

**MANAGEMENT REPORT**

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| *Report Title:* | **Program Proposal: Building Restoration Techniques** |
| *Report Number:* |  | ***Date to Committee:*** |  | ***Date to Board:***  |  |
| *Report To:* | **[ ]  AUDIT, FINANCE & INFRASTRUCTURE** **[ ]  GOVERNANCE** **[x]  PROGRAM DEVELOPMENT & RENEWAL** **[ ]  STUDENT SERVICES****[ ]  NOMINATING****[ ]  OTHER:** | **[ ]  BOARD****[ ]  MEG****[ ]  SEM** |
| *Author(s):* | Dean:Assoc. Dean: Chris Blackwood, Building and Construction Sciences |
| *Telephone* | \*905-575-1212,  | ***E-mail:*** | @mohawkcollege.ca |
| *Item Class:* | CLOSED | [ ]  | OPEN | [x]  | DECISION | [x]  | INFORMATION | [ ]  |

1. **RECOMMENDATION: ROBERTA**

**That** the Board of Governors approve the new program proposal, (name of program), an (name credential) program, as included in Report #, New Program Proposal: (name of program). Supporting documentation is appended.

1. **Purpose & EXECUTIVE SUMMARY: CHRIS/BRAD**

Description:

*Provide a brief overview of the program, its alignment to the College’s branding, student and employer demand/support for the program, program resource requirements, and financial viability.*

1. **BACKGROUND: : CHRIS/BRAD**

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| **Proposed Credential** |  |
| **School** |  |
| **Planned Start Date** |  |
| **Planned Enrolment, Years 1-5** |  |

1. Learning Outcomes and Program of Study *– To be completed in consultation with Curriculum Design Specialist
Note the % of program curriculum clustered with other programs, if appropriate, including associated benefits. If no clustering with other programs, include a statement accordingly.*

The proposed program requirements are included in the following appendices: CATHY

1. Appendix C – Program Curriculum, including course names and course descriptions
2. Appendix D – Program Description, including program learning outcomes and admission requirements
3. Appendix E – Credentials Framework Criteria

The above documents were prepared in consultation with Curriculum Design Specialists and Credentials Validation Service.

1. Graduate Pathways *– To be completed in consultation with Curriculum Design Specialist, who will depict entry/exit program pathways and career opportunities using a graphic.* CATHY

Articulation Agreements **CHRIS/BRAD**
*In addition to completing the information above, provide information on formal and potential articulation agreements with other postsecondary institutions.*

1. **RELATIONSHIP TO STRATEGIC PLAN: CHRIS**

*Indicate the College’s strategic priorities to which the proposed program will contribute - ✓.*

| **STRATEGIC PRIORITIES** | ***✓*** |
| --- | --- |
| **QUALITY** |  |
| Quality Programs and Strategic Enrolment Management |  |
| Quality Employees |  |
| Quality Facilities, Equipment, and Services |  |
| **INNOVATION** |  |
| Future Ready Students |  |
| Future Ready College |  |
| Future Ready Community |  |
| **SUSTAINABILITY** |  |
| Social Inclusion |  |
| Greening Mohawk |  |
| Financial Well-Being |  |

1. **DISCUSSION:***This section is to be completed in consultation with Institutional Research (Carmelinda Del Conte).*
2. Program Rationale and Market Demand

**CARMELINDA**

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| **INDUSTRY / LABOUR MARKET TRENDS***Describe trends or industry gaps which indicate a rising need for the proposed program.* |
| **DESCRIPTON OF TREND** | **CITED SOURCE(S) OF INFORMATION** |
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**CARMELINDA**

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| **EMPLOYER OUTLOOK / DEMAND***List employment opportunities based on National Occupational Classification, Labour Market Information (local, regional and/or national), Job Futures, Employment Profile Reports, Canadian Economy Online, Statistics Canada, government priorities and specific industry information which support career opportunities for graduates of the proposed program.* |
| **EMPLOYMENT OPPORTUNITIES** | **CITED SOURCE OF INFORMATION** |
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**CHRIS**

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| **PROGRAM ADVISORY COMMITTEE AND LOCAL INDUSTRY SUPPORT**1. *Identify the date of the Program Advisory Committee (PAC) meeting in which the Minutes document support of the proposed program.*
2. *Name the organizations which have provided letters indicating that they would hire graduates of the program.*
 |
| **Name of PAC:**  | **Date of PAC Motion:**  |
| **Supporting Organizations:** *(List in right-hand column)* |  |
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**CHRIS/BRAD**

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| **EXTERNAL ACCREDITATION REQUIREMENTS** | **EVIDENCE OF ACCREDITATION** |
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**CARMELINDA**

*Institutional Research to present the following info in graph format.*

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| **COMPETITIVE ANALYSIS** |
| **COLLEGE** | **APPLICANT DEMAND** | **REGISTRANT DEMAND** |
| **08-09** | **09-10** | **10-11** | **11-12** | **% +/-** | **\*\*** | **08-09** | **09-10** | **10-11** | **11-12** | **% +/-** | **\*\*** |
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| \*\* Mohawk catchment drain |

ii. Target Group

*Indicate (X) the target group(s) this proposed program is most likely to attract:*

**CHRIS/BRAD**

|  |  |  |  |
| --- | --- | --- | --- |
|  | OSSD grads |  | University and College Graduates  |
|  | Mature Students (incl. Second Career and WSIB) |  | Aboriginal Students |
|  | International Students |  | Other: |

**Other Target Group Information:**

**CHRIS/BRAD**

*Provide other key points re: target group – e.g. demographics.*

1. Program Delivery **CHRIS/BRAD**
*Describe how the anticipated program delivery addresses the target audience.*
2. Record of Approvals Required

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| --- | --- | --- |
|  | **Approval Required** | **Approval Received (Date)** |
| **[x]**  | Strategic Enrolment Management Committee |  |
| **[x]**  | Board of Governors |  |
| **[x]**  | CVS |  |
| **[x]**  | MTCU |  |

1. **STUDENT IMPACT: CHRIS**
2. **FINANCIAL IMPACT: CHRIS, IN CONSULTATION WITH CHRISTINE SHELDRAKE**

Proposed annual tuition fee: $ \*High demand: **[ ]** Yes **[ ]** No

Financial analysis shows that this program will contribute approximately x% back to the college overhead within x years, making it financially sustainable. The detailed financial information is provided in Appendix A.

1. **Human resources IMPACT: CHRIS***Add additional information, as appropriate.*

All Human Resource matters related to this program are addressed through normal staffing procedures of Mohawk College.

1. **ENVIRONMENTAL MATTERS:**

N/A

1. **COMMUNICATION IMPACT: CHRIS**

Revise the following statement as appropriate.

The approval of the (Program name) program will be communicated through all normal channels related to student recruitment, such as the postsecondary calendar, and website. A focused strategy will also be developed to target ….

1. **legal IMPACT:**

N/A

1. **government/regulatory impact:**
2. **CONCLUSION: CHRIS**

*Provide a brief summary of the need/benefits of the program to Mohawk College.*

Respectfully submitted, Approved for Submission

Cheryl Jensen Rob MacIsaac

Vice President, Academic President

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| ***Appendices:*** | Appendix A (attached): Program Financial Information |
|  | Appendix B (attached): Program Approval Process Checklist |
|  | Appendix C (attached): Program Description, Learning Outcomes and Admission Requirements |
|  | Appendix D (attached): Program of Studies / Course Descriptions |
|  | Appendix E (attached): Credentials Framework Criteria |
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| ***Staff & Others Consulted:*** |  |
| **Name** | **Telephone** |
| Cathy Ozols/Lisa Pegg, Curriculum Design Specialist | 905-575-1212, x 3913 |
| Carmelinda Del Conte, Institutional Research | 905-575-1212, x 3727 |
| Roberta Weiss, Proposal Process Consultant  | 905-575-2431 |
| Cheryl Jensen, VPA | 905-575-1212, x 3605 |
| Debbie Calarco / Fred Nickner, Registrar / Admissions | 905-575-2272 |
| George Rombes/David Graham, Financial  | 905-575-2377 |
| Peggy French, e-Learn | 905-575-2215 |
| Tammy Capone, Academic Data Office | 905-575-2446 |
| Marianne Wilson, Marketing | 905-575-2065 |
| Faculty |  |
| Faculty |  |
| Faculty |  |
| Faculty |  |
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| ***Notifications:*** |  |
| **Name** | **Mailing or E-mail Address** |
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| ***Special Instructions:*** |
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**APPENDIX A**

**PROGRAM FINANCIAL INFORMATION**

*Insert Financials* **ROBERTA**

**APPENDIX B**

**PROGRAM APPROVAL CHECKLIST ROBERTA**

Title of Program for which approval is requested:

Program Credential: Ontario College Graduate Certificate [ ]  Applied Degree [ ]

 Ontario College Diploma [ ]  Ontario College Advanced Diploma [ ]

 Mohawk College Certificate [ ]  Ontario College Certificate [ ]

 Non-Credit [ ]

Name of Associate Dean Submitting the Approval Request:

Proposed Date of Implementation:

1. Does this Program meet Ministry standards? YES [ ]  NO [ ]  N/A [ ]
2. Does this Program meet appropriate regulatory requirements? YES [ ]  NO [ ]  N/A [ ]
3. Does the proposal demonstrate labour market or societal demand and
student demand for the program? YES [ ]  NO [ ]  N/A [ ]
4. Does the program offer graduates viable employment opportunities? YES [ ]  NO [ ]  N/A [ ]
5. Does the proposal provide documents attesting to certification and/or
credentials from external professional associations? YES [ ]  NO [ ]  N/A [ ]
6. Does the proposal include proposed program learning outcomes, a
program of study, and course descriptions? YES [ ]  NO [ ]  N/A [ ]
7. Does the proposal demonstrate that the program will be financially viable? YES [ ]  NO [ ]  N/A [ ]
8. Has a Capital Needs Assessment been completed? YES [ ]  NO [ ]  N/A [ ]
9. Has capacity to deliver been assessed: i.e. Space: YES [ ]  NO [ ]  N/A [ ]

 Human Resources: YES [ ]  NO [ ]  N/A [ ]

1. Have the Admission/Registration requirements been reviewed by the
appropriate department? YES [ ]  NO [ ]  N/A [ ]
2. Does this program proposal have the support of a relevant Advisory
Committee? YES [ ]  NO [ ]  N/A [ ]
3. Has the Enrolment Planning Committee reviewed the proposal? YES [ ]  NO [ ]  N/A [ ]
4. Has the Strategic Enrolment Management Committee/MEG reviewed
the proposal? YES [ ]  NO [ ]  N/A [ ]
5. Did this proposal require amendments? YES [ ]  NO [ ]  N/A [ ]

 If “yes”, briefly describe the amendments:

1. Have the required amendments been made to the program proposal? YES [ ]  NO [ ]  N/A 🞎

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President, Academic

**APPENDIX C**

**PROGRAM DESCRIPTION**

*To be completed in consultation with Curriculum Design Specialist* **CATHY**

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| **PROGRAM DESCRIPTION:** (including occupational areas where it is anticipated graduates will find employment) |
| **VOCATIONAL PROGRAM LEARNING OUTCOMES:** ***The graduate has reliably demonstrated the ability to*:** |
| **ADMISSION REQUIREMENTS:** |

**APPENDIX D**

**PROGRAM CURRICULUM**

*To be completed in consultation with Curriculum Design Specialist* **CATHY**

| **SEMESTER** | **SUBJECT CODE** | **COURSE CODE** | **COURSE NAME** | **COURSE DESCRIPTION** |
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| **SIX** |  |  |  |  |
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| **FLEXIBLE** | TBD | TBD | Field Placement / Co-op – (Optional) | Participate in real world learning experiences through field placements designed for your personal needs and interests. Apply knowledge and skills gained in academic studies to enhance skills and to establish or refine professional and personal development goals in a work environment that ensures access to leading industry practice.  |

**APPENDIX D**

**CREDENTIALS FRAMEWORK CRITERIA**

*To be completed in consultation with Curriculum Design Specialist* **CATHY**

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| **Ontario College Advanced Diploma - Credentials Framework** | **Meets Criteria** |
| ***1. Scope of Curriculum Outcomes: Breadth and Depth*** | **✓** |
| *1.1 Complexity of Knowledge and Vocational Outcomes* | Meets all specific vocational learning outcomes as defined by provincial program standards where these exist. |  |
| Breadth, depth, and complexity of knowledge involve analysis, diagnosis, design, planning, execution, and evaluation across a broad range of technical and/or management functions. |  |
| Opportunities may exist for new/additional applications of technical, creative, or conceptual knowledge to practical and/or real world situations. Performance of a significant range of skills associated with fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contributions to the development of a broad plan, budget, or strategy are involved, as is accountability for self and others in achieving the outcomes for a team. |  |
| Applications of skill and knowledge involve significant judgment in the planning, design, and technical leadership and/or guidance functions related to products, services, operations, or procedures. |  |
| The degree of emphasis on breadth as against depth of knowledge and skills may vary, with most weighting placed on depth. |  |
| *1.2 Essential Employability Skills* | Graduates have achieved the basic fundamental, personal management, and teamwork skills to get, keep, and progress in a job-of-choice. There is an appropriate depth of achievement, consistent with the essential employability skills learning outcomes, identified for these levels of credentials. |  |
| *1.3 General Education* | Consistent with the general education policy for colleges of applied arts and technology, graduates have been engaged in learning that exposes them to at least one discipline outside their main field of study and increases their awareness of the society and culture in which they live and work. This will typically involve students taking 3 to 5 courses (or the equivalent) designed discretely from vocational learning opportunities. This learning would normally be delivered using a combination of required and elective processes. |  |
| ***2. Typical******Duration for******Completion*** | Typically the duration to achieve this credential is 6 academic semesters or approximately 1800 to 2100 equivalent instructional hours. |  |
| ***3. Admission Requirements*** | OSSD or equivalent (Mohawk Academic Upgrading, GED) including: * Grade 12 English, C or U or equivalent

Options are available for mature applicants. NEW: Add statement re additional admission requirements in the event of the program being oversubscribed. |  |
| ***4. Name of Credential*** | Ontario College Advanced Diploma |  |