Enter Date

Enter Proponent(s)

Please add signature of Dean/Director and date signed here

|  |
| --- |
|  |
| Enter Program Title |
|  |
| New Non-Degree Credit Program Proposal – Stage 2 |

# 

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New NON-Degree CREDIT Program Proposal

This template is required for all new non-degree credit program proposals and includes a Program Summary and Stage 2 Program Proposal Template. If you find that any section asks you to repeat language from your Stage 1 proposal, feel free to duplicate that wording if appropriate.

# PROGRAM OVERVIEW

|  |  |
| --- | --- |
| **Name of Institution:** | Yukon College |
| **Campus location:** | Indicate location of proposed program |
| **Title of program:** |  |
| **Credential to be awarded to graduates:** | Select a credential |
| **Length of program:** | Select completion time in years and months |
| **Total number of credits:** | Select number of credits |
| **Delivery Method:** | Select delivery method |
| **Work Integrated Learning Opportunities:** | Select 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 2: NEW NON-DEGREE CREDIT PROGRAM PROPOSAL**

Stage 2 is required by Academic Council for new non-degree programs. If this program has the potential to develop into a degree program or if it will ladder into a degree, it is strongly advised to ensure Campus Alberta Quality Council (CAQC) standards are addressed at this stage. Please complete all sections.

See Institutional Research and Planning Department (IRP) if assistance is required in completing Stage 2. See the Governance Office for information about CAQC standards and requirements.

# Program Outline

Fill in the fields below with the information from a proposed course outline. If your proposed Stage 2 proposal is approved, the proposed program outline below is also considered to be approved and proponents can port the components into the appropriate template.

## Program description

Provide a program description. Descriptions should be one or two paragraphs, and clearly and concisely outline the goals, intentions, and outcomes of the program.

## Program learning outcomes

## Duration of program

Indicate how many years will it take a full-time student to complete the program and number of credits within the program.

## Delivery methods

## admission requirements

## Graduation requirements

## accreditation or other recognition

## work integrated learning

If this program will involve a practicum, work placement, study abroad, internship, etc., provide a summary of those activities below.

## program costs

## employment

## transfer agreements

## unique program requirements

Include unique program requirements as application, such as specialized computer equipment, professional gear, etc.

## course descriptions

For any courses that will be developed in service of this program, provide draft course name and course descriptions here.

# Program Summary

Provide a summary of the proposed program, including:

## Purpose of the program

## Key Objectives and Outcomes of the Proposed Program

### 

## identify the target student audience(s) for this program

## how have you insured that the proposed program does not result in unnecessary duplication within the institution?

## Provide evidence of labour market demand and indicate how the program meets identified community or rural/regional needs

# Curriculum

## Existing and New Courses

List which courses already exist at the institution and which new courses will be implemented as a result of the program. Please note that if the proposed program requires courses that are offered by another division, it is necessary to have signoff from that division. This signoff is required in the Consultation section.

**Appendix A:** In an appendix, provide full course outlines for existing core courses.

## Program Curriculum Map

In a table, provide a proposed curriculum map that demonstrates where and how the programlearning outcomes are embedded in the various courses within the program.

## Identify the territorial/provincial, national and/or international certifications and standards achieved in the new program, if applicable

# Program Consultations and Evaluation

* 1. **Consultation**

Provide a list and brief explanation of the nature of the consultations, both internal and external, that have occurred in the development of the program.

* 1. **Written Comments**

** Appendix B:** Attach all written comments in an appendix, both positive and negative, from:

* Relevant employers;
* Relevant professional associations;
* Program advisory committees;
* Other institutions;
* Experts in the proposed field of study; and,
* External academic consultants.

## Other input

If there are other individuals or groups that have been involved (both internal and external to the institution), describe their roles in the collection and evaluation of information leading to the development and submission of this proposal.

** Appendix C:** In an appendix, complete the Proof of Consultation Form with comments and signatures from all the departments listed.

## Indicate whether safety and other risk management factors have been addressed where appropriate

# Student Transfer Options

## Indicate how the institution plans to ensure students’ ability to access the program through transfer

## Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution

## Indicate how students will be able to transfer into related degree-level programs, if applicable

# CAQC and Future Growth

If this program has the potential to develop into a degree program or if it will ladder into a degree, identify how Yukon College has addressed CAQC’s requirements.

# Program Resources

Permanent funding has been allocated (yes/no):

If yes, permanent funding has been allocated to this program to begin Click here to enter date.

## Five-Year Resource Plan

A Five-Year Resource Plan must be developed in consultation with Finance, including your division’s Budget Officer, to determine costing.

Describe the resources that will be required to mount this program including:

* Library resources (on-site library resources relevant to the non-degree program area for faculty and students and other library access such as web-based or inter-library arrangement.)
* Computers and computer access; classrooms, laboratories, and equipment;
* Marketing and student recruitment;
* Existing and shared resources at the institution or at other institutions that will be used to offer the program; and,
* Additional resources that will be required to offer this program.

Alternatively, if your funding is not secure, please provide a five-year resource plan that demonstrates how this program will be offered on a cost-recovery model. Include the above bullet points in your plan.

**Appendix D**: In an appendix, provide the final Five-Year Resource Plan (in Excel) that was reviewed by the Budget Officer, and include the completed budget and third-party funding proposal if applicable.

** Appendix E:** If applicable, in an appendix, provide a completed copy of the consultation process/form used for requesting library resources.

If third-party funding will be sought, indicate what resources will be required by the College, and outline a contingency plan should third-party funding not be successful or if funding terminates.

If a third-party funding agreement is in place, who owns the intellectual property of the program, courses, and/or resources?

## POTENTIAL REVENUE SOURCES

Identify all potential revenue sources that could contribute to funding this program (ex: industry partners, First Nation Governments and partners, ancillary fees, cost recovery tuition, other, etc.).

## Student financial assistance/access/availability

# Other

Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal.

**Appendix F**: In an appendix, provide a copy of the approved Stage 1 Program Proposal.

# Program Matrix

Add and delete rows, terms, and/or years as appropriate.

**Year 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall Term** | | | **Winter Term** | | |
| Name and Number | Credits | Hours | Name and Number | Credits | Hours |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Term Total:** |  |  | **Term Total:** |  |  |
| **Spring Term** | | | **Summer Term** | | |
| Name and Number | Credits | Hours | Name and Number | Credits | Hours |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Term Total:** |  |  | **Term Total:** |  |  |
|  | | | **Year 1 Total:** |  |  |

**Year 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall Term** | | | **Winter Term** | | |
| Name and Number | Credits | Hours | Name and Number | Credits | Hours |
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|  |  |  |  |  |  |
| **Term Total:** |  |  | **Term Total:** |  |  |
| **Spring Term** | | | **Summer Term** | | |
| Name and Number | Credits | Hours | Name and Number | Credits | Hours |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Term Total:** |  |  | **Term Total:** |  |  |
|  | | | **Year 2 Total:** |  |  |

**Year 3:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fall Term** | | | | | **Winter Term** | | | |
| Name and Number | Credits | | Hours | | Name and Number | | Credits | Hours |
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| **Term Total:** |  | |  | | **Term Total:** | |  |  |
| **Spring Term** | | | | | **Summer Term** | | | |
| Name and Number | | Credits | | Hours | Name and Number | Credits | | Hours |
|  | |  | |  |  |  | |  |
|  | |  | |  |  |  | |  |
|  | |  | |  |  |  | |  |
| **Term Total:** | |  | |  | **Term Total:** |  | |  |
|  | | | | | **Year 3 Total:** |  | |  |

**Year 4:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fall Term** | | | **Winter Term** | | |
| Name and Number | Credits | Hours | Name and Number | Credits | Hours |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Term Total:** |  |  | **Term Total:** |  |  |
| **Spring Term** | | | **Summer Term** | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Term Total:** |  |  | **Term Total:** |  |  |
|  | | | **Year 4 Total:** |  |  |
| **Program Total:** |  |  |

# Proof of Consultation

This proposal is a document to assist the relevant school, division, and Yukon College as a whole in planning for new programs. It is important to determine the impact of any new program on other areas of Yukon College and thus, consultation is a required element of all proposals. **Proof of Consultation requires comments and signatures that may take time to gather, so allow sufficient time for this. This form must accompany a completed program proposal.**

In this context, Consultation is defined as detailed face to face conversations or email discussions regarding the proposed program, highlighting in particular what impacts the proposed program may have on the department, division, or area of the consultee.

**Mandatory Consultations Comments by Consultee &/or Dean (required) Sign Off & Date**

|  |  |  |
| --- | --- | --- |
| **1) Admissions** |  |  |
| **2) Student Services/Office of the Registrar:** |  |  |
| **3) Information Technology department** |  |  |
| **4) Learning Commons** |  |  |
| **5) Finance** |  |  |
| **6) Space Committee** |  |  |
| **7) Facilities** |  |  |
| **8) First Nations Initiatives** |  |  |
| **9) College and External Relations** |  |  |
| **10) Consult with all academic deans**  *Whether or not the proposed program involves cross-divisional courses, all academic deans must be consulted.* |  |  |

## Proponent Responses to Feedback from Consultation

Provide responses to the feedback from the consultations referenced in 14.1. If the proposed program proposal is not being adjusted to the degree suggested/recommend by the consultee, provide a clear rationale.

# STOP HERE

|  |  |
| --- | --- |
|  | **STAGE 2 Document CHECKLIST:** |
| Have you completed the following sections?   1. Program Outline 2. Program Summary 3. Curriculum 4. Program Consultations and Evaluation 5. Student Transfer Options 6. CAQC and Future Growth 7. Program Resources 8. Other 9. Program Matrix 10. Proof of Consultation   Have you completed the following appendices, as appropriate?  *Please save appendices in a separate document*   * Appendix A: Course Outlines for Existing Core Courses * Appendix B: Written Comments *(begin consultations with peer institutions early)* * Appendix C: Proof of Consultation *(with comments; signatures required*) * Appendix D: Five-Year Resource Plan *(signature required)* * Appendix E: Library Resource Request Consultation Form *(optional)* * Appendix F: Copy of approved Stage 1 Program Proposal *(signature required)* | |

**Stage 2 New Non-Degree Credit Program Proposal 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 review and comment, and then must receive endorsement by Academic Council (AC) and be recommended to the Board of Governors (BOG) for approval. Finally, the Proposal must receive final approval by the BOG.