



## **PROGRAM DEVELOPMENT PROCEDURE**

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Academic Administration

Reference Code: C3\_V2

Effective Date: 11/1/2008

### **PROCEDURE STATEMENT:**

Conestoga recognizes that program development is central to the function of meeting community, employer, government, and student needs. Therefore, the process of developing new College programs must be subject to a rational approach that takes into account all administrative areas and operational functions of the College that are affected by and contribute to program design and delivery.

Programs must be developed within a context of internal and external scrutiny, and must follow a well-defined path from initial discussion to final scheduling.

This procedure defines how programs will be developed to assure approval by both internal and external bodies.

### **SCOPE:**

This procedure applies to all new program development, except for Applied Degrees. Development procedure for degrees is governed by PEQAB regulations.

### **DEFINITIONS:**

**ACC:** Academic Coordination Committee. It is the function of ACC to recommend program development through a two stage process: first, by the examination and discussion of the Approval to Proceed document; second, by the examination and discussion of the Program Documents (Data Pack, PDI chart, VPO and EES mapping as required).

**ACASA:** Advisory Committee on Academic and Student Affairs. This sub-committee of the Board of Governors has the responsibility to further examine and discuss program proposals that have been approved by ACC., and to make a recommendation to the Board of Governors. Schools are

to present and defend their program proposals to ACASA, and are to act on any recommendations that are forthcoming from this body.

**Approval to Proceed:** This initial document outlines the various aspects of the proposed program, for analysis and discussion by the ACC.

**Board of Governors:** The final internal approval stage is that of the Board of Governors. According to provincial legislation – the Ontario College of Applied Arts and Technology Act, 2002 - Boards of Governors have the final internal responsibility to approve college programs. Credentials Framework: The Credentials Framework sets out the various aspects of program design that must be adhered to for all college certificates, diplomas, and degrees.

**Credentials Validation Service:** The function of CVS is to vet all new program proposals from Colleges. The CVS examination includes an analysis of Program Description, Program Curriculum, and VPO and EES mapping (as required).

**MTCU:** The MTCU has the function of assessing all program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

**PAC/PDAC:** Program Advisory Committee or Program Development Advisory Committee recommendation is required for all new program development, in accordance with MTCU policy.

**PEQAB:** Provincial Education Quality Assessment Board

**Program:** A program is a planned and coordinated selection of courses delivered to an identified student body, at the successful conclusion of which an appropriate credential will be awarded.

**Program Documents:** Data Pack, PDI chart, VPO and EES mapping.

## **RESPONSIBILITIES:**

Schools will:

- Contact Academic Administration when contemplating the development of a new college program

Academic Administration will:

- Schedule a meeting/consultation with the School representative(s), to discuss development plans
- Academic Administration staff and the School representative will work out a development plan, including detailed responsibilities and schedule.
- Academic Administration will work with the Schools involved to prepare all relevant documents needed for internal and external approvals
- Academic Administration will handle all approvals (internal – ACC, ACASA, Board of Governors; external – CVS, MTCU)

**REFERENCES:**

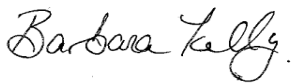
College Organisational Chart  
College Goals and Objectives  
Program Development Process

**REVISION LOG:**

<b>Revision Date</b>	<b>Summary of Changes</b>
November 12/08	Approved by Academic Coordinating Committee

**REVIEW LOG:**

As Policy Owners, we certify that the **Program Development Procedure** is appropriate and provides an up-to-date framework in which decisions can be made and implemented.



Barbara Kelly, Executive Dean  
Academic Administration

September 20, 2012  
Date