

**Policy Title:** Development of New Instructional Programs  
**Policy Approver:** Senate  
**Policy Holder:** Senate  
**Category:** Academic  
**Original Date:** May 2017  
**Last Revised:** May 2017  
**Next Review:** November 2019

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### Policy Statement

Every proposed new instructional program must undergo a quality assessment to determine whether it meets established criteria and standards. This requirement applies to all credit programs and non-credit programs for which a Yukon University credential will be granted, regardless of their location or means of delivery.

### Approval Statement

With the endorsement of the Senior Executive Committee and approval of the Academic Council this policy is hereby deemed in effect the 24<sup>th</sup> day of May, 2017.

Ernest Prokopchuk

May 24, 2017

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Co-Chair, Academic Council, Yukon College

\_\_\_\_\_  
Date

### 1. Purpose of Policy

The goals of the quality assessment process are to ensure that new programs are educationally sound and consistent with the values, goals, and objectives of the institution and discipline; and to ensure that the institution has, or is prepared to provide, sufficient physical, financial, and human resources to assure a program of acceptable quality.

### 2. Governing Legislation and Relevant Documents

Yukon University Act

Academic Plan

Academic Regulations

BOG 15.0 – Credit Program Tuition Fee Adjustment

Collective Agreement

Institutional Values

AC 4.0 – Review of Instructional Programs

AC 4.1 – Review of Existing Instructional Programs

AC 4.2 – Suspension, Cancellation, or Discontinuance of Programs

Strategic Enrolment Management Plan

Strategic Plan

### 3. Scope

Criteria, standards, and procedures for approval vary depending on the type of credential being proposed, that is whether it is credit or non-credit, and whether it is a non-degree program, undergraduate program, or post-graduate program.

However, the review process for new programs should be objective and consistent in its application to all programs.

Senate holds operational authority for policies and procedures relating to the approval of new programs. As part of its responsibility under the University Act<sup>1</sup>, Senate must advise the Board for the establishment, revision, or discontinuance of courses and programs, where financial and strategic implications may arise.

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<sup>1</sup> The then Act (Yukon College)

#### 4. Definitions

The following definitions are used throughout this policy and its accompanying procedures.

- **Instructional program:** an institutionally approved matrix of courses, under the governance of Senate, leading to a recognized credential issued by Yukon University. The term applies to approved certificates, diplomas, bachelor's degrees (majors and minors), and post-graduate certificates/degrees. Program requirements are summarized on the Yukon University website.
- **Undergraduate degree program:** leads to a credential at the baccalaureate level at Yukon University and/or elsewhere.
- **Non-degree program:** leads to a credential at the level of certificate or diploma, including advanced certificates or diplomas and post-degree certificates and diplomas.
- **Major or minor:** refers to the set of courses or other units of study required to complete a specialization within an undergraduate degree program.
- **Post-graduate degree/certificate program:** leads to a credential at the post-graduate level.
- **Academic year:** the period from September 1 to August 31.
- **Learning objectives:** determined by instructors and express the intended learning outcomes or achievements students should accomplish by the end of the program or course.
- **Learning outcomes:** the actual learning outcomes or achievements students have accomplished by the end of the program or course.
- **Program Review:** a self-reflective, in-depth formative assessment of a single program, with input from external reviewers, for the purpose of informing improvement to and change in that program.
- **Department:** an administrative unit within a Faculty that is responsible for delivering one or more specified disciplines.

- **Senate:** responsible for developing policy and procedures for the program review process and oversees the review of all programs under the governance of Senate. It has a wide representation of members, including faculty, deans, and administration.

## 5. Procedures

For specific procedures, refer to the following documents that accompany this policy:

- AC 3.1 – Development of New Instructional Programs
- Stage 1 – Program Proposal template
- Stage 2 – New Degree Program Proposal template
- Stage 2 – New Non-Degree Program Proposal template

## 6. Problem Solving

The Minister of Education holds statutory authority for the approval of all new degree programs in Yukon. The Yukon University Board and Senate hold statutory authority for the approval of non-degree programs. It is incumbent upon the University to ensure that its standards and procedures for the review of new degree programs are embedded in policy.

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the Chair, Senate.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the Chair, Senate should be notified as soon as possible after the decision has been made. In such cases the Chair, Senate will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

### PERIODIC POLICY RENEWAL

This policy and accompanying procedures and templates for the development of new instructional programs will be reviewed on a periodic basis, at least every three years. It is the responsibility of Senate to initiate such reviews and to ensure that policies are updated as required.

**7. Other Related and/or Accompanying Documents**

PROCEDURES: AC 3.1 – Development of New Instructional Programs

FORMS:

Stage 1 – Program Proposal template;

Stage 2 – New Degree Program Proposal template;

Stage 2 – New Non-Degree Program Proposal template.

APPENDICES – N/A.

Addendum A - Policy Communication Checklist.

**ADDENDUM A - POLICY COMMUNICATION CHECKLIST**

Policy Name:  
Number:  
Submitted by:

List those consulted with in preparation of this policy:

<b>Name</b>	<b>Department</b>	<b>Date</b>
Deb Bartlette	Vice President Academic & Student Services	February 2017
Lacia Kinnear	Institutional Research & Planning	February 2017
Internal Academic Governance		April 2017
SEC, AC & YC Community		May 2017

The order for communication and/or consultation for a new or revised policy is as follows:

1. Internal Academic Governance Committee – initial review and recommendations to Academic Council;
2. Academic Council – review and recommendations for further consultation;
3. Identified stakeholders within Yukon College in order of priority – see below;
4. SEC – to be briefed on any issues arising out of stakeholder consultations;
5. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
6. Academic Council – final draft supported by SEC membership and approved by the Academic Council.

This checklist must be completed prior to the final draft of a policy being presented to SEC for Academic Council approval.

<b>Body</b>	<b>Communication Planned</b>	<b>Completed</b>	<b>Comments</b>
SEC			
Student Union			
Employee's Union			
Occupational Health and Safety			

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Revised:  
Revised:  
Revised:

Academic Council			
Board or a Board subcommittee			
Internal Academic Governance Committee			
AC for Final Review			