



SUBJECT	NEW ACADEMIC PROGRAM DEVELOPMENT PROCEDURE (NON-DEGREE)
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Procedure Overview

Occasionally, to address changing community, employer, government, and student needs, the College must develop new academic programs. The development process considers the

confirmation of program viability and sustainability, and external regulatory or accrediting body requirements, as needed.

This procedure outlines how programs of study are developed at Northern College. Adhering to this procedure ensures approval of new academic programs is communicated to relevant internal and external stakeholders.

This procedure applies to the requirements for program development prescribed by the Ministry of Colleges and University well as local College certificates. This procedure describes the required internal administrative and operational functions that contribute to program development, approval, and delivery.

Definitions:

Board of Governors (BOG): the Board of Governors has responsibility for establishing the overall goals, objectives and strategic directions of Northern College. The BOG ensures that the College operates efficiently and effectively and is evolving in a manner that is aligned with the

Credential: recognition awarded upon completion of a program of study as set out by the Ministry. Approved credentials include: Local College Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, and Degree.

Credentials Validation Service (CVS): CVS provides timely validation of programs of study to

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Work collaboratively with the Academic School to ensure accuracy of program of study information.

Procedure

1. Program development is a component of academic planning related to the Academic

Strategic Plan. It is the responsibility of the dean or designate to assign a project lead or subject matter expert to begin the program development process.

2. The project lead or subject matter expert prepares a briefing memo for the Dean to present to the Quality Assurance Committee (QAC) for consideration that includes:
 - a. The purpose of the program.
 - b. Credential type.
 - c. Mode of delivery.
 - d. Student, labour market and/or community demand for program.
 - e. Anticipated timeline for launch.
3. The project lead or subject matter expert works collaboratively with Quality Assurance to meet College, CVS, and Ministry expectations regarding program design, EES, general education, and program structure (e.g., hours, content, delivery, pathways, etc.).

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- d. Presents the program proposal documentation to the required internal committees and stakeholders for review, feedback, further development, and approval in accordance with the New Academic Program Development Process.

- 6. When reviewing a new academic program proposal, the QAC may:
 - a. Recommend the proposal move forward with no changes,
 - b. Partially recommend the proposal, providing suggested revisions to the proposal,
 - c. Not recommend the proposal if significant amendments to the proposal are required, and that as presented. In this case, a revised proposal may be brought back to

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- b. The Office of the Registrar will enter the appropriate admission and program of study information in the necessary College systems for admissions processing.
- c. Marketing will publish program of study information on marketing materials, promotion materials.
- d. Academic schools will continue liaising with accrediting and/or regulatory bodies upon notification of final approval to complete any required accreditation and/or regulatory requirements.

11. As a measure of quality assurance, program development documentation will be ; records of program of study approvals must be stored for a minimum of seven (7) years.

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