



## **EDUCATION POLICY NEW PROGRAM PROPOSALS**

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**EFFECTIVE:** December 1997

**REVISED:** January 2009

**RELATED POLICIES:**

### **POLICY**

Proposals, concepts or ideas for the establishment of new certificate or diploma programs at the College follows an established process that includes appropriate research, recommendations and approvals by the Administration/Budget Committee, Education Council, Vice President Learning and the President.

### **PROCEDURE:**

1. The Vice-President Learning assesses a proposed program's consistency with the current Strategic Plan;
2. The Deans contact college personnel who should be involved in the proposal development;
3. The Deans conduct initial research into program feasibility including research into associated programs offered by other institutions, draw of students for such programs from our region; local labour market demand and comply where appropriate with the Ministry of Advanced Education's proposed non-degree programs (Appendix "A");
4. The Deans submit the program proposal to the Deans Committee for review.

### **IF ACCEPTED:**

5. The Dean or Chair will present the program proposal to the College Education Council.
6. If the Education Council approves, the proposal will be forwarded to the Board for information via the President.
7. The Vice-President Learning will forward eligible New Program Proposals (NPP) to the online "New Program Review" (NPR) website for peer review and comment. (Appendix "A"). Following the required 30 day posting for eligible programs on the New Program Review website, the NPP will be completed by the Dean or Chair taking into consideration and/or incorporating peer review and comment. The NPP will be submitted to the Education Council for final approval.
8. New NLC Programs not eligible for the on-line New Program Review will be forwarded to the Education Council for review.
9. The NPP will be signed and approved by the CEO / President, who will then inform the Board.

### **PROGRAM IMPLEMENTATION**

Once the program implementation notice has been posted, the appropriate Dean will:

1. Establish a program advisory committee
2. Hold advisory meetings and obtain recommendations for curriculum, marketing, staffing, etc.
3. Contact service areas such as Educational Technology, Facilities, Marketing and Communications, and Student Services (including: Disabilities, Aboriginal Coordinator, Financial Aid and Recruiters)
4. Complete any curriculum development required
5. Receive Education Council approval of curriculum
6. Develop staffing plans
7. Hire staff
8. Communicate to vested parties information of developments
9. Implement program

**“Appendix A”****MINISTRY OF ADVANCED EDUCATION’S  
ONLINE NON-DEGREE PROGRAM REVIEW PROCESS:**

All Public institutions are to participate in the online degree program review process for new non-degree **credit programs, except for certificate programs that do not “ladder” into diploma programs.** Eligible programs include:

- New fields of study
- New credentials
- Options developed in existing programs and to be recognized on students’ transcripts;
- Major program revisions that warrant an internal review of institutional approval. Determination about what constitutes a major program revision is left up to the institution;
- Programs originally established as credentials offered outside the province but are later offered within the province.

This process is not required for certificate programs that do not ladder into other credentials. However, if the institution wants to ensure that students are eligible to apply for student financial aid, the certificate must be approved by the institution’s Education Council and must meet all other program eligibility requirements as outlined at [www.bcsap.bc.ca](http://www.bcsap.bc.ca) under the School Official icon.

**ONLINE NEW PROGRAM REVIEW PROCESS (NPR)**

The following steps outline the NPR Process model for peer consultation of non-degree program proposals as it would apply at Northern Lights College (NLC):

1. NLC develops a proposal in accordance with the NPR guidelines.
2. NLC’s Vice President Learning determines the appropriate stage at which to post the proposal for peer consultation.
3. Institutional contact at receiving institution is automatically notified that a new proposal has been posted for peer consultation.
4. Institutional contact forwards that information to appropriate faculty reviewer(s).
5. Within thirty (30) days the receiving institution posts comments that have been authorized by the institutional contact person.
6. NLC incorporates the feedback where appropriate.
7. NLC then posts its response to the feedback: summary of feedback, or an updated proposal, etc.
8. Once peer review process is complete, NLC seeks final Education Council Approval.
9. If there is no comment or response as per step 5, NLC submits proposal to the Education Council seeking acceptance.
10. The President will advise the Board.