Enter Date

Enter Proponent(s)

Please add signature of Dean/Director and date signed here

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|  |
| Enter Program Title |
|  |
| Program Proposal – Stage 1 |

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# Table of Contents

[Table of Contents 1](#_Toc476739813)

[PROGRAM SUMMARY 2](#_Toc476739814)

[1. Program Overview 3](#_Toc476739815)

[2. Relevance 3](#_Toc476739816)

[3. Student Experience 4](#_Toc476739817)

[4. Operating Costs 5](#_Toc476739818)

[STOP HERE 5](#_Toc476739819)

Program Proposal

This template is required for all new degree and non-degree program proposals and includes a Program Summary, Stage 1 Program Priority Planning Template. You can use the navigation pane on the left to go directly to the section you want.

# PROGRAM SUMMARY

|  |  |
| --- | --- |
| **Name of Institution:** | Yukon College |
| **Campus location:** | Indicate location of proposed program |
| **Title of program:** |  |
| **Credential to be awarded to graduates:** | Choose a credential |
| **Length of program:** | Completion time in years and months |
| **Total number of credits:** | Choose number of credits |
| **Delivery Method:** | Choose delivery method |
| **Work Integrated Learning Opportunities:** | Chose an option |
| **Target implementation date\*:** | Enter date |

*\*The program must receive final approval at least six months prior to the implementation date or implementation will be postponed.*

|  |  |
| --- | --- |
| **Institutional Contact:**  | Enter Dean’s name |
| **School:** | Enter name of School |
| **Department/Division:** | Enter name of Department/Division |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |

STAGE 1: PROGRAM PRIORITY PLANNING

Please complete **ALL** of the following questions. The questions are derived directly from the criteria established by Academic Council for the formative and summative assessment of programs.

# Program Overview

1. **Please indicate if this program proposal is for a new degree or new non-degree?**

1. **What is the program’s mission, vision, or philosophy?**

1. **Provide a brief general description (include program function, purpose, and main objectives).**

1. **How will this program move the College forward (taking into consideration Yukon College’s Strategic, Academic, Strategic Enrolment management and Research Plans)?**

1. **How does this program support the three niche programming areas (climate change and society, indigenous self-determination and governance, and resource development, technology and innovation)?**

1. **What are the relevant aspects of the program’s character (e.g., the mix of faculty required; campus delivery; course delivery method(s); facilities and infrastructure; support staff)?**

1. **Has this program proposal been discussed at a school meeting? If yes, provide comments and/or back up. If no, indicate when discussions will be held.**

# Relevance

1. **What is the estimated student demand? Will there be a net increase in the number of students to Yukon College? Please provide projected enrolments as part of the evidence that outlines demand. The projected enrolments must follow the enrolment model developed by Institutional Research and Planning.**

1. **What are the employment and education opportunities for graduates?**

1. **What is the evidence of labour market demand? Does the program meet identified community or regional needs?**

1. **Provide a list of comparable programs offered in other jurisdictions. Explain how this program would be distinct or different.**

1. **How will this program contribute support other Yukon College programs?**

1. **Which programs currently offered by the institution will the proposed program compete with? If there is duplication, how is it justified? What makes the proposed program unique?**

1. **How will this program contribute to the social and cultural development of the community?**

1. **How will this program contribute to the indigenization of Yukon College and the community? Provide evidence of consultation with, support of, and/or partnering with First Nations in the development of this proposal.**

# Student Experience

1. **What is the profile of the typical student that the program will attract?**

1. **How will the program provide support to students?**

1. **Do we have appropriate student services and activities?**

1. **Do we have appropriate specialized or dedicated facilities and equipment, or will new facilities and equipment be required?**

1. **Is this program building on an existing program? How successful is the current program in terms of student satisfaction, employment, or further education?**

# Operating Costs

1. **How will the program and program development be funded? A funding source should be identified for new programs (whether FTE funding from Yukon Government, third-party, cost-recovery, or re-allocation of existing funds).**

1. **What is the estimated cost of direct instruction (i.e. how many perm/term FTEs or sessional staff will be required)?**

1. **What are the cost implications for/to other programs (e.g. service course requirements, extra course offerings required, course sharing opportunities, etc.)?**

1. **Will there be costs for additional student services?**

1. **Will there be costs for new facilities or equipment?**

1. **Have you consulted, or will you be consulting, with others outside of your School in the development of this program (other Deans, departments/schools, institutions, employers, First Nations, etc.)?**

1. **Should this program proposal be approved, what is the plan for further consultation outside of your School (other Deans, departments/schools, institutions, employers, First Nations, etc.)?**

# STOP HERE

**Stage 1 Program Priority Planning Template** must be submitted by the Dean to the Vice President Academic & Student Services (VPA&SS) for review. After review by the VPA&SS it must be submitted by the Dean to the Senior Executive Committee (SEC) for information, and then must receive approval by Academic Council (AC) before moving forward to Stage 2.