**“BUSINESS ANALYSIS” – PROPOSAL DEVELOPMENT ACTION PLAN**

**NEW PROGRAM DEVELOPMENT TEAM\*:**

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| Associate Dean:  | Library Resource: Marilyn McDermott |
| Institutional Research: Carmelinda Del Conte | Financials: ? |
| Program Coordinator/Subject Matter Expert (SME):  | Quality Project & Process Consultant: Roberta Weiss |
| Curriculum Design: Cathy Ozols | Business Solutions: Coline MacEachern |
| Articulations: Linda Basso | Academic Data Officer: Tammy Capone  |
| Blended Learning – Peggy French | Associate Registrar: Deborah Calarco |
|  | Human Resources – Fred Deys |
|  | Associate Registrar: Corinne Ethier |

**DATES OF APPROVAL MEETINGS (NOTE: Dates are subject to change)**

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| **Strategic Enrolment Management (SEM) Committee**  | **MEG** | **PDRC/BoG** |
| **January 10, 2013****(proposal submitted by Jan. 3)** | **January 30, 2013****(proposal submitted by Jan. 25)** | **February 13, 2013****(proposal submitted by Feb. 4)** |

| **STEP** | **PRIMARY RESPONSIBILITY** | **ACTION REQUIRED** | **REQUIRED COMPLETION DATE** |
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| 1 | Quality Project & Process Consultant | Assemble proposal development team to determine roles, responsibilities, action plan. |  |
| 2 | Institutional Research | Conduct additional research to update applicant/registrant demographics data; consult with “X” (Library) on industry trends, as appropriate; submit updated research to AD and Roberta Weiss |  |
| 33(cont’d) | Associate Dean or DesignateAssociate Dean or Designate(cont’d) | Work with appropriate members of the *New Program Development Team****\**** to address and finalize program content (including a high level curriculum map), final program costing, and tuition and resource requirements, as per list of actions below. |  |
| 1. Recommended: Assemble focus group of outside industry experts to help provide direction to curriculum development.
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| 1. Consult with Institutional Research to update applicant/registrant demographics data and employer/industry trends and demand for graduates.
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| 1. Consult with Admissions Office (Debbie Calarco) to establish admission requirements.
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| 1. Consult with Human Resource (Fred Deys) to validate staffing requirements and possible issues that would impact finances.
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| 1. Consult with George Rombes **AND** ensure David Graham’s approval to review/update financials. Financials need to be formatted by Financial Office and updated if there are any changes in the assumptions stated in Notes section or if the draft POS necessitates changes to the assumptions. Send updated financials to Roberta.
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| 1. Submit Program Advisory Committee motion of program support to Roberta.
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| 1. Submit letters of industry support for (a) Co-op Ed, (b) field/clinical placements, (c) overall program - to Roberta
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| 1. Consult with Co-op Ed, if work terms are to be included in POS.
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| 1. Consult with Linda Basso re potential articulation partners and pathways
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| 1. Collaborate with Roberta Weiss, (Proposal Editor):
* Draft #1 of proposal to Roberta.

---------------------------------------------------------* Final draft of proposal to Roberta
 | TBD--------------------TBD |
| 1. Consult with Curriculum Design and Instructional Design/e-Learn Team to develop curriculum, namely ….
* Establish Mohawk specific Program Learning Outcomes against MTCU Vocational Standards
* Establish program delivery model; ensure consultation with E-Learn (Peggy French) re blended delivery
* Establish POS and course descriptions
* Map program to PLOs
* Consider instructional design model
* Consider input of industry focus group re POS
* Consult with Library (Marilyn) re library resources for curriculum
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| 1. Consult with Academic Data Officer and Coline MacEachern, Business Analyst, to identify potential issues/challenges re POS (e.g. clustering of programs).
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| 4 | Curriculum Design | 1. Set up Curriculum Development meetings with AD / SME.
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| 1. Consult with Tim Klassen re Program Learning Outcomes (PLOs) and Program of Studies; submit (PLOs) and Program of Studies to Roberta
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| 1. Consult with Tim Klassen re CVS documents; complete CVS and MTCU documents; submit to Roberta
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| 5 | Quality Project & Process Consultant | 1. Assemble a complete proposal, using the established template and complying with published submission schedules.
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| 1. Submit completed proposal to the Vice President Academic for review and approval prior to AMT; to AMT for approval; to SMT for approval; to MEG and the Board of Governors’ Program Development and Renewal Committee, for their approval, and recommendation to the full BoG, April 13, 2011. Make any necessary changes.
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| 1. Submit completed CVS and MTCU new program proposal documents to appropriate CVS and MTCU staff to seek final approval of program’s credential and funding, by …
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| 1. Advise program Deans, Associate Deans, and College community of approvals
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| **POST-CVS/MTCU APPROVAL** |
| 6 | Associate Dean or Designate | 1. Obtain POS from Academic Data Officer.
 | TBD |
| 1. Consult with Curriculum Design on course development
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| 1. Consult with Learning Resource staff on learning resources for course development and delivery, and students’ learning …

Marilyn McDermott:  Apprenticeship/Skilled Trades, Business, Engineering Technology, Health SciencesCynthia Williamson: Interdisciplinary Studies / GAS, Media & Entertainment, Urban & Community StudiesRobert Soulliere: Computer Sciences | TBD |
| 7 | Quality Project & Process Consultant | Consult with Marketing |  |