

Procedures:	Development of New Instructional Programs
Associated Policy:	Development of New Instructional Programs – AP 1.0
Procedure Holder:	Office of the Provost and Vice-President Academic
Executive Lead:	Provost and Vice-President Academic
Original Date:	May 2017
Last Revised:	May 2017
Next Review:	November 2019

1. Purpose and Background

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. Proposals for new credentials must also be consistent with requirements established from time to time by Yukon Government's Department of Education and Campus Alberta Quality Council (CAQC).

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, it is intended that the new program review process should be objective and consistent in its application to all programs.

Proponents must submit all proposed new credentials for review. This applies to any credential that has not been previously authorized by Yukon University, as well as to significant revisions to program objectives or curriculum content as determined by Senate. At the undergraduate degree level, this includes proposals for new majors and minors.

Components and criteria for new program proposals are contained within the Stage 1 and Stage 2 Program Proposal, and Micro-credential Proposal templates (Policy AP3.0 and Procedures AP3.1). Specific administrative procedures and timelines will be set and updated as required by the Vice President Academic and Student Services and posted on the University's intranet.

2. Procedures

Components of a new program proposal approval process:

- a. Program proposals must have the demonstrated support of the appropriate Faculty and Dean, or more than one Faculty in the case of multi- or cross- disciplinary programs. Proposals must speak to the following criteria: program context, degree level standard, credential recognition, relevance, quality, student experience, operating costs, curriculum content, program delivery, admission and completion requirements, faculty and resource needs, and strategic priorities. All program proposals must undergo consultation during the development process.
- b. The Office of the Vice President Academic and Student Services will administer a quality assurance process for the purpose of ensuring that proposals for programs leading to credentials are complete, accurate, and meet the information needs of all approval bodies.
- c. Senate will review proposed programs and advise the Vice President Academic and Student Services after assessing how proposals:
 1. are consistent with Faculty and institutional strategic plans and priorities and are endorsed by the appropriate Dean(s) or Director(s);
 2. demonstrate appropriate consultation both inside and outside the institution;
 3. have sufficient student demand and potential markets to support anticipated enrolment levels;
 4. have identified funding sources sufficient to meet identified needs for human resources, facilities, and equipment, and have identified potential resource implications for the institution overall; and,
 5. have allowed reasonable timelines for development and implementation.
- d. Senate will review and approve proposed programs for educational soundness.

To this end, Senate will conduct educational reviews of each program proposal based on the criteria outlined in the templates for Stage 1 and Stage 2. Senate, at its discretion,

may require proponents to provide reviews conducted by external experts and will set terms of reference for the external review of new program proposals.

Micro-credential proposals will follow the same procedures as other forms of program development through the review of the Micro-credential Proposal template.

- e. Yukon University's Board of Governors must approve the offering of every new program leading to a credential.
- f. Depending on the nature of the proposed program, various approval processes external to the institution may be required. Terms of reference for these processes are set by external bodies and may be changed from time to time. New degree proposals must follow CAQC and Yukon Government requirements.

3. Disposition of New Program Proposals

New program proposals and all attached documentation submitted in the review process become the property of Yukon University. Program proposals may be circulated to individuals and committees involved in the approval process both inside and outside the institution.

4. Forms

Stage 1 – Program Proposal template
Stage 2 – New Degree Program Proposal template
Stage 2 – New Non-degree Program Proposal template

For Micro-credentials templates, refer to Micro-credentials Policy AP3.0 and Procedures AP3.1.

5. Appendices

N/A