board of Governors for initial approval to proceed.
- 4.3 A Program Development Lead is assigned to the project and an environmental scan is conducted. On the basis of the business intelligence received, the VPAE will determine, in conjunction with the program Dean/Director, whether to proceed with the program proposal.
- 4.4 Upon approval, a Program Development Team, including the program Dean/Director/Chair or their delegates, the Program Development Lead, Subject Matter Expert(s) and member(s) of the Learning Design and Support Team is created. This team consults with a reference group of industry professionals and creates a program outline, including program description, admission requirements, learning outcomes, courses, delivery pattern and mapping. This program outline is submitted to the Credential Validation Service for validation.
- 4.5 The Program Development Lead, in consultation with the program Dean/Director, writes a Business Case, including projected costing. The program Dean/Director presents this Business Case to the Program Implementation Committee, the VPAE, SMT, and Board of Governors for approval. The program outline must be validated by CVS before the Business Case can be presented to the Board of Governors.
- 4.6 Upon approval of the Business Case by the Board of Governors, a funding application is

submitted to the Ministry for formal program funding approval.

- 4.7 Upon receiving Ministry approval, all relevant information is presented to the Program Implementation Committee for dissemination to the relevant areas of the college.
- 4.8 The program Dean/Director/Chair assign faculty to develop curriculum with support from the Learning Design and Support team. When curriculum for Semester 1 is developed, the program can be launched and curriculum for subsequent semesters developed.

## **5.0 Roles and Responsibilities**

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- 5.1 It is the responsibility of the **Board of Governors** to provide initial approval for the Concept Proposal and final approval of the proposed program presented in the Business Case.
- 5.2 It is the responsibility of the **Senior Management Team (SMT)** to provide approval for the Concept Proposal and Business Case to be presented to the Board of Governors. The Senior Management Team is also responsible for ensuring that the Program Quality Assurance Policy and New Program Development Procedure are fully implemented.
- 5.3 It is the responsibility of the **Vice President Academic Experience (VPAE)** to approve the initial concept proposal and for halting, holding or accelerating the New Program Development at any stage. The VPAE also approves the final Business case for presentation to SMT and the Board of Governors. The Vice President Academic Experience is responsible for overseeing the implementation of the Program Quality Assurance Policy and the New Program Development Procedure, and for reporting to the Senior Management Team on this implementation as necessary.
- 5.4 It is the responsibility of the **program Dean/Director** to review and present the Business Case, inviting members of the reference group, and determining when course development is to begin. The program Dean/Director is responsible for initiating costing in consultation with finance and determining tuition rates.
- 5.5 It is the responsibility of the **Dean of Academic Quality** to submit the program outline to CVS and submit the funding application to the Ministry, and for notifying the program Dean/Director and VPAE of the response received. The Dean of Academic Quality is also responsible for convening the Program Implementation Committee for dissemination of information about new programs, and for assigning the Program Development Lead and members of the Learning Design and Support Team.
- 5.6 It is the responsibility of the **Program Development Lead** to lead the Program Development Team, write and submit the Business Case to the Dean of Academic Quality and Program Dean/Director for review.
- 5.7 It is the responsibility of the **program Chair** to assign the appropriate subject matter expert to the development team.

## **6.0 – Related Documents**

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- Ontario Qualifications Framework
- College Policy #2-213: Program Quality Assurance
- New Program Development Handbook

## **7.0 – History of Amendments & Reviews**

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None.