

**Fleming College:
New Program Development - Process Roadmap**

Stage 1: Concept Proposal

Concept Proposal
Present Idea Scoping to:
Dean
VPAE
Strategic Enrolment Management Committee
Senior Management Team
Board of Governors initial check-in

Stage 2: Environmental Scan & Program Scoping

Environmental Scan Development
Labour Market Analysis

Stage 3: Program Outline & Business Case

Program Outline Development (Subject Matter Expert, Teaching & Learning Support)
Establish Advisory Committee/Reference Group and Endorsement of Program Concept
Business Case Development (Program Development Lead)
Program Implementation Committee & Academic Council check-ins
Costing & Financial Implications

Stage 4: Approval Process

Senior Management Team
Board of Governors - Final Approval
Credentials Validation Service (Program Title, Vocational Learning Outcomes, Courses)
Ministry of Training, Colleges and Universities (Funding)

Stage 5: Operational Implementation

Academic Operations - Posting Program of Study in Evolve
Registrar's Office - Posting Program on Ontario College Application Service Website
Marketing/ITS - Posting Program on Fleming College Website & Marketing campaign

Stage 6: Program Launch

Curriculum Development (Chair, Subject Matter Expert)
Teaching & Learning Support to LEAD curriculum development
Annual Program Review
Cyclical Program Review (every 3-5 years)
Program Efficacy Review
Benefit Analysis r/t Enrolment Projections