

## Purpose

To provide a formal framework to support the development and approval of new, relevant academic Programs of Instruction that reflect emerging workplace or societal needs; that are congruent with Cambrian's ('the College') mission and strategic directions; that provide opportunities for further learning; and, that are sustainable.

## Definitions

**Program of Instruction:** a group of related courses typically leading to a diploma, certificate or other credential (funded or non-funded) awarded by the College.

**Ministry Program Standards:** the published provincial standards for a postsecondary program, which includes the following components:

- Vocational standards - the career-specific learning outcomes which apply to the program in question, including the elements of performance;
- Essential Employability Skills standards - general learning outcomes in areas such as written and verbal communications, math, computer literacy, teamwork and decision-making which apply to all programs of similar length;
- General Education standards - the requirement for a variety of general education courses to broaden the scope of career-oriented college programs and benefit students in terms of personal growth and enrichment, informed citizenship and working life.

**Senior Team:** For the purpose of this policy, means the President and any Vice President, Associate Vice President and Executive Director

## Application/ Scope

This policy defines and supports a development process leading to the creation of a Program of Instruction and applies to all proposed Ministry of Colleges and Universities ("MCU"), Credential Validations, Postsecondary Education Quality Assessment Board ("PEQAB") and College-approved credentials, and any previously approved Program of Instruction that has not had any intake enrolment for five or more consecutive years.

## Policy Statements

1. The development of new Programs of Instruction arises in response to an identified labour market demand, emerging technologies, and/or changing industry or societal needs.
2. Proposals for program development shall:
  - a. Align with the College's:
    - i. Strategic Plan;
    - ii. Strategic Mandate Agreement;
    - iii. Program Development Framework;
    - iv. Strategic Enrolment Management Framework;

## New Program Development and Approval Policy

Date Approved: March 9, 2020

Effective Date: April 1, 2020

Date Reviewed: December 2019

Replaces: Nov. 12, 2014 version

- b. Adhere to all applicable requirements of MCU policy directives.
  - c. Be in accordance, where appropriate, with relevant accreditation and/or industry standards/certifications.
  - d. Comply with the College's standards and requirements for Programs of Instruction.
  - e. Be supported by an evidence-based decision process.
  - f. Be supported by industry and/or a relevant Program Advisory Committee, either permanent or ad hoc.
  - g. Be consultative and collaborative, inclusive of all relevant internal and external stakeholders.
  - h. Reflect best practices in adult education and training.
  - i. Demonstrate fiscal sustainability by the third consecutive enrolment intake.
3. New program curriculum must be developed with the advice of industry and/or a relevant Program Advisory Committee, either permanent or ad hoc.
4. New program curriculum must ensure the realization of the Ministry Program Standards: Vocational (where applicable), General Education and Essential Employability Skills.
  - a. Where Ministry Program Vocational Standards do not exist, program vocational learning outcomes must be developed.
5. The process for the review and approval of new Programs of Instruction is transparent and inclusive of the different stakeholder perspectives – faculty, academic administration, students, graduates (where applicable), and community and industry partners.
6. The New Program Development and Approval Operating Procedure outlines the full development and approval process.
7. The Strategic Enrolment Management Committee reviews and approves the program plan of development and the operating procedure for new program development and approval on an annual basis.
8. Senior Team reviews and endorses all Programs of Instruction of the College.
9. The Board of Governors reviews and approves Programs of Instruction pursuant to the College's New Programs of Instruction Framework.

### **Responsibilities and Accountability**

The Vice President, Academic has the responsibility for ensuring implementation and compliance of the New Program Development and Approval Policy.

Planning and Institutional Research has the responsibility for facilitating and managing new program development and approval, and curriculum development processes.

The Strategic Enrolment Management Committee has the responsibility for reviewing and making



## New Program Development and Approval Policy

Date Approved: March 9, 2020

Effective Date: April 1, 2020

Date Reviewed: December 2019

Replaces: Nov. 12, 2014 version

recommendations related to the processes guiding new program development and approval.

### Related Procedures

Curriculum Development Operating Procedure

New Program Development and Approval Operating Procedure

New Programs of Instruction Framework

### Related Policies / Directives / Regulations

Academic Quality Assurance Policy

Admissions Criteria, Minister's Binding Policy Directive (MCU)

College Quality Assurance Audit Process

Framework for Programs of Instruction, Minister's Binding Policy Directive (MCU)

Funding Approval of Programs of Instruction, Minister's Binding Policy Directive (MCU)

Governance and Accountability Framework, Minister's Binding Policy Directive (MCU)

Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, c. 8, Sched. F

Ontario Qualifications Framework (MCU)

Program Development Framework

Program Suspension Policy

Strategic Enrolment Management Framework