**Major Program Modification Handbook**

Academic Quality Office

2023-2024

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Preface

This handbook outlines the guiding principles, and the processes for major program modification, and includes the supporting templates and documents used in major program modification at Fleming College. Although there have been informal processes employed to complete major program modification, the process described herein is the first formalized published process for major program modification at Fleming College. Included in this handbook are roles and responsibilities of various staff and departments that are involved in major program modification. The scope of this handbook includes only Ministry funded credentials.

This handbook does not outline the process for new program development, although it is recognized that oftentimes new programs are created because of major modifications to existing programs. Lastly, program improvement and modification are continuous improvement processes. And although this handbook was revised in August 2023, please note that that changes may occur throughout the academic year to improve these processes.

Guiding Principles

There are three main principles that guide our program modification processes and the way in which we conduct our activities:

1. Responsiveness to Student and Employer Needs – we ensure modifications support student success in learning and in securing employment within the labour market upon graduation. We also ensure that we are modifying programs to meet the labour market needs of our industry and community partners.
2. Meeting and Exceeding Standards and Ministry Requirements – we ensure that all modifications meet or exceed the Credential Validation Service (CVS) standards, follow the CVS protocols including titling, and meet all MCU requirements.
3. Collaboration – we use a collaborative approach in developing program modifications from program review to launch of the modified program. We strive to ensure all college departments are informed while programs are being modified and when modifications receive final approval. The Program Implementation Committee (PIC) is critical in supporting this principle.

What is a Major Program Modification?

According to OP# 2-213B, major program level changes usually require approval from the Dean/Director, Associate Vice President Academic Experience (AVPAE), Associate Vice President Academic Operations (AVPAO) and the Board of Governors (BoG), and in most cases, may also require external approval.

Major program-level changes include any of the following:

• program title modification

• any changes to instructional settings greater than 25%

• change to # of semesters of program delivery

• change to total # of hours of program delivery greater than 25%

• change to program admission requirements

• change to delivery method of the program (conversion to fully online, increasing/decreasing # intakes)

• change to more than 25% of vocational learning outcomes (VLOs) (if program has no program standard)

• any requested Vocational Learning Outcomes being added to a program standard (base program standards cannot be changed)

• change/deletion/addition of work integrated learning experience (e.g., placement/practicum, research project, co-op) within the program

What is a Minor Program Change?

If a program change is not major, then it is considered minor.

Minor program level changes require approval of the school Dean/Director and do not require external approval.

Minor program-level changes include any of the following:

• change to allocation of instructional settings that is less than 25% of overall change to the instructional settings in the program delivery information.

• removal and replacement of a course within the program of study that is less than 25% of overall change to the instructional settings in the program delivery information.

• addition of a course to the program of study that is less than 25% of overall change to the instructional settings in the program delivery information.

• resequencing of courses within the program

• implementation/modification of program Non-Academic Requirements

Please see the decision tree in Appendix III for more information.

**Major Program Modification**

Most program modifications should be a result of cyclical program review where the program team deems the modification essential for the program to stay current and relevant to prospective students and employers. The first step would then be for the program coordinator and team to include the proposed major modification in the Program Improvement Plan (PIP). Once the program Dean approves the modification in the PIP, the program coordinator and team will complete a Major Program Change Form that summarizes the change. The program coordinator then will send this completed Major Program Change Form to the program Dean for approval. Upon program Dean approval, the form will be presented to the Program Implementation Committee (PIC) for consideration and allocation of resources for the modification development.

The following are the main types of major modification that would be recorded in the Major Program Change Form:

Program Title Modification

Changing a program title is a major program modification and almost always involves a change in the Vocational Learning Outcomes (VLOs) of the program. A title modification requires a sound rationale and Program Advisory Committee (PAC) support for the change. The title change must also follow the Credential Validation Service (CVS) Titling Protocols and will typically take 9 months for approval and 16 months for implementation. Both title and VLO modifications require internal approval by the program Dean, AVPAO, AVPAE, Senior Management Team (SMT) and Board of Governors.

These modifications also require external approval by the Credential Validation Service and the Ministry of Colleges and Universities. Ministry approval is the last step in the approval process. Advertising of the new title cannot begin until the Ministry approves the title modification which is one of the main reasons this change has a long implementation period. The Ministry approval will include an effective date by which students who enter the program on that date or later will be awarded the new title on their parchment upon graduation. Once the title is approved by the Ministry, the program website can advertise the new program title.

Program VLO Modification

A VLO modification usually occurs in combination with other program modifications, most notably a title modification. When a program is only completing a VLO modification, the approval and implementation period may be considerably shorter.

VLO modifications must be approved when a program changes the themes or VLOs of the program by greater than 25% if a program has an approved provincial description.

When a program has a Ministry approved provincial standard, any addition to the standard base VLOs must be approved by CVS and the Ministry. Programs cannot alter or remove any of the provincial standard VLOs.

In addition to PAC support, VLO modifications require internal approval by the program Dean, AVPAO, AVPAE, SMT and Board of Governors. These modifications also require external approval by the Credential Validation Service and the Ministry of Colleges and Universities. Ministry approval is the last step in the approval process and once the new VLOs are approved by the Ministry, the new VLOs can be uploaded to Evolve by the Academic Quality Office for the effective date approved by the Ministry.

Program Delivery (instructional settings, duration and/or number of semesters) Modification

Modifying the Program Delivery Information (PDI) is usually a result of a change in a Work Integrated Learning (WIL) experience such as a mandatory or optional co-op, a field placement or an applied project. However, large changes in lab, classroom (seminar/lecture) or student directed learning (SDL) can also result in greater than 25% change from the last approved PDI for the program. Sometimes, changes in the number of semesters (e.g., compressed offering) may be desirable and this would also result in a program delivery modification. Internal approval by the program Dean, AVPAO, AVPAE, SMT and Board of Governors is required but only Ministry approval is required externally. It typically takes 6 months for approval and 16 months for implementation.

It is important to note that the 25% change is from the last approved PDI and not from the last verified curriculum grid. Approved official PDIs can be found in Evolve following this path: MAPS – Academic Planning > MAPS – AQ > Program Delivery Information. Some programs are missing official PDIs and in these cases, an unofficial PDI has been calculated to give an indication of whether the program has exceeded the 25% change threshold. There has been a concerted effort by the Academic Quality Office to seek approval of new PDIs for all programs with unofficial PDIs (e.g., PDI Blitz activity in Spring 2023).

Program Admission Requirements Modification

There are two different levels of program admission requirements: system and program. System-level admission requirements are determined by the MCU and outlined in the Ontario Qualifications Framework (OQF) as shown here:

Ontario College Certificate, Diploma or Advanced Diploma:

* Secondary school diploma or equivalent; or at least 18 years old (PCC) or at least 19 years old (CAAT); or is the holder of an admission requirement established by the Board of Governors (CAAT) or Superintendent of Private Career Colleges (PCC) for a specific program of instruction and additional program-specific requirements.

Ontario College Graduate Certificate:

* Ontario College Diploma, Ontario College Advanced Diploma, private career college diploma, degree or equivalent and additional program-specific requirements.

Colleges require documented evidence and rationale to support changes to admission requirements. Changing system-level admission standards to be more stringent requires strong justification, such as professional or regulatory body requirements. Most system-level admission requirement modifications occur at the Graduate Certificate level. Program-level admission requirements are set by the college and are determined to allow for student success through selection of appropriate prerequisite subject-specific knowledge and skills. If admission requirements are changed, CVS recommends an 18-month lead time before implementation.

If a program wishes to change their **system-level** admission requirements (either more stringent or less stringent), CVS approval is required externally. CVS will then inform MCU of the changes. Internally, program Dean, AVPAO, AVPAE, SMT and Board of Governors approval is required.

If a program wishes to change their **program-level** admission requirements to become more stringent, program Dean, AVPAO, AVPAE, SMT and Board of Governors approval is required. At this time, CVS approval is not required but Academic Quality Office will confirm with CVS on a case-by-case basis. Although program-level changes that result in the requirements becoming less stringent do not require external approvals, program Dean, AVPAO and AVPAE approval will still be required. All changes in admission requirements need to involve consultation with the Registrar’s Office and the Academic Quality Office.

Program Delivery Method (online, hybrid, face-to-face) Modification

There are several reasons why a program may change to online, hybrid, face-to-face, HyFlex or modular delivery. A change in the way in which a program is delivered is considered a major program modification because this change will affect several departments within the college and will often be a deciding factor for students choosing a program. A change in program delivery method or mode does not require the Board of Governors or external approvals. However, this major change does require program Dean, AVPAO, and AVPAE approval, PAC support and consultation with other departments through the Program Implementation Committee (PIC).

Program Work Integrated Learning (WIL) Modification

Changes in the amount of WIL in a program affects our SMA3 Experiential Learning Performance Metric and whether a student chooses a program or not (e.g., co-op). This type of modification does not include changes to WIL that result in a greater than 25% change of the PDI compared to the last approved PDI for the program. If the change is greater than 25%, the modification is a Program Delivery modification (see above). A less than 25% change in program WIL does not require Board of Governors or external approvals. However, this major change does require program Dean, AVPAO and AVPAE approval, PAC support and consultation with other departments through the Program Implementation Committee (PIC).

For More Information

For more information, please visit our website: <https://department.flemingcollege.ca/new-program-development/>.

Or contact our team:

Nat Leach, Dean, Academic Quality email: [Nat.Leach@flemingcollege.ca](mailto:Nat.Leach@flemingcollege.ca)

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Appendix I: Procedure

**Procedure Title:** Program Curriculum Change and Implementation

**Procedure ID:** #OP 2-213B

**Manual Classification:** Academic Affairs

**Linked to Policy:** Policy # 2-213 Program Quality Assurance

**Approved by Senior Management Team:** March 2022

**Revision Date(s):** March 2022

**Effective Date:** June 2022

**Next Review Date:** March 2025

**Contacts for Interpretation:** Vice President Academic Experience

**1.0 – Purpose**

The purpose of this procedure is to define the process for program curriculum changes.

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

**2.0 – Definitions/Acronyms**

**Academic Planning Cycle:** an itemized list of key steps toward the implementation and delivery of program curriculum, faculty workloads, scheduling and timetabling including initiation and completion dates for each process. Dates for each semester within the Academic Year are provided.

**Course Catalogue:** a master table within the college enterprise system that stores data for all courses offered at Fleming College. Information includes Course ID (unique number assigned to each course), course code, course name and description, hours, owner, requisites, equivalencies, components and delivery.

**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.

**Curriculum Verification Grids**: a report that represents, by Program and Level, courses that will be delivered in a future upcoming semester. These grids are issued by academic year for each program for the purpose of verifying the curriculum within the program. Information included on the report are (but not limited to) Program and Level, course ID, course code, course name, weekly hours per component, delivery type, delivery pattern, room requirements, and timetabling comments.

**Instructional Settings:** are categories used by the Ministry during evaluation of funding units to classify types of delivery within the program. Instructional settings include: classroom instruction, laboratories/workshops/fieldwork, independent (self-paced) learning, one-on-one instruction, clinical placement, field placement/work placement, co-operative education work placement, small group tutorial, or other.

**Major program-level change:** are substantial alterations to the program of instruction that will impact students entering or re-entering the program in future years and require internal and, in many cases, external approval.

**Minor program-level change:** are for those that do not require external approval.

**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.

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

**Program of Study (POS):** is the internal database which contains information related to a program by semester level, version, and delivery term with associated courses and delivery components. POS includes courses that are required for a student to achieve the relevant credential they are enrolled in.

**Program Team:** includes individuals and faculty with knowledge and expertise in the specific field, the school Academic Leadership and may include the technician/technologist.

School Academic Leadership: refers to the Dean, Director and/or Academic Chair responsible for school curriculum.

**3.0 – Procedure**

**3.1 Overview**

Program curriculum change is a formalized process to ensure that all academic programs meet provincial requirements and remain current, relevant, and innovative for students.

**4.0 – Determining Change Level**

**4.1** After program review (either cyclical or annual) and the program improvement plan have been approved by the Dean/Director, the program team, with the guidance of the Academic Quality Office, will determine the level of changes required to implement the program improvement plan objectives. These changes may occur at the course or the program level and may be either ‘major’ or ‘minor’ in nature, with corresponding levels of approvals required.

**5.0 Criteria for Program-Level Change (Major and Minor)**

**5.1** Major program level changes require approval from the Dean/Director, Vice President Academic Experience, and the Board of Governors, and in most cases, may also require external approval. Major program-level changes include any of the following:

• program title modification

• any changes to instructional settings greater than 25%

• change to # of semesters of program delivery

• change to total # of hours of program delivery greater than 25%

• change to program admission requirements

• change to delivery method of the program (conversion to fully online, increasing/decreasing # intakes)

• change to more than 25% of vocational learning outcomes (VLOs) (if program has no program standard)

• any requested Vocational Learning Outcomes being added to a program standard (base program standards cannot be changed)

• change/deletion/addition of work integrated learning experience (e.g. placement/practicum, research project, co-op) within the program

**5.2** Minor program level changes require approval of the school Dean/Director and do not require external approval. Minor program-level changes include any of the following:

• change to allocation of instructional settings that is less than 25% of overall change to the instructional settings in the program delivery information.

• removal and replacement of a course within the program of study that is less than 25% of overall change to the instructional settings in the program delivery information.

• addition of a course to the program of study that is less than 25% of overall change to the instructional settings in the program delivery information.

• resequencing of courses within the program

• implementation/modification of program Non-Academic Requirements

5.3 The Dean of Academic Quality provides the College with the final decision regarding the determination of the level and nature of program change.

**6.0 – Facilitating Major Program-Level Change (internal and external approval)**

**6.1** After completion of the program review and approval of the program improvement plan, the program team consults with the Dean/Director about proposed program change(s) to be made for the upcoming academic planning cycle.

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**6.2** The program team records all major changes on the ‘Major Program Change Form’.

**6.3** The Dean/Director consults the Academic Quality Office for direction on whether the proposed program-level changes are major or minor, and levels of approval required.

**6.4** For Major Program-Level Changes not requiring external approval:

a) Once the program changes have been approved by the Dean/Director on the “Major Program Change Form’, the form is sent to the Program Implementation Committee for consideration.

b) After review by the Program Implementation Committee, Curriculum Data Specialists complete the necessary changes within the college information system, course catalogue, program of study, and curriculum verification grids as needed to conform to the Academic Planning Cycle.

**6.5** For Major Program-Level Changes requiring external approval:

a) The College must notify and receive approval from CVS and/or the Ministry before implementing the following changes to Ministry-Funded Programs of instruction:

• Program title modification

• Changes to the funding status of the program (funded to non-funded or vice versa)

• Changes to the program learning outcomes, resulting in a change of a minimum of twenty-five percent of the learning outcomes

• Changes to the program learning outcomes resulting in a greater or lesser degree of specialization such that a distinct program is created

• Changes to the program learning outcomes resulting in a program that no longer meets ministry program standards

• The total length of the program increases or decreases by a minimum of twenty-five percent

• The total hours of the program increase or decrease by a minimum of twenty-five percent

• The instructional settings of the program are modified by a minimum of twenty-five percent.

• Changes to program admission requirements that are more stringent. \*These changes need to be presented to Ontario College Application System (OCAS)

• \*All changes are cumulative in nature and are in reference to the most recent program funding approval.

**6.5.1** If any of these criteria are met by the proposed changes approved by the school Dean/Director on the “Major Program Change Form’, the form is sent to the Dean/Director, Academic Quality to be presented by the school Dean to the Program Implementation Committee for implementation.

**6.5.2** The Dean/Director will include the form and a briefing note outlining the proposed changes in submission to the Program Implementation Committee

a) After review by the Program Implementation Committee, the change recommendation is submitted to receive the following approvals:

• Vice-President Academic Experience

• Senior Management Team

• Board of Governors

**6.5.3** After the internal approvals have been received, the Office of Academic Quality will submit the application for a modification to CVS and/or the Ministry, as appropriate.

**6.5.4** Upon notification of approved changes from the external organizations, the Office of Academic Quality will notify the School Dean/Director, the Office of the Vice President Academic Experience and the Program Implementation Committee for implementation.

**7.0 – Facilitating Minor Program-Level Change**

**7.1** After completion of the program review and approval of the program improvement plan, the program team consults with the school Academic Leadership about proposed program change(s) to be made for the upcoming Academic Planning Cycle.

**7.2** The school Dean/Director consults the Academic Quality Office for guidance as needed regarding the proposed program changes.

**7.3** The program team records any minor changes on the ‘Minor Program Change Form’

**7.4** Once the program changes have been approved by the school Dean/Director on the “Minor Program Change Form’, the form is sent to Curriculum Data Specialists.

**7.5** Curriculum Data Specialists complete the necessary course changes within the college information system, course catalogue, curriculum verification grids, as needed to conform to the Academic Planning Cycle.

**7.6** The school Dean/Director will notify additional stakeholders in regards to minor program-level changes, as appropriate:

• School Office

• Office of the Registrar

• Academic Operations

• Student Recruitment

• Communications and Marketing

• Financial Aid

• Finance

• IT Services

• International Student Office

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• Academic Quality Office

**8.0 – Roles and Responsibilities**

**8.1** It is the responsibility of the Board of Governors to approve or deny major program changes.

**8.2** It is the responsibility of the Senior Management Team to approve or deny major program changes and to ensure that the Program Quality Assurance Policy and the Program Curriculum Change and Implementation Procedure are fully implemented.

**8.3** It is the responsibility of the Vice-President Academic Experience to oversee the implementation of the Program Quality Assurance Policy and the Program Curriculum Change and Implementation Procedure and to report to Senior Management Team on this implementation as necessary.

**8.4** It is the responsibility of the school Dean/Director in conjunction with the Academic Quality Office to ensure that each program is in compliance with the appropriate Minister’s Binding Policy Directives and requirements regarding program and curriculum change.

**8.5** It is the responsibility of each program team to identify any major or minor changes in program and/or course(s) and use the process for capturing the information on the forms, as appropriate.

**8.6** It is the responsibility of the school Dean/Director to communicate any changes to program and curriculum information to the necessary stakeholders.

**8.7** It is the responsibility of the Academic Quality Office to store all the program and curriculum change forms for each program record.

**9.0 – Related Documents**

• Minister's Binding Policy Directive: Framework for Programs of Instruction

• College Quality Assurance Audit Process (CQAAP) Standards of Quality

• College Policy #2-220: Quality Assurance Policy

• College Policy #2-213: Program Quality Assurance

• Program Implementation Committee Terms of Reference

• Major Program Change Form

• Minor Program Change Form

• Course Change Form

College Operating Procedure #2-213B Program Curriculum Change and Implementation

**10.0 – History of Amendments & Reviews**

Original Approved Dec 2017

Reviewed and Revised Jan 2018; Mar 2022

Appendix II: Major Program Change Form

**Major Program Change Form**

All major changes to programs of instruction will be presented to the Program Implementation Committee for review.

|  |  |
| --- | --- |
| Program Title/Code: |  |
| Credential: |  |
| School: |  |
| Program Intakes: | [e.g.: F,W,S] |
| School Dean: |  |
| Proposed Effective Date: | [September 2022] |

|  |  |
| --- | --- |
| **Check box for Major Program level Change type(s):**  **Note:** All changes are cumulative in nature and are in reference to the most recent program funding approval. | |
| Program title modification  Changes to the funding status of the program (funded to non-funded or vice versa)  Changes to the program learning outcomes, resulting in a change of a minimum of twenty-five percent of the learning outcomes  Changes to the program learning outcomes resulting in a greater or lesser degree of specialization such that a distinct program is created  Changes to the program learning outcomes resulting in a program that no longer meets ministry program standards  The total length of the program increases or decreases by a minimum of twenty-five percent  The total hours of the program increase or decrease by a minimum of twenty-five percent  The instructional settings of the program are modified by a minimum of twenty-five percent.  Changes to program admission requirements that are more stringent. \*These changes need to be presented to Ontario College Application System (OCAS)  Change to delivery method of the program (conversion to fully online, increasing/decreasing # intakes)  Change to work integrated learning experience (e.g. placement/practicum, research project, co-op) | |
| **Program Change Rationale** | |
| Describe the reason(s) that brought about the need for proposed major changes to the program (e.g., updated program standards). | If so, please describe and show plan; |
| List and provide any accompanying documents that ***describe the changes*** and ***support the*** ***reason(s)*** for the change. | If so, please describe and show plan; |
| **Impact on curriculum** | |
| Are the program learning outcomes and essential employability outcomes still being met? Describe. | If so, please describe and show plan; |
| **Impact on other schools** | |
| If change involves a service course change involving GAS (COMM, COMP, PSYC, MATH, General Education), please consult with the Dean of GAS and describe the impact that the change will have. | If so, please describe and show plan; |
| **Impact on transferability** | |
| What is the impact for students transferring within Fleming College?  What is the impact for students transferring outside of Fleming College?  Do the changes align with similar programs offered at other colleges?  Do these changes affect current articulation agreements, pathway options, or external partnerships? | If so, please describe and show plan; |
| **Impact on students** | |
| Do the changes affect current, in-stream students and/or new cohort only?  How will students be informed of the changes?  What strategies have been put in place to help students manage the changes? (if necessary) | If so, please describe and show plan; |
| **Impact on operating budgets** | |
| Are there budget implications as a result of the changes, such as human resources (staff/faculty)?  Are there implications for student support service departments?  What strategies have been put in place to manage these implications/requirements? | If so, please describe and show plan; |
| **Impact on capital space and equipment** | |
| Do the changes affect general purpose space and/or specialized space?  Are there renovations to existing space required?  Are there new space requirements?  Do the changes require new equipment purchases? | If so, please describe and show plan; |

**Once completed, this form is to be submitted to the Dean, Academic Quality.**

|  |  |
| --- | --- |
| **Program Implementation Committee**  **Meeting Date:** |  |

**Signatures:**

|  |  |  |
| --- | --- | --- |
| School Dean/Designate Name: | Signature | Date |
| Vice-President, Academic Experience  Name: | Signature | Date |
| Vice-President, Academic Operations  Name: | Signature | Date |
| Academic Quality Office | Signature | Date |
| Internal Review:   * Board of Governors |  | Final decision by VPA: |
| External Review/Approval:   * Credential Validation Services (CVS) * Ministry of Colleges and Universities (MCU) |  | Final decision by VPA: |

Appendix III: Major Change Decision Tree

Diagram

Description automatically generated

Appendix V: Major Program Modification Processes

















Appendix VI: Major Program Modification Roles and Responsibilities

1. TITLE AND VLO MAJOR PROGRAM MODIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title and VLO** | | | | |
| **STAGE 1: Modification Consultation & Initiation** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 1.1 - Program Team includes program modification in Program Improvement Plan (PIP) | Program Coordinator | May/ June |  | Program Team meets during cyclical program review to review data and make recommendations on changes to program which may include major or minor program change |
| 1.2 - Program Dean approves PIP | Program Dean | May/ June |  | Program Dean must review and approve PIP and include major program changes in School Improvement Plan |
| 1.3 - Program Team completes Major Program Change Form and sends to Program Dean | Program Coordinator | June |  | Program Coordinator is responsible for completing Major Program Change Form and submitting to Chair/Dean |
| 1.4 - Program Dean consults Dean, Academic Quality for direction on whether program change is major or minor. | Program Dean | June |  | In the case of title and VLO changes, the Dean, Academic Quality determines if change is: 1. minor; 2. major; or 3. major resulting in a new program (if so, follow NPD process). |
| 1.5 - Dean, Academic Quality confirms modification is major program change requiring external approval | Dean, Academic Quality | June | Depending on the modification, the steps taken here will differ. | Dean, Academic Quality will work with PDL, CVS and other departments to confirm whether changes are minor or major. |
| 1.6 - Dean, Academic Quality sends form to PIC for consideration | Dean, Academic Quality | June | PIC schedule presently meets during Fall and Winter – this step may occur later in cycle depending on scheduling | This is a consultative step and change does not require PIC approval. |
| 1.7 – AVP, AE and AVP, AO approve curriculum change before resources are assigned to project | AVPAE, AVPAO | June |  | This is consultative and dependent upon LDS and Academic Quality resource capacity. |
| 1.8 - Dean, Academic Quality assigns Program Development Lead (PDL) to lead program modification development team | Dean, Academic Quality | June |  | Dean, Academic Quality will assign PDL when they return from holidays at the end of August/beginning of September. |
| 1.9 Program Chair SWFs faculty to complete CVS application with LDST support | Program Chair | June | This is likely only needed for title and VLO modifications. Program delivery and admission requirements do not require SME input for application approval. | Academic Chair will SWF faculty time for the development in the fall semester. This will likely be the program coordinator. |
| 1.10 - Dean, Academic Quality assigns a member of the Learning and Design Support Team (LDST) to program modification team | Dean, Academic Quality | Sep | LDST is required for CVS applications which are only necessary with Title and VLO modifications. This step is not required for program delivery or admission requirement modifications. | Dean, Academic Quality will assign LDST and inform PDL of LDST assigned to project. |
| **STAGE 2: Program Outline & Briefing Note Development** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 2.1 - PDL reviews NOC code and latest program environmental scan. If environmental scan is > 1 year old, PDL requests environmental scan update by Library Resource Team (LRT) | PDL | Sep | If modification is a result of cyclical review, this step will likely be omitted as environmental scan will be current | PDL is to locate and determine if environmental scan is current. If scan needs to be updated, PDL must determine NOC code and send old scan and NOC and MTCU code information to Library Resource Team via email request cc’ing Manager, Library and Learning Services and Dean, Academic Quality. A completion date must also be included in request. |
| 2.2 - Manager, Library and Learning Services assigns environmental scan to Library Resource Team (LRT) | Manager, Library and Learning Services | Sep |  | Manager, Library and Learning Services ensures that environmental scan is assigned to LRT. Confirmation email will be sent by member of team. |
| 2.3 - LRT completes environmental scan and submits to PDL, PDL then sends to Workforce & Labour Market Advisor (WLMA) | LRT/PDL | Sep - Oct | Updated scan or current scan completed during program review is sent to WLMA. | LRT sends completed updated scan to PDL. PDL sends updated or environmental scan or current environmental scan completed for program review to WLMA with a completion date for the executive summary. PDL also sends any updated environmental scans to Dean (scans from program review do not need to be sent to Dean). |
| 2.4 - WLMA completes LMI executive summary and sends to PDL , then PDL sends scan and summary to Program Dean | WLMA/PDL | Sep – Oct |  | PDL sends completed environmental scan and executive summary to Program Dean for review. |
| 2.5 - PDL schedules and leads program modification team meetings if required | PDL | Sep - Nov | This stage differs for different modifications. | In the case of Title & VLO change modifications, the LDST and SME will complete a CVS application and the Program Chair will consult any other curriculum providers. In the case of program delivery or admission requirement modifications, LDST and SMEs are generally not required for approvals. The PDL will ensure an updated PDI is included in the briefing note in all cases. |
| 2.51 – LDST and SME complete CVS application in consultation with program modification team | LDST/SME | Oct - Nov |  |  |
| 2.52 – Program Chair consults with other curriculum providers (GAS, IP) | Program Chair | Oct – Nov |  | Program Chair will consult other curriculum providers such as GAS and any curriculum that makes use of common semesters, etc. |
| 2.53 – PDL determines if PDI must be updated | PDL | Oct - Nov |  | PDL will use fall semester curriculum grid information and compare to the official or unofficial PDI in Evolve. |
| 2.6 - Program Dean/Chair presents modification to Academic Council for consultation | Program Dean/Chair | Oct - Nov |  | Program Dean/Chair presents modification to Academic Council for consultation. |
| 2.7 - PDL populates draft BoG briefing note with minimum required information and sends to Program Dean for completion | Program Dean/PDL | Oct - Dec |  | PDL drafts final briefing note with minimally required information to be presented to AVPAE, AVPAO, SMT and the Board of Governors. Program Dean is responsible for completing the briefing note. |
| 2.8 - Program Dean or Coordinator presents modification to Program PAC for formal endorsement | Program Dean/ Coordinator | Nov - Dec |  | Program Dean presents the changes to the program to the next Program Advisory Committee meeting for endorsement. |
| **Stage 3: Approvals** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 3.1 - LDST submits CVS application to OCQAS for review | LDST | Nov - Dec | Any modifications suggested by CVS are directed back to program development team. | LDST member to populate CVS application in consultation with the SME and submits application for review. LDST members informs program development team of completed changes. |
| 3.2 - LDST submits CVS application to OCQAS for validation | LDST | Nov - Dec | Must receive CVS validation before a program is presented to BoG for final approval. | Dean, Academic Quality and Program Dean responsible for accuracy of CVS application for validation. |
| 3.3 - Dean, Academic Quality informs President, AVP, Academic Operations, AVP, Academic Experience and Program Dean of CVS response | Dean, Academic Quality | Nov - Dec |  |  |
| 3.4 - Program Dean presents briefing note to AVP, Academic Operations and AVP, Academic Experience for approval | Program Dean | Dec | Briefing note is due to AVPAO, AVPAE on the 21st of the previous month to BoG meeting. | Program Dean is responsible for reviewing and creating final copy of the briefing note. |
| 3.5 - Program Dean presents briefing note to SMT for approval to move to BoG for final College approval | Program Dean | Dec | At any point after the AVPAE and AVPAO approve the briefing note, the BN should be presented to SMT for final consultation prior to the Board of Gov. final check-in. | Operations Officer, Office of VPAE will add the program modification to the Board of Gov meeting planner. |
| 3.6 - Program Dean will be informed one month prior to BoG date that the agenda has been confirmed for presentation of program modification | Operations Officer, Office of EVP | Dec | Program Dean will provide BoG Briefing note through EVP's office that will demonstrate program's strategic alignment. Final documents are due 10 days prior to meeting date with confirmation of agenda to Executive Assistant to the President. | Program school will need sufficient lead time to be informed they are confirmed to BoG agenda. |
| 3.7 - EVP, Academic and Applied Research and Innovation presents briefing note using BoG briefing note template to BoG for final College approval (CVS validation is required before presentation to the BoG) | EVPAARI | Jan | BoG meetings scheduled the last Wednesday in the month. Final BoG briefing note is due to the EVP the 21st of the previous month. Final documents to the Executive Assistant to President by the 3rd of the month the Board meeting is scheduled in. The Executive Assistant to the President needs confirmation of final documents required 3 weeks prior to meeting date for draft agenda. | Last step before modification application is submitted to Ministry for funding. Assistant to EVP will provide final copies of briefing notes to Dean, Academic Quality and the PDL will save all final copies to Academic Quality Office Teams directory. |
| 3.8 - PDL populates PFAAM application and sends application to Dean, Academic Quality for review and President's signature | PDL/Dean, Academic Quality | Jan | PFAAM application requires updated PDI, BoG approval, PAC approval and CVS documents. | The PDI may be updated by the PDL using the most recent program curriculum. However, it is the responsibility of the SME to verify this information. Any changes in the delivery of courses will require Dean approval.  Dean, Academic Quality reviews PFAAM application and sends to President for signature. |
| 3.9 - PDL submits signed funding application through PFAAM to MCU for final Ministry approval | PDL | Jan - Feb | PFAAM application must be signed by President after BoG approval. | PDL submits PFAAM application once President signs application. |
| 3.10 - Dean, Academic Quality informs AVPAO, AVPAE and Program Dean of MCU response | Dean, Academic Quality | Jan - Feb | PDL receives notification from MCU and sends to Dean, Academic Quality. | Dean, Academic Quality to inform AVPAO, AVPAE and Program Dean/Chair of Ministry response. |
| **Stage 4: Implementation** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 4.1 - Dean, Academic Quality sends memo and MCU approval letter to RO, AO, Finance, Marketing & other departments, and approved major program change form to AO | Dean, Academic Quality | Feb | All departments will also have received the BoG briefing note at the Program Implementation Committee meeting. | Dean, Academic Quality to send approval letter with memo. |
| 4.2 - RO loads changes into OCAS if applicable | RO | Feb |  | RO communicate program code to AO and Budget. |
| 4.3 - AO loads changes into Evolve if applicable | AO | Feb |  | AO communicate to Budget & RO when POS up to date. |
| 4.4 - Quality Assurance Administrative Assistant updates VLO map if applicable | Quality Assurance Admin Assistant | Feb - Mar | This step is usually required in title modifications. | Quality Assurance Administrative Assistant has access to all relevant documentation in the PIC Teams page. |
| 4.5 – PDL updates Program Delivery Information in Evolve if applicable | PDL | Feb – Mar |  | This step requires new program code for modified program (if the code changes). |
| 4.6 - Program Dean/Chair presents final briefing note to PIC | Program Dean/Chair | Feb | Intention is to discuss operational requirements of modification. All department reps are to share the program details with any related roles within their department. They will not receive an additional document other than the briefing note and Ministry approval letter. | RO, Marketing, Student Services, Budget Services, IT, AO, Chair from GAS, BIRS, and other PIC members |
| **STAGE 5: Curriculum Development** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 5.1 – Program Chair identifies and SWFs any course development required, and submits project request to LDST for support | Program Chair | Mar - Apr | Course level development to a delivery ready point. Start development spring. | Program Dean informs when to begin curriculum development. Program Chair to link SME with LDS if required. Program Dean or Chair to fill out Project Request Form to inform LDST curriculum design stage needs to start. Form found here: <https://department.flemingcollege.ca/lds/lds-project-form/>. |
| 5.2 – SMEs develop curriculum and learning design with LDST support | SME/LDST | May – June | LDST often on holidays July/August therefore curriculum developer may be contracted. Use program VLO's & course titles & descriptions to create course level LOs. Establish evaluation methodologies to measure learning outcomes. Explore learning activities to meet evaluation need and student success. Evaluation techniques & learning activities varied according to Universal Design for Learning Principles. | LDST accountable for these deliverables. |
| 5.3 – SMEs submit new course outlines to Program Chair for approval if applicable | SME | May – June |  |  |
| 5.4 – SMEs submit any remaining course outlines to AO if applicable, and in accordance with academic timelines | SME | Sept of next year onward | At this stage the schools manage the day-to-day business of the program. |  |
| 5.5 - Annual Program Review Process | Dean, Academic Quality | 1 year after launch date | Implementation of future program modifications. | Participate in the Quality Assurance practices and PER when appropriate. |
| 5.6 – Cyclical Program Review Process | Dean, Academic Quality | every 5 years | 5 yrs. after 1st semester start of program. | Participate in the Quality Assurance practices and PER when appropriate. |

2. PROGRAM DELIVERY MAJOR PROGRAM MODIFICATION

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| **Program Delivery** | | | | |
| **STAGE 1: Modification Consultation & Initiation** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 1.1 - Program Team includes program modification in Program Improvement Plan (PIP) | Program Coordinator | May/ June |  | Program Team meets during cyclical program review to review data and make recommendations on changes to program which may include major or minor program change |
| 1.2 - Program Dean approves PIP | Program Dean | May/ June |  | Program Dean must review and approve PIP and include major program changes in School Improvement Plan |
| 1.3 - Program Team completes Major Program Change Form and sends to Program Dean | Program Coordinator | June |  | Program Coordinator is responsible for completing Major Program Change Form and submitting to Chair/Dean |
| 1.4 - Program Dean consults Dean, Academic Quality for direction on whether program change is major or minor. | Program Dean | June |  | In the case of title and VLO changes, the Dean, Academic Quality determines if change is: 1. minor; 2. major; or 3. major resulting in a new program (if so, follow NPD process). |
| 1.5 - Dean, Academic Quality confirms modification is major program change requiring external approval | Dean, Academic Quality | June | Depending on the modification, the steps taken here will differ. | Dean, Academic Quality will work with PDL, CVS and other departments to confirm whether changes are minor or major. |
| 1.6 - Dean, Academic Quality sends form to PIC for consideration | Dean, Academic Quality | June | PIC schedule presently meets during Fall and Winter – this step may occur later in cycle depending on scheduling | This is a consultative step and change does not require PIC approval. |
| 1.7 – AVP, AE and AVP, AO approve curriculum change before resources are assigned to project | AVPAE, AVPAO | June |  | This is consultative and dependent upon LDS and Academic Quality resource capacity. |
| 1.8 - Dean, Academic Quality assigns Program Development Lead (PDL) to lead program modification development team | Dean, Academic Quality | June |  | Dean, Academic Quality will assign PDL when they return from holidays at the end of August/beginning of September. |
| 1.9 - Program Chair SWFs faculty if course level curriculum change is anticipated (i.e. change in number of semesters, addition of placement course) | Program Chair | June |  | Academic Chair will SWF faculty time for the development in the fall semester. This will likely be the program coordinator. |
| **STAGE 2: Briefing Note Development** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 2.1 - PDL reviews NOC code and latest program environmental scan. If environmental scan is > 1 year old, PDL requests environmental scan update by Library Resource Team (LRT) | PDL | Sep | If modification is a result of cyclical review, this step will likely be omitted as environmental scan will be current | PDL is to locate and determine if environmental scan is current. If scan needs to be updated, PDL must determine NOC code and send old scan and NOC and MTCU code information to Library Resource Team via email request cc’ing Manager, Library and Learning Services and Dean, Academic Quality. A completion date must also be included in request. |
| 2.2 - Manager, Library and Learning Services assigns environmental scan to Library Resource Team (LRT) | Manager, Library and Learning Services | Sep |  | Manager, Library and Learning Services ensures that environmental scan is assigned to LRT. Confirmation email will be sent by member of team. |
| 2.3 - LRT completes environmental scan and submits to PDL, PDL then sends to Workforce & Labour Market Advisor (WLMA) | LRT/PDL | Sep – Oct | Updated scan or current scan completed during program review is sent to WLMA. | LRT sends completed updated scan to PDL. PDL sends updated or environmental scan or current environmental scan completed for program review to WLMA with a completion date for the executive summary. |
| 2.4 - WLMA completes LMI executive summary and sends to PDL , then PDL sends scan and summary to Program Dean | WLMA/PDL | Sep – Oct |  | PDL sends completed environmental scan and executive summary to program Dean for review. |
| 2.5 - PDL schedules and leads program modification team meetings if applicable | PDL | Sep – Oct | This stage differs for different modifications. | In the case of Title & VLO change modifications, the LDST and SME will complete a CVS application and the Program Chair will consult any other curriculum providers. In the case of program delivery or admission requirement modifications, LDST and SMEs are generally not required for approvals. The PDL will ensure an updated PDI is included in the briefing note in all cases. |
| 2.51 – if course level change is involved (i.e. change in number of semesters, addition of placement course), LDST support is requested to support SME with any curriculum development | Program Chair/ SME/LDST | Sep – Oct |  |  |
| 2.52 – Program Chair consults with other curriculum providers (GAS, IP) | Program Chair | Sep – Oct |  | Program Chair will consult other curriculum providers such as GAS and any curriculum that makes use of common semesters, etc. |
| 2.6 - Program Dean/Chair presents modification to Academic Council for consultation | Program Dean/Chair | Oct – Nov |  | Program Dean/Chair presents modification to Academic Council for consultation. |
| 2.7 - PDL populates draft BoG briefing note with minimum required information and sends to Program Dean for completion | Program Dean/PDL | Oct - Nov |  | PDL drafts final briefing note with minimally required information to be presented to AVPAE, AVPAO, SMT and the Board of Governors. Program Dean is responsible for completing the briefing note. |
| 2.8 - Program Dean or Coordinator presents modification to Program PAC for formal endorsement | Program Dean/ Coordinator | Nov – Dec |  | Program Dean presents the changes to the program to the next Program Advisory Committee meeting for endorsement. |
| **Stage 3: Approvals** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 3.1 - Program Dean presents briefing note to AVPAO and AVPAE for approval | Program Dean | Nov – Dec | Briefing note is due to EVP Office on the 21st of the previous month to BoG meeting. | Program Dean is responsible for reviewing and creating final copy of the briefing note. |
| 3.2 - Program Dean presents briefing note to SMT for approval to move to BoG for final College approval | Program Dean | Nov – Dec | At any point after the AVPAE and AVPAO approve the briefing note, the BN should be presented to SMT for final consultation prior to the Board of Gov. final check-in. | Operations Officer, Office of VPAE will add the program modification to the Board of Gov meeting planner. |
| 3.3 - Program Dean will be informed one month prior to BoG date that the agenda has been confirmed for presentation of program modification | Operations Officer, Office of EVP | Dec | Program Dean will provide BoG Briefing note through EVP's office that will demonstrate program's strategic alignment. Final documents are due 10 days prior to meeting date with confirmation of agenda to Executive Assistant to the President. | Program school will need sufficient lead time to be informed they are confirmed to BoG agenda. |
| 3.4 - EVP, Academic and Applied Research and Innovation presents briefing note using BoG briefing note template to BoG for College approval | EVPAARI | Jan | BoG meetings scheduled the last Wednesday in the month. Final BoG briefing note is due to the EVP the 21st of the previous month. Final documents to the Executive Assistant to President by the 3rd of the month the Board meeting is scheduled in. The Executive Assistant to the President needs confirmation of final documents required 3 weeks prior to meeting date for draft agenda. | Last step before modification application is submitted to Ministry for funding. Assistant to EVP will provide final copies of briefing notes to Dean, Academic Quality and the PDL will save all final copies to Academic Quality Office Teams directory. |
| 3.5 - PDL populates PFAAM application and sends application to Dean, Academic Quality for review and President's signature | PDL/Dean, Academic Quality | Jan | PFAAM application requires updated PDI, BoG approval, PAC approval and CVS documents. | The PDI may be updated by the PDL using the most recent program curriculum. However, it is the responsibility of the SME to verify this information. Any changes in the delivery of courses will require Dean approval.  Dean, Academic Quality reviews PFAAM application and sends to President for signature. |
| 3.6 - PDL submits signed funding application through PFAAM to MCU for final Ministry approval | PDL | Jan | PFAAM application must be signed by President after BoG approval. | PDL submits PFAAM application once President signs application. |
| 3.7 - Dean, Academic Quality informs AVPAE, AVPAO and Program Dean of MCU response | Dean, Academic Quality | Jan – Feb | PDL receives notification from MCU and sends to Dean, Academic Quality. | Dean, Academic Quality to inform AVPAE, AVPAO and Program Dean/Chair of Ministry response. |
| **Stage 4: Implementation** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 4.1 - Dean, Academic Quality sends memo and MCU approval letter to RO, AO, Finance, Marketing & other departments, and approved major program change form to AO | Dean, Academic Quality | Feb | All departments will also have received the BoG briefing note at the Program Implementation Committee meeting. | Dean, Academic Quality to send approval letter with memo. |
| 4.2 - RO loads changes into OCAS if applicable | RO | Feb |  | RO communicate program code to AO and Budget. |
| 4.3 - AO loads changes into Evolve if applicable | AO | Feb |  | AO communicate to Budget & RO when POS up to date. |
| 4.4 – PDL updates Program Delivery Information in Evolve | PDL | Feb |  | This step requires new program code for modified program (if the code changes). |
| 4.5 - Program Dean/Chair presents final briefing note to PIC | Program Dean/Chair | Feb | Intention is to discuss operational requirements of modification. All department reps are to share the program details with any related roles within their department. They will not receive an additional document other than the briefing note and Ministry approval letter. | RO, Marketing, Student Services, Budget Services, IT, AO, Chair from GAS, BIRS, and other PIC members |
| **STAGE 5: Curriculum Development** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 5.1 – Program Chair identifies and SWFs any course development required, and submits project request to LDST for support | Program Chair | Mar – Apr | Course level development to a delivery ready point. Start development spring. | Program Dean informs when to begin curriculum development. Program Chair to link SME with LDS if required. Program Dean or Chair to fill out Project Request Form to inform LDST curriculum design stage needs to start. Form found here: <https://department.flemingcollege.ca/lds/lds-project-form/>. |
| 5.2 – SMEs develop curriculum and learning design with LDST support | SME/LDST | May – June | LDST often on holidays July/August therefore curriculum developer may be contracted. Use program VLO's & course titles & descriptions to create course level LOs. Establish evaluation methodologies to measure learning outcomes. Explore learning activities to meet evaluation need and student success. Evaluation techniques & learning activities varied according to Universal Design for Learning Principles. | LDST accountable for these deliverables. |
| 5.3 – SMEs submit new course outlines to Program Chair for approval if course change involved | SME | May – June |  |  |
| 5.4 – SMEs submit any remaining course outlines to AO if applicable, and in accordance with academic timelines | SME | Sept of next year onward | At this stage the schools manage the day-to-day business of the program. |  |
| 5.5 - Annual Program Review Process | Dean, Academic Quality | 1 year after launch date | Implementation of future program modifications. | Participate in the Quality Assurance practices and PER when appropriate. |
| 5.6 – Cyclical Program Review Process | Dean, Academic Quality | every 5 years | 5 yrs. after 1st semester start of program. | Participate in the Quality Assurance practices and PER when appropriate. |

3. ADMISSION REQUIREMENTS MAJOR PROGRAM MODIFICATION

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| **Admission Requirements** | | | | |
| **STAGE 1: Modification Consultation & Initiation** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 1.1 - Program Team includes program modification in Program Improvement Plan (PIP) | Program Coordinator | May/ June |  | Program Team meets during cyclical program review to review data and make recommendations on changes to program which may include major or minor program change |
| 1.2 - Program Dean approves PIP | Program Dean | May/ June |  | Program Dean must review and approve PIP and include major program changes in School Improvement Plan |
| 1.3 - Program Team completes Major Program Change Form and sends to Program Dean | Program Coordinator | June |  | Program Coordinator is responsible for completing Major Program Change Form and submitting to Chair/Dean |
| 1.4 - Program Dean consults Dean, Academic Quality for direction on whether program change is major or minor. | Program Dean | June |  | In the case of title and VLO changes, the Dean, Academic Quality determines if change is: 1. minor; 2. major; or 3. major resulting in a new program (if so, follow NPD process). |
| 1.5 - Dean, Academic Quality confirms modification is major program change requiring external approval | Dean, Academic Quality | June | Depending on the modification, the steps taken here will differ. | Dean, Academic Quality will work with PDL, CVS and other departments to confirm whether changes are minor or major. |
| 1.6 - Dean, Academic Quality sends form to PIC for consideration | Dean, Academic Quality | June | PIC schedule presently meets during Fall and Winter – this step may occur later in cycle depending on scheduling | This is a consultative step and change does not require PIC approval. |
| 1.7 – AVP, AE and AVP, AO approve curriculum change before resources are assigned to project | AVPAE, AVPAO | June |  | This is consultative and dependent upon LDS and Academic Quality resource capacity. |
| 1.8 - Dean, Academic Quality assigns Program Development Lead (PDL) to lead program modification development team | Dean, Academic Quality | June |  | Dean, Academic Quality will assign PDL when they return from holidays at the end of August/beginning of September. |
| **STAGE 2: Briefing Note Development** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 2.1 - PDL reviews NOC code and latest program environmental scan. If environmental scan is > 1 year old, PDL requests environmental scan update by Library Resource Team (LRT) | PDL | Sep | If modification is a result of cyclical review, this step will likely be omitted as environmental scan will be current | PDL is to locate and determine if environmental scan is current. If scan needs to be updated, PDL must determine NOC code and send old scan and NOC and MTCU code information to Library Resource Team via email request cc’ing Manager, Library and Learning Services and Dean, Academic Quality. A completion date must also be included in request. |
| 2.2 - Manager, Library and Learning Services assigns environmental scan to Library Resource Team (LRT) | Manager, Library and Learning Services | Sep |  | Manager, Library and Learning Services ensures that environmental scan is assigned to LRT. Confirmation email will be sent by member of team. |
| 2.3 - LRT completes environmental scan and submits to PDL, PDL then sends to Workforce & Labour Market Advisor (WLMA) | LRT/PDL | Sep - Oct | Updated scan or current scan completed during program review is sent to WLMA. | LRT sends completed updated scan to PDL. PDL sends updated or environmental scan or current environmental scan completed for program review to WLMA with a completion date for the executive summary. |
| 2.4 - WLMA completes LMI executive summary and sends to PDL , then PDL sends scan and summary to Program Dean | WLMA/PDL | Sep – Oct |  | PDL sends completed environmental scan and executive summary to program Dean and Dean, Academic Quality for review. |
| 2.5 - PDL schedules and leads program modification team meetings if required | Program Dean/ PDL | Sep – Nov | This stage differs for different modifications. | In the case of Title & VLO change modifications, the LDST and SME will complete a CVS application and the Program Chair will consult any other curriculum providers. In the case of program delivery or admission requirement modifications, LDST and SMEs are generally not required for approvals. The PDL will ensure an updated PDI is included in the briefing note in all cases. |
| 2.6 - Program Dean/Chair presents modification to Academic Council for consultation | Program Dean/Chair | Oct – Nov |  | Program Dean/Chair presents modification to Academic Council for consultation. |
| 2.7 - PDL populates draft BoG briefing note with minimum required information and sends to Program Dean for completion | Program Dean/PDL | Oct - Dec |  | PDL drafts final briefing note to be presented to AVPAE, AVPAO, SMT and the Board of Governors. Program Dean is responsible for the briefing note. |
| 2.8 - Program Dean presents modification to Program PAC for formal endorsement | Program Dean/ Coordinator | Nov – Dec |  | Program Dean or Program Coordinator presents the changes to the program to the next Program Advisory Committee meeting for endorsement. |
| **Stage 3: Approvals** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 3.1 - Program Dean presents briefing note to AVPAO and AVPAE for approval | Program Dean | Oct – Nov | Briefing note is due to EVP Office on the 21st of the previous month to BoG meeting. | Program Dean is responsible for reviewing and creating final copy of the briefing note. |
| 3.2 - Program Dean presents briefing note to SMT for approval to move to BoG for final College approval | Program Dean | Oct – Nov | At any point after the AVPAE/AVPAO approves the briefing note, the BN should be presented to SMT for final consultation prior to the Board of Gov. final check-in. | Operations Officer, Office of EVP will add the program modification to the Board of Gov meeting planner. |
| 3.3 - Program Dean will be informed one month prior to BoG date that the agenda has been confirmed for presentation of program modification | Operations Officer, Office of EVP | Oct - Nov | Program Dean will provide BoG Briefing note through EVP's office that will demonstrate program's strategic alignment. Final documents are due 10 days prior to meeting date with confirmation of agenda to Executive Assistant to the President. | Program school will need sufficient lead time to be informed they are confirmed to BoG agenda. |
| 3.4 - EVP presents briefing note using BoG briefing note template to BoG for final College approval | EVPAARI | Nov | BoG meetings scheduled the last Wednesday in the month. Final BoG briefing note is due to the EVP the 21st of the previous month. Final documents to the Executive Assistant to President by the 3rd of the month the Board meeting is scheduled in. The Executive Assistant to the President needs confirmation of final documents required 3 weeks prior to meeting date for draft agenda. |  |
| 3.5 - PDL drafts letter to CVS and sends to Dean, Academic Quality for completion | PDL | Nov |  | PDL drafts letter and Dean, Academic Quality reviews and edits for accuracy. |
| 3.6 - Dean, Academic Quality submits letter to CVS for approval (if approved, CVS sends approval to MCU | Dean, Academic Quality | Nov – Dec |  | Dean, Academic Quality sends final letter to PDL for filing purposes. |
| 3.7 - Dean, Academic Quality informs President, AVPAE, AVPAO and Program Dean of CVS response | Dean, Academic Quality | Nov – Dec |  | Dean, Academic Quality to inform AVPAE, AVPAO and Program Dean/Chair of CVS response. |
| **Stage 4: Implementation** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 4.1 - Dean, Academic Quality sends memo and MCU approval letter to Finance, RO, Marketing & other related student service areas (PIC) and approved major program change form to AO | Dean, Academic Quality | Dec – Jan | All departments will also have received the BoG briefing note at the Program Implementation Committee meeting. | Dean, Academic Quality to send approval letter with memo. |
| 4.2 - RO loads changes into OCAS | RO | Dec – Jan | 18 month lead time is recommended by CVS prior to implementation. | RO communicate program code to AO and Budget. |
| 4.3 - AO loads changes into Evolve | AO | Dec – Jan | 18 month lead time is recommended by CVS prior to implementation. | AO communicate to Budget & RO when POS up to date. |
| 4.4 - Program Dean/Chair presents final briefing note to PIC | Program Dean/Chair | Jan - Feb | Intention is to discuss operational requirements of modification. All department reps are to share the program details with any related roles within their department. They will not receive an additional document other than the briefing note and Ministry approval letter. | RO, Marketing, Student Services, Budget Services, IT, AO, Chair from GAS, BIRS, and other PIC members |

4. DELIVERY METHOD MAJOR PROGRAM MODIFICATION

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| **Delivery Method** | | | | |
| **STAGE 1: Modification Consultation and Approval** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 1.1 - Program Team includes program modification in Program Improvement Plan (PIP) | Program Coordinator | May/ June |  | Program Team meets during cyclical program review to review data and make recommendations on changes to program which may include major or minor program change |
| 1.2 - Program Dean approves PIP | Program Dean | May/ June |  | Program Dean must review and approve PIP and include major program changes in School Improvement Plan |
| 1.3 - Program Team completes Major Program Change Form and sends to Program Dean | Program Coordinator | June |  | Program Coordinator is responsible for completing Major Program Change Form and submitting to Chair/Dean |
| 1.4 - Program Dean consults Dean, Academic Quality for direction on whether program change is major or minor | Program Dean | June |  | In the case of title and VLO changes, the Dean, Academic Quality determines if change is: 1. minor; 2. major; or 3. major resulting in a new program (if so, follow NPD process). |
| 1.5 – Dean, Academic Quality sends form to PIC for consideration (major change form sent to AO for information) | Dean, Academic Quality | June |  |  |
| 1.6 – Associate Vice President (AVP), Academic Experience and AVP, Academic Operations approve curriculum change before resources are assigned to project | AVPAE, AVPAO | June |  | This is consultative and dependent upon LDS and Academic Quality resource capacity. |
| 1.7 – Program Dean/Chair presents modification to Academic Council for consultation | Program Dean/Chair | Sep – Oct |  |  |
| 1.8 – Program Dean or Coordinator presents modification to Program PAC for formal endorsement | Program Dean/ Coordinator | Oct |  |  |
| 1.9 – Program Dean submits approved major program change form to AO, and AO loads changes into Evolve | Program Dean/AO | Oct |  |  |
| 1.10 – AO loads curriculum changes into Evolve | AO | Oct – Nov |  |  |
| **STAGE 2: Curriculum Development** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 2.1 – Program Chair identifies and SWFs any course development required, and submits project request with LDST for support | Program Chair | Nov – Dec | Course level development to a delivery ready point. Start development spring. | Program Dean informs when to begin curriculum development. Program Chair to link SME with LDS if required. Program Dean or Chair to fill out Project Request Form to inform LDST curriculum design stage needs to start. Form found here: <https://department.flemingcollege.ca/lds/lds-project-form/>. |
| 2.2 – SMEs develop curriculum and learning design with LDST support | SME/LDST | Jan – June | LDST often on holidays July/August therefore curriculum developer may be contracted. Use program VLO's & course titles & descriptions to create course level LOs. Establish evaluation methodologies to measure learning outcomes. Explore learning activities to meet evaluation need and student success. Evaluation techniques & learning activities varied according to Universal Design for Learning Principles. | LDST accountable for these deliverables. |
| 2.3 – Program Chair consults with other curriculum providers (GAS, IP) | Program Chair | Jan – June |  | Program Chair will consult other curriculum providers such as GAS and any curriculum that makes use of common semesters, etc. |
| 2.4 – SMEs submit new course outlines to Program Chair for approval | SME | May – June |  |  |
| 2.5 – SMEs submit any remaining course outlines to AO if applicable, and in accordance with academic timelines | SME | Sept of next year onward | At this stage the schools manage the day-to-day business of the program. |  |
| 2.6 – Annual Program Review Process | Dean, Academic Quality | 1 year after launch date | Implementation of future program modifications. | Participate in the Quality Assurance practices and PER when appropriate. |
| 2.7 – Cyclical Program Review Process | Dean, Academic Quality | every 5 years | 5 yrs. after 1st semester start of program. | Participate in the Quality Assurance practices and PER when appropriate. |

5. WORK INTEGRATED LEARNING (WIL) MAJOR PROGRAM MODIFICATION

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| **Work Integrated Learning (WIL)** | | | | |
| **STAGE 1: Modification Consultation and Approval** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 1.1 - Program Team includes program modification in Program Improvement Plan (PIP) | Program Team | May/ June |  | Program Team meets during cyclical program review to review data and make recommendations on changes to program which may include major or minor program change |
| 1.2 - Program Dean approves PIP | Program Dean | May/ June |  | Program Dean must review and approve PIP and include major program changes in School Improvement Plan |
| 1.3 - Program Team completes Major Program Change Form and sends to Program Dean | Program Team | June |  | Program Coordinator is responsible for completing Major Program Change Form and submitting to Chair/Dean |
| 1.4 - Program Dean consults Dean, Academic Quality for direction on whether program change is major or minor. | Program Dean | June |  | In the case of title and VLO changes, the Dean, Academic Quality determines if change is: 1. minor; 2. major; or 3. major resulting in a new program (if so, follow NPD process). |
| 1.5 – Program Development Lead will review PDI to ensure Program Delivery change does not require MCU approval (e.g., addition/removal of co-op) and notify Dean, Academic Quality | PDL | June |  |  |
| 1.6 – Dean, Academic Quality confirms whether change is major | Dean, Academic Quality | June |  |  |
| 1.7 – Dean, Academic Quality sends form to PIC for consideration (major change form sent to AO for information) | Dean, Academic Quality | June |  |  |
| 1.8 – Associate Vice President (AVP), Academic Experience and AVP, Academic Operations approve curriculum change before resources are assigned to project | AVPAE, AVPAO | June |  | This is consultative and dependent upon LDS and Academic Quality resource capacity. |
| 1.9 – Program Dean/Chair presents modification to Academic Council for consultation | Program Dean/Chair | Sep – Oct |  |  |
| 1.10 – Program Dean or Coordinator presents modification to Program PAC for formal endorsement | Program Dean/ Coordinator | Oct |  |  |
| 1.11 – Program Coordinator populates and sends Curriculum Change Approval forms to Program Dean/Chair for approval, and then sends to AO | Program Dean/AO | Oct – Nov |  |  |
| 1.12 – AO loads curriculum changes into Evolve | AO | Oct – Nov |  |  |
| **STAGE 2: Curriculum Development** | | | | |
| **STEPS** | **LEAD** | **TIME** | **COMMENTS** | **ROLES** |
| 2.1 – Program Chair identifies and SWFs any course development required, and submits project request with LDST for support | Program Chair | Nov - Dec | Course level development to a delivery ready point. Start development spring. | Program Dean informs when to begin curriculum development. Program Chair to link SME with LDS if required. Program Dean or Chair to fill out Project Request Form to inform LDST curriculum design stage needs to start. Form found here: <https://department.flemingcollege.ca/lds/lds-project-form/>. |
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