

Purpose

To provide a formal framework to support the development, review and approval of new, relevant academic programs of instruction that reflect emerging workplace requirements; that are congruent with Cambrian's mission and strategic directions; and that assure learning and teaching quality.

Definitions

Post-secondary programs of instruction: a group of related courses leading to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, Cambrian College Certificates/Diplomas, and Baccalaureate Degree.

Programs of instruction: approved by the Board of Governors and conform to the levels of learning articulated in the Credentials Framework (Minister's Binding Policy Directive on Framework for Programs of Instruction) and in the instances of Baccalaureate Degrees, by the Postsecondary Education Quality Assessment Board (PEQAB).

Application/ Scope

Cambrian measures its success by how prepared graduates are for their chosen careers and prides itself on providing a program mix that maintains relevancy, financial sustainability and quality.

It is the College's mandate to offer programs that produce graduates who are fully prepared for the workforce and have an engrained sense of community and their role within it. To achieve this, the College takes rigorous measures to ensure that programs meet the present and future needs of industry and the learner.

Policy Statements

Main statement

1. **The development of new programs of instruction may arise in response to an identified labour market demand, emerging technologies and/or shifts in demographics.**
2. **Proposals for program development shall -**
 - a) Align with the College's strategic priorities, as identified in the College's Strategic Mandate Agreement and Strategic Plan, as well as its mission, vision and values.
 - b) Adhere to Ministry of Training, Colleges and Universities policies and directives.
 - c) Be in accordance, where applicable, with relevant accreditation and/or industry standards/certifications or other post-secondary approval bodies.
 - d) Comply with Cambrian standards for programs of instruction.
 - e) Be supported by an evidence-based decision process.

- f) Be consultative and collaborative, inclusive of all relevant internal and external stakeholders.
 - g) Reflect best practices in adult education and training.
- 3. Proposals for new programs will be developed in the context of the following key elements –**
- a) College Strategic Plan and Strategic Mandate agreement
 - b) Feasibility study
 - Competition
 - Labour Market analysis
 - Accreditation/Certification requirements
 - Employment Requirements
 - Community/Industry support
 - c) Financial Analysis
 - Cost and sustainability
 - Impact on College’s financial health
 - Human/Physical Resource requirements
 - d) Work Integrated Learning opportunities
 - e) Risk assessment
 - f) College program mix
 - Program Key Performance Indicators – Graduate counts/rates and employment rates (related/unrelated)
 - g) Quality assurance
 - General Education
 - Essential Employability Skills
 - Credential – titling, level, standards
- 4. The process for reviewing, and approving new programs of instruction will be transparent and inclusive with an identified accountability framework for implementation.**
- 5. Full details of the process for the development and approval of new programs of instruction will be articulated in the ‘Program Management at Cambrian’ document. All associated documents will be accessible to all College staff.**
- 6. The process and requirements will be reviewed annually by the Strategic Enrolment Management Committee.**

Responsibilities and Accountability

The Vice President, Academic:

- Ensuring implementation and compliance of the New Program Development and Approval Policy.

Planning and Research:

- Facilitating and managing the new program development and approval process.

The Strategic Enrolment Management Committee:

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

Related Procedures

- New Program Approval Operating Procedure
- Curriculum Development Operating Procedure
- Course Outline Development Operating Procedure

Related Policies / Directives / Regulations

Program Development Framework

Teaching and Learning Framework

Program Management at Cambrian

Ministry of Training, Colleges, and Universities – Framework for Programs of Instruction

Program Quality Assurance Policy

Program Delivery Policy

Terms of Reference – Strategic Enrolment Management Committee