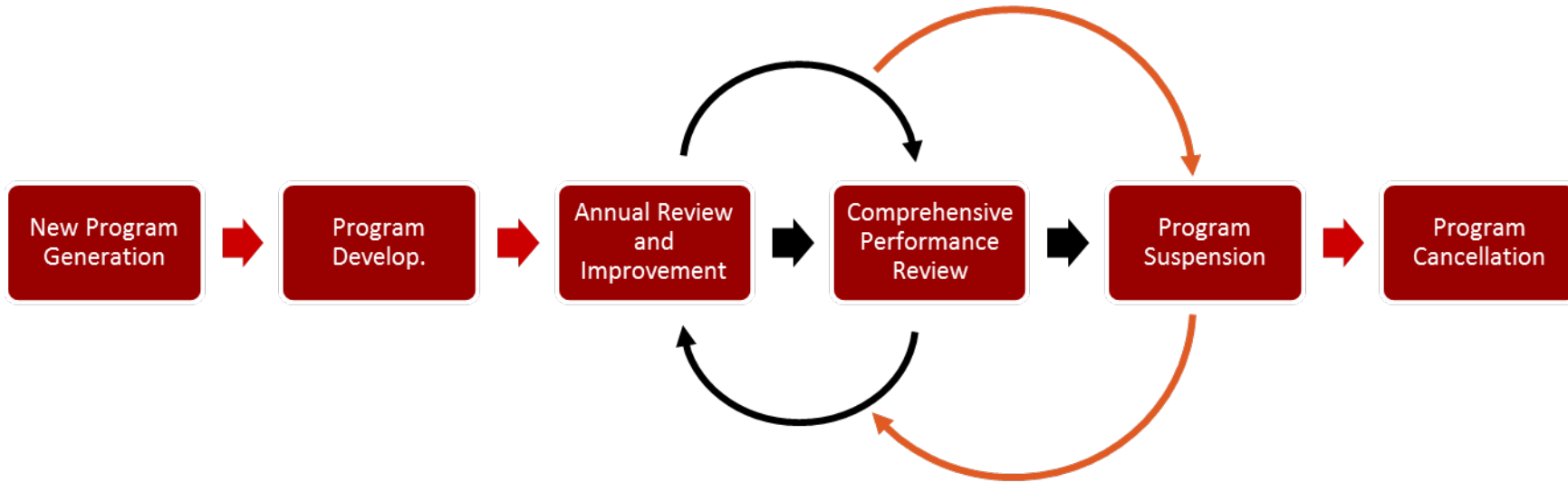
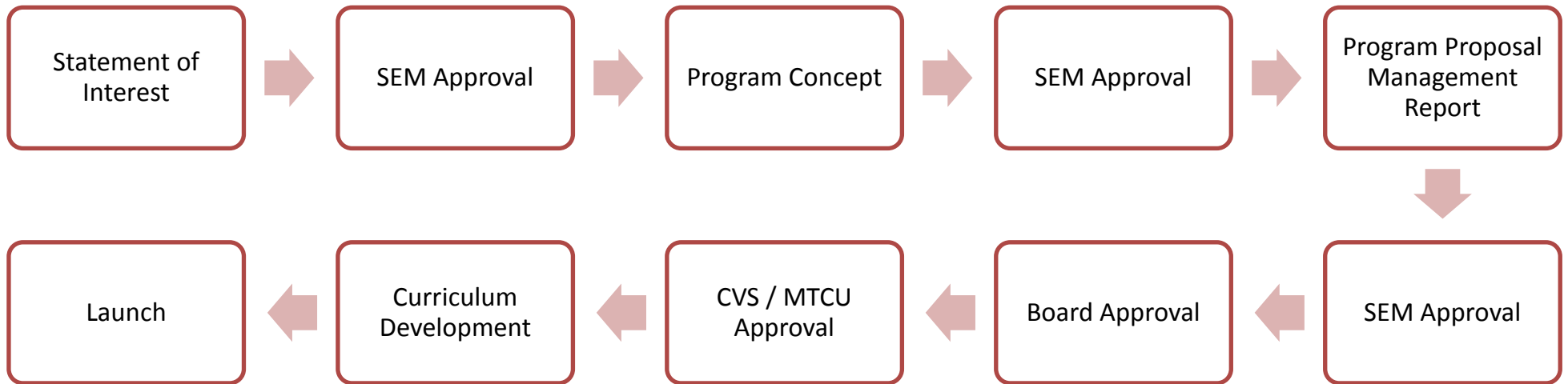


PROGRAM LIFECYCLE

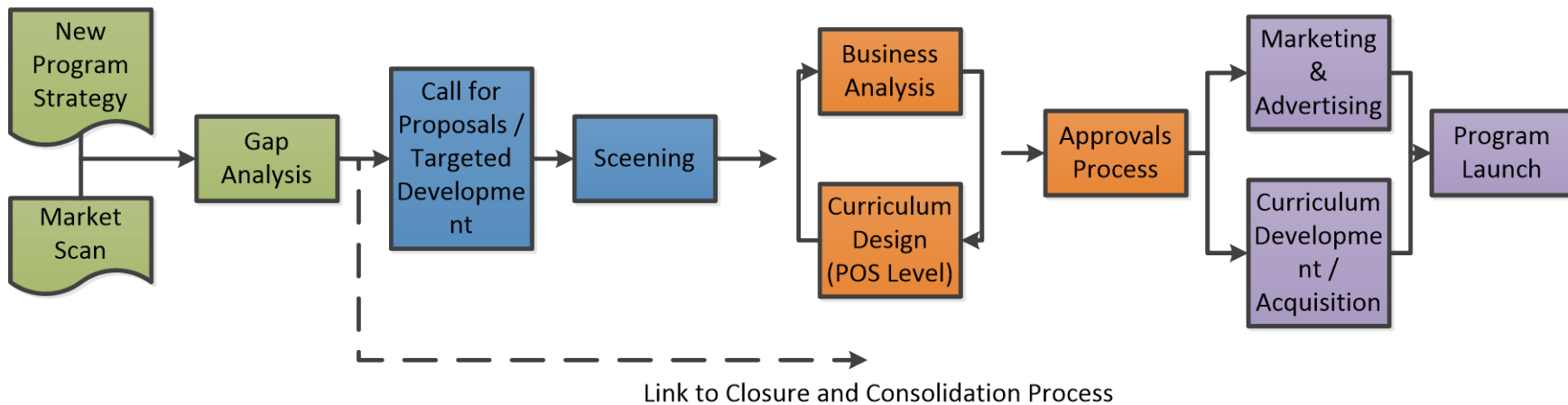


NEW PROGRAM DEVELOPMENT

Current Process



Process to be Implemented



PROGRAM MODIFICATIONS

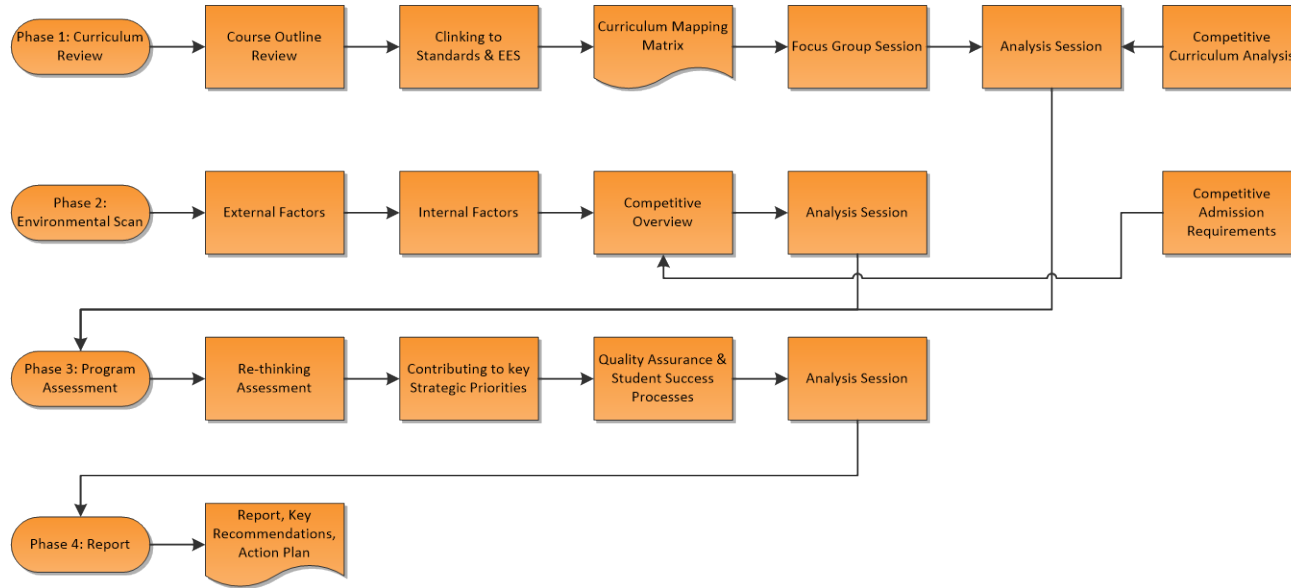
APPROVALS PROCESS							
NAME CHANGE (Refer to CVS guidelines ²)	ASSOCIATE DEAN ... SOR to SEM: Explanation and objective evidence supporting change	SEM Approval, including Recommendations for implementation	ASSOCIATE DEAN ... Consultation ¹ with Program Quality and Institutional Research	ASSOCIATE DEAN... Management Report as per BOG template 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
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 ... Consultation ¹ with Program Quality, Institutional Research, Finance and Registrar	ASSOCIATE DEAN... Management Report as per BOG template	SEM/MEG Approval of Management Report	Board of Governors' for information/approval	
DELIVERY CHANGE (e.g. addition / removal of Co-op, intensive; refer to MTCU guidelines ³)	ASSOCIATE DEAN ... SOR to SEM: Explanation and objective evidence supporting change	SEM Approval, including Recommendations for implementation	ASSOCIATE DEAN ... Consultation ¹ with Program Quality, Institutional Research, Finance and Registrar	ASSOCIATE DEAN... Management Report as per BOG template Completion of MTCU documents, as appropriate	SEM/MEG Approval of Management Report	Board of Governors' Approval	MTCU Application, as required, and Approval
CONTENT and/or DURATION CHANGE (If beyond normal POS changes as per POS revised policy, refer to CVS guidelines ³ and/or MTCU guidelines ⁴)	ASSOCIATE DEAN ... SOR to SEM: Explanation and objective evidence supporting change	SEM Approval, including Recommendations for implementation	ASSOCIATE DEAN ... Consultation ¹ with Program Quality, Institutional Research, Finance and Registrar	ASSOCIATE DEAN... Management Report as per BOG template 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
REINSTATEMENT (Programs with an intake suspension of 3 or more years)	ASSOCIATE DEAN ... Consultation ¹ 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	Depends on SEM recommendations			
NEW PROGRAM SITE (e.g. Different campus, partnership with private college)	ASSOCIATE DEAN ... Consultation ¹ 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	Depends on SEM recommendations			
ENROLMENT CHANGE (increase or decrease in enrolment greater than 10 or new intake / campus)	SEM Approval of enrolment change form, accompanied by mitigation strategies for decreased enrolment						

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)

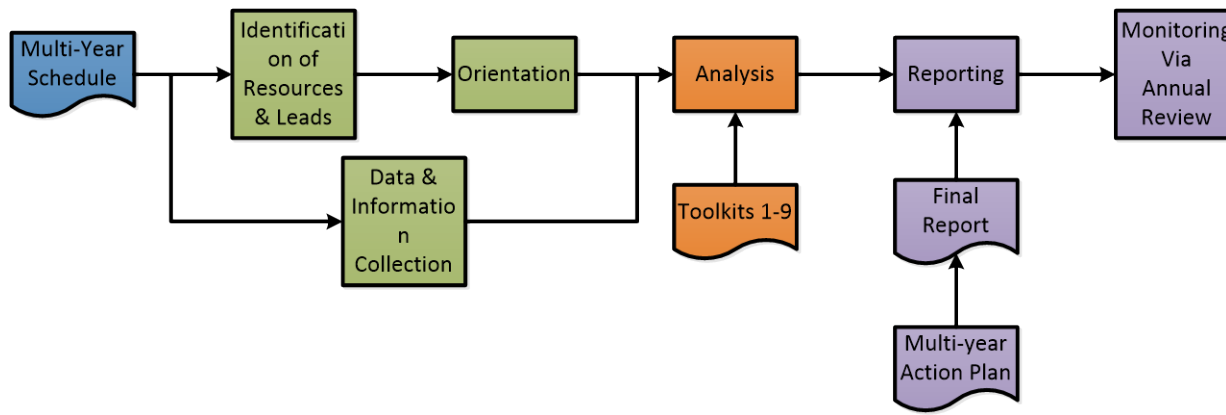
3. If Content Change affects the program description and/or learning outcomes, CVS approval required; MTCU approval required if program categorization (family/code) affected by proposed change. (Source: CVS)
4. A change in the program delivery method of 20% or more (e.g. hours, balance between lecture 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)

PROGRAM REVIEW

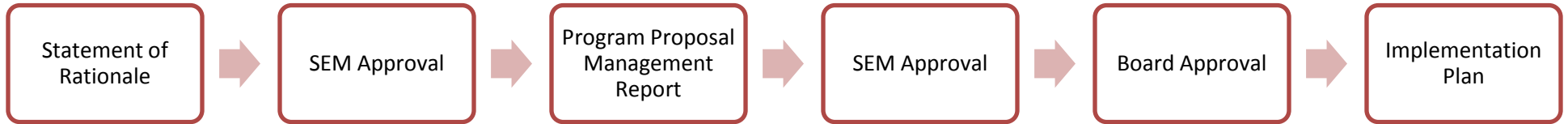
Old Process



Current Process



PROGRAM SUSPENSION



PROGRAM PRIORITIZATION

