**PROGRAM MODIFICATION AND REINSTATEMENT PROCESS**

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|  | **NATURE OF CHANGE** | **APPROVALS PROCESS** | | | | | | | |
| **1** | **NAME CHANGE (determined by College)**  (Refer to CVS guidelines2) | ASSOCIATE DEAN …  SOR to SEM:  Explanation and objective evidence supporting change | SEM Approval, including Recommendations for implementation | ASSOCIATE DEAN …  Consultation1 with Program Quality and Institutional Research | ASSOCIATE DEAN…  Management Report as per BOG template; financials, employer and student demand NOT required.  Completion of CVS documents  Completion of MTCU documents, as appropriate | SEM/MEG Approval of Management Report | Board of Governors’ Approval | CVS Application and Approval | MTCU Application, as required, and Approval |
| **2** | **NAME CHANGE or PROGRAM STANDARDS CHANGE (mandated by MTCU)** | PROGRAM QUALITY …  Advises MTCU by formal letter of compliance date to new name/standard | SEM advised of MTCU mandated changes by PROGRAM QUALITY | ASSOCIATE DEAN …  Works with PROGRAM QUALITY on Program Review of program |  |  |  |  |  |
| **3** | **CONTENT and/or DURATION CHANGE**  (If beyond normal POS changes as per POS revised policy, refer to CVS guidelines3 and/orMTCU guidelines4) | ASSOCIATE DEAN …  SOR to SEM:  Explanation and objective evidence supporting change | SEM Approval, including Recommendations for implementation | ASSOCIATE DEAN …  Consultation1 with Program Quality, Institutional Research, Finance and Registrar | ASSOCIATE DEAN…  Management Report as per BOG template; financials, employer and student demand ARE required.  Completion of CVS documents  Completion of MTCU documents, as appropriate | SEM/MEG Approval of Management Report | Board of Governors’ Approval | CVS Application and Approval | MTCU Application, as required, and Approval |
| **4** | **DELIVERY CHANGE**  (e.g. addition / removal of Co-op, intensive, accelerated, etc.; refer to MTCU guidelines4) | ASSOCIATE DEAN …  SOR to SEM:  Explanation and objective evidence supporting change | SEM Approval, including Recommendations for implementation | ASSOCIATE DEAN …  Consultation1 with Program Quality, Institutional Research, Finance and Registrar | ASSOCIATE DEAN…  Management Report as per BOG template; financials, employer and student demand ARE required.  Completion of MTCU documents, as appropriate | SEM/MEG Approval of Management Report | Board of Governors’ Approval |  | MTCU Application, as required, and Approval |
| **5** | **NEW STREAM**  (To existing program with different POS) | ASSOCIATE DEAN …  SOR to SEM:  Explanation and objective evidence supporting change | SEM Approval, including Recommendations for implementation | ASSOCIATE DEAN …  Consultation1 with Program Quality, Institutional Research, Finance and Registrar | ASSOCIATE DEAN…  Management Report as per BOG template; brief financials required; employer and student demand ARE required. | SEM/MEG Approval of Management Report | Board of Governors’ for information/approval |  |  |
| **6** | **REINSTATEMENT**  (Programs with an intake suspension of 3 or more years) | ASSOCIATE DEAN …  Consultation1 with Program Quality, Institutional Research, Finance and Registrar | ASSOCIATE DEAN …  SOR to SEM:  Explanation and objective evidence supporting change | SEM Approval, including Recommendations for implementation, depending on extent of changes required to program | Depends on SEM recommendations, depending on extent of changes required to program | Depends on SEM recommendations, depending on extent of changes required to program | Depends on SEM recommendations, depending on extent of changes required to program | Depends on SEM recommendations, depending on extent of changes required to program | Depends on SEM recommendations, depending on extent of changes required to program |
| **7** | **PROGRAM OFFERING WITH THIRD PARTY**  (e.g. private college) | ASSOCIATE DEAN …  Consultation1 with Legal, Program Quality, Institutional Research, Finance and Registrar | ASSOCIATE DEAN …  SOR to SEM:  Explanation and objective evidence supporting change | SEM Approval, including Recommendations for implementation | Depends on SEM recommendations | Depends on SEM recommendations | Depends on SEM recommendations | Depends on SEM recommendations | Depends on SEM recommendations |
| **8** | **ENROLMENT CHANGE** (increase or decrease in enrolment greater than 10 or new intake / campus) | ASSOCIATE DEAN …  SEM Approval of enrolment change form, accompanied by mitigation strategies |  |  |  |  |  |  |  |

1. Consultation with Program Quality, Institutional Research, Finance and Registrar includes the following services: (a) Program Quality: assistance with completion of Management Report, program outcomes, curriculum development and mapping to outcomes, completion of CVS and MTCU documents; (b) Institutional Research: competitive curriculum research, market research on student and employer demand; (c) Finance: development of financial projections; (d) Registrar: advice on program admission requirements.
2. In cases where a college wishes to change the approved title of a program, this change or modification of title will need to be validated by the CVS, as the approval of titling falls within its mandate. (Source: CVS)
3. If Content Change affects the program description and/or learning outcomes, CVS approval required; MTCU approval required if program categorization (family/code) affected by proposed change. (Source: CVS)
4. A change in the program delivery method of 20% or more (e.g. hours, balance between lecture vs clinical vs lab) is to be reported to MTCU via an updated Program Delivery Information application, as per following advice from MTCU:

*“Although technically any changes should be reported to us (MTCU), in practice the general rule of thumb we use here is that a change in the program delivery method of 20% or more should be reported to us.  For example, if a program has 200 classroom hours and 50 lab hours, and the total hours increase to 300, we should be informed. Also, if the delivery method changes (if it goes from 50 lab hours to 50 clinical placement hours) then we should also be informed. The rationale is that this change could impact the funding decision, and we need to ensure that the assigned funding is still appropriate. The general rule of thumb is that labs are funded more heavily than classroom hours, and small group tutorial or clinical hours are funded even more heavily. (Source: MTCU, Oct. 26/10)*

*Timing of the decision making*

*Decisions could be made at different times of year*

*Enrolment change could go to biweekly meetings. Urgent ones could go via email. Can Dean manage overall enrolment within their own portfolio?*

*Admission requirement changes*