New Program Proposals: What you need to know ...

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UNIVERSITY OF WATERLOO
New Program Proposals

Introducing a new program requires navigating two separate program approval processes:

- Ontario Universities Council on Quality Assurance (Quality Council) – looks closely at curriculum, learning outcomes and content

- Ministry of Training, Colleges and Universities (MTCU) – focuses on labour market and student demand, alignment with Strategic Mandate Agreement (SMA), duplication of existing programs elsewhere and the proposed tuition fees
New Program Proposals

- New programs are prepared according to Waterloo’s Institutional Quality Assurance Process (IQAP) which was ratified by the Quality Council.

- IQAP compliance is the responsibility of the AVPA and AVPGSPA.

- The Quality Assurance Office (QA) oversees the new program process, is the main contact for all new program proposals, and acts on behalf of the AVPA and AVPGSPA.
What is a “new” program

“a ‘new program’ is brand-new ... [it] has substantially different program requirements and substantially different learning outcomes from those of any existing approved programs offered by the institution”

Source: University of Waterloo IQAP
Types of new programs

UG
- Bachelor’s degree (BA, BSc etc.)

GRAD
- Master’s or Doctoral degrees (MA, MSc, PhD etc.)
- Diplomas (GDip)
  
  Type 2 – completed concurrently with a graduate degree, requires additional academic units, usually interdisciplinary

  Type 3 – for post-degree/non-degree students, stand alone, direct-entry, fee for service program
Credentials & Definitions

Revised common terminology for UG programs can be found in the Undergraduate Studies Academic Calendar.

Revised common terminology for GRAD programs can be found in the Graduate Studies Academic Calendar.
<table>
<thead>
<tr>
<th>Required level of approval</th>
<th>Type 2 Graduate Diploma (GDip)</th>
<th>Type 3 Graduate Diploma (GDip)</th>
<th>Graduate Research Field</th>
<th>Graduate Specialization</th>
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Have a new program idea?
What are you trying to achieve with your program?
What are learning outcomes?

- Reflect students’ knowledge, skills and values achieved as a result of program completion
- Incorporate disciplinary context of the program
- Help to set assessment criteria across the curriculum

Source: Veronica Brown, CTE
Create program learning outcome goals that are ...

- Specific
- Attainable
- Measurable

Source: Veronica Brown, CTE
Learning outcomes-based curriculum alignment

- Must demonstrate alignment
  - Assessments to program outcomes
  - Program outcomes to degree-level expectations
- Consider discipline, particularly for professional programs or those seeking accreditation

Source: Veronica Brown, CTE
Where to start …

- Discuss the idea within your department
- Get input from your Associate Dean, Undergraduate or Graduate Studies and Dean
- Consider the timeline (1.5 years to develop a GRAD program and 2.5 years UG program)
- Contact the Quality Assurance Office
- Create a **Statement of Interest** (1-2 page brief), using the template provided on the QA website
Statement of Interest

WHO: Primary contact & Home Department/unit

WHAT: What kind of credential (e.g., BA, BSc, MA, PhD, GDip)
Full-time, part-time study? Will it offer Co-op?
Use an existing tuition rate?
Additional resources needed (e.g., new courses, space, faculty)?
How many students do you expect? (domestic and international)
Anticipated start date?
Differentiable Outcomes and Attributes

- Key part of the statement of interest is having clearly articulated learning outcomes that differentiate the new program from existing programs at Waterloo

- Invest the time in developing your learning outcomes with CTE before you complete the Statement of Interest

- A well thought-out Statement of Interest makes the process more efficient and helps move the new program along
Academic Support Units include:

- Centre for Extended Learning
- Co-operative and Experiential Education
- Centre for Teaching Excellence
- Graduate Studies and Postdoctoral Affairs
- Institutional Analysis and Planning
- Library
- Registrar’s Office
- Space Planning
- Waterloo Professional Development Program
University of Waterloo New Program Approval Process

**Phase 1: Preparation**
- Idea for new program
- Discuss with Dept/ School & Dean’s Office
- Statement of Interest
- Initial review and input from QA, AVPA/AVPGSPA and academic support units

**Phase 2: Proposal Development**
1. **1st Draft Proposal Brief, Volume I & Draft Calendar Description**
2. Department/School Approval
3. QA distributes draft to AVPA/AVPGSPA and academic support units. Revisions incorporated, as necessary.
4. FVA
5. Data/FOO & IAP construct FVA/business plan and present to Provost
6. Provost Approval
7. QA Office liaises with department(s) proposing new program to finalize Volume I, II, III
8. Final Proposal Brief Volumes I, II, III and Final Calendar Description

**Phase 3: Approval**
- Faculty Council Approval
- External Reviewers Site Visit
- Provost Approval
- QA Office submits to SUC or SRDC
- SUC or SGRC Approval
- Senate Approval
- Submit to Quality Council & MTCU
- Quality Council Approval Academic
- MTCU Approval (Tuition, Grant)

**Phase 4: Implementation & Follow-up**
- Program Launches (first student intake)
- Two-Year Progress Report (after first student intake)
- Enters Cyclic Review Cycle

**Legend**
- **Key Decision Point**
- **Responsibility of new program proponents**
- **Responsibility of QA Office or IAP**

**Acronym Definitions:**
- AVPA = Associate Vice-President, Academic
- AVPGSPA = Associate Vice-President, Graduate Studies and Postdoctoral Affairs
- IAP = Institutional Analysis & Planning
- FFO = Faculty Financial Officer
- FVA = Financial Viability Analysis
- MTCU = Ministry of Training, Colleges and Universities
- QA = Quality Assurance Office
- SGRC = Senate Graduate and Research Council
- SUC = Senate Undergraduate Council

**Academic support units, as required:**
- Centre for Extended Learning
- Centre for Teaching Excellence
- Co-operative Education
- Graduate Studies and Postdoctoral Affairs
- Institutional Analysis & Planning
- Library
- Registrar’s Office
- Space Planning
- Waterloo Professional Development Program

*New programs may take 1.5 years (graduate programs) to 2.5 years (undergraduate programs) to progress from Phase 1 to Phase 4.*
Phases One – Preparation

Phase 1: Preparation

- Idea for new program
- Discuss with Dept/ School & Dean’s Office
- Statement of Interest
- Initial review and input from QA, AVPA/AVPGSPA and academic support units
Phase Two – Proposal Development

1st Draft Proposal Brief, Volume I & Draft Calendar Description → Department/School Approval → QA distributes draft to AVPA/AVPGSPA and academic support units, revisions incorporated, as necessary → FVA Depts/FPO & IAP construct FVA/business plan and present to Provost → Provost Approval → QA Office liaises with department(s) proposing new programs to finalize Volumes I, II, III → Final Proposal Brief Volumes I, II, III and Final Calendar Description
Phase Three – Approval
Phase Four – Implementation & Follow-up

Program Launches (first student intake) → Two-Year Progress Report (after first student intake) → Enters Cyclic Review Cycle

Phase 4: Implementation & Follow-up
Where IAP fits in

### University of Waterloo New Program Approval Process

**Phase 1: Preparation**
- Idea for new program
- Discuss with Dept./School & Dean's Office
- Statement of Interest
- Initial review and input from QA, AVPA, AVPGSPA, and academic support units

**Phase 2: Proposal Development**
- 1st Draft Proposal Brief, Volume 1 & Draft Calendar Description
- Department/School Approval
- QA distributes draft to AVPA/AVPGSPA and academic support units
- Revisions incorporated, as necessary
- FVA Dean/HOD & IAP construct FVA/budget plan and present to Provost

**Phase 3: Approval**
- Faculty Council Approval
- External Reviewers Site Visit
- Provost Approval
- QA Office submits to SUC or SGRC
- SUC or SGRC Approval
- Senate Approval
- Submit to Quality Council & MTCU
- Quality Council Approval (Academic)
- MTCU Approval (Tuition/Grant)

**Phase 4: Implementation & Follow-up**
- Program Launches (first student intake)
- Two-Year Progress Report (after first student intake)
- Enters Cyclic Review Cycle

Enrolment planning, financial viability analysis, tuition rates, MTCU compliance, support for Faculties and Departments

*New programs may take 1.5 years (graduate programs) to 2.5 years (undergraduate programs) to progress from Phase 1 to Phase 4.*

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**Legend**
- Grey: Responsibility of new program proponents
- Brown: Responsibility of QA Office or IAP
- Red: Key Decision Point

Y = Yes, the program may move onto the next step
* *NOTE: At any point, if significant revisions are required, the program may need to repeat one or more steps.*
Grant Eligibility

- Operating grant support from Ministry ensures students in the program are OSAP-eligible (Not eligible for grant = No OSAP support for students)
- Requested BIU/WGU weight (FORPOS, CIP code)
- Enrolment planning, graduate allocations

Tuition & Fees

- Tuition & fees compared and contrasted with similar programs in the province
- Tuition breakdown (# terms, term fee vs. course fee, FT vs. PT, etc.)

- Compliance with Ministry regulations
- Costs: ability to operate program without additional Ministry infrastructure/capital investment
- Evidence of societal/labour market need
- Evidence of student demand
- Differentiation/Justifiable duplication
- Alignment with SMA areas of growth and/or strength
Colleague institutions can submit concerns about competition, differentiation, labour market demand, student demand, availability of work placements.

<table>
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<tr>
<th>Ministry Submission Deadlines</th>
<th>Other institutions invited to comment on proposals</th>
<th>Ministry decides which programs are expedited</th>
<th>Target date for decisions on expedited programs</th>
<th>Non-expedited (secondary) review</th>
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Best Practices

- Consult expertise on campus to assist you (e.g., IAP, GSPA)

- Keep the QA Office up-to-date

- Set realistic timelines and work backwards from desired program start date (and build-in some buffer space!)

- Regularly meet with your colleagues/team about progress
Questions contact:

quality.assurance@uwaterloo.ca