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

Mario Coniglio, Associate Vice-President, Academic
Jeff Casello, Associate Vice-President, Graduate Studies and Postdoctoral Affairs
Ontario Universities Council on Quality Assurance (Quality Council or QC)

- Was established by OCAV in 2010

- Operates at arm’s length from the provincial government and the public universities

- Quality Council (QC) reviews and must give approval to each new undergraduate and graduate program at Ontario universities

New Program Proposals

• The QC works closely with the Ministry of Advanced Education and Skills Development (MAESD)

• QC looks closely at curriculum, learning outcomes and content

• MAESD 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 Cont’d

- New programs are prepared according to Waterloo’s Institutional Quality Assurance Process (IQAP) that was approved 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.

- Other key units include IAP, RO, GSPA, Library, CECA, Space Planning, CEL and CTE.
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
Where to start?!

- Discuss the idea within your department
- Get input from your Associate Dean, Undergraduate or Graduate Studies
- Contact the Quality Assurance Office
- Create a **Statement of Interest** (1-2 page brief)
Statement of Interest must include:

- The proposed emphasis of the new program
- Whether the program will be regular, co-op or both
- Estimated enrolment (Canadian vs. International)
- A suggested date for starting the program
- Proposed tuition rate (existing or another one?)
- Space needs
- Name of individuals who will be developing the new program proposal
Share Statement of Interest with the Quality Assurance Office

- QA Office will then consult with Institutional Analysis and Planning (IAP) and the Graduate Studies and Postdoctoral Affairs (GSPA) or Registrar’s Office (RO), and respond to the program with initial questions and/or suggested revisions.

- Once the initial questions and revisions have been satisfied - the program can proceed to seek further input from IAP (financial viability analysis), Library, CECA (feasibility study), and Space Planning and Utilization (space analysis).
Four phases of program approval

1) Preparation (4 - 6 months)
2) Internal approvals (4 - 6 months)
3) External approvals (4 - 6 months)
4) Implementation (4 - 6 months)
1) Preparation

Approval Process for New Programs*

- Statement of Interest
- Review by QA Office & Institutional Analysis & Planning
  - Dept./School Approval
- Faculty Council Approval
- External Reviewers Site Visit
- Program Proposal Vol I
- Detailed Resource Requirements
- Provost Approval
- Provost Approval
- SUC or SCRC Approval
- Senate Approval
- Final Proposal Development
- Quality Council Approval
- MAESD Approval
- Enters Cyclical Review Cycle
- Two-Year Progress Report (post first intake)
- First Intake of Students
- Advertise *Subject to approval by the Quality Council

* Y = Yes
Preparation of Proposal

• Feedback from key units (e.g., CECA, Library, Space, etc.) should be used to develop your formal proposal document (Volume I)

• Financial and Space Viability Analysis **MUST** be approved by the Provost **before** being presented to Faculty Council

• Complete 3 Volumes: I) Proposed Brief, II) Faculty CV’s and III) Suggested Reviewers

• Templates are available on the Academic Program Reviews website
Centre for Extended Learning (CEL)

- Supports *design, development, and delivery* of online *courses and programs*
- Input on *QA proposals* (online pedagogy & design)
- Should contact CEL at onset of planning or 2 years before *intended 1st intake*
- Average course takes *10 months* to develop

Contact: Aldo Caputo acaputo@uwaterloo.ca ext: 37065
Marketing & Undergraduate Recruitment (MUR)

- Marketing for all students and program specific
- Questions during new program development
  - External data that points to success
  - Competitors and how program is different
  - Name (consider carefully)
- Test: Influencers, Potential students/parents, Employers
- Timing: Budget (e.g., October 2016 to recruit September 2018) & Viewbook (November 2016 to recruit September 2018)

Contact: Tina Roberts roberts@uwaterloo.ca ext: 36050
Library Report

Evaluates overall level of potential support

- Information resources
- Research skills development
- Research support

Get to know your Librarians

Contact: Nick Richbell nick.richbell@uwaterloo.ca  ext: 32445
Registrar’s Office – Records & Systems

Services:
• Maintain academic structure (programs, plans, courses) in Quest
• Maintain and publish the academic calendar
• Administer the official student academic record
• Schedule classes and examinations

Deadlines/timelines:
• Driven by the calendar year in which the program is to be effective
• Must be approved by the Faculty, Senate Undergraduate Council and Senate by November of the preceding year

Contact: Donna Lutz dmlutz@uwaterloo.ca ext: 35910
Graduate Studies and Postdoctoral Affairs

Services:

- Maintain academic structure (programs, plans, courses and milestones) in Quest
- Maintain and publish the Graduate Studies Academic Calendar (GSAC) three times a year (September, January, May)
- Maintain the university-level graduate application and admission processes
- Administer the official graduate student academic record

Deadlines/timelines:

- Driven by the calendar term and year in which the program is to be effective
- Must be approved by the Department, Faculty, Senate Graduate & Research Council (SGRC) and Senate before the start of the proposed effective date

Contact: Trevor Clews tclews@uwaterloo.ca ext: 37170
Graduate Marketing & Recruitment

- Marketing for all graduate programs and graduate student life
- Liaise with faculty recruitment representative to collaborate on program promotion and awareness
- Inclusion of new program on Discover Graduate Studies (recruitment website)
  - Student profiles
  - Program application details
  - Contact information for future student inquiries

Contact: Claire Taylor claire.taylor@uwaterloo.ca ext: 39226
2) Internal Approvals

Approval Process for New Programs*

- Statement of Interest
  - Review by QA Office & Institutional Analysis & Planning
    - Dept./School Approval
    - Faculty Council Approval
    - External Reviewers Site Visit
    - SUC or SGRC Approval
    - Senate Approval
  - Program Proposal Vol I
    - Detailed Resource Requirements
    - Provost Approval
    - Quality Council Approval
    - MAESD Approval
  - Enlists Cyclical Review Cycle
    - Two-Year Progress Report (post first intake)
    - First Intake of Students
    - Advertise *Subject to approval by the Quality Council

* Y = Yes
Internal Approvals

• Faculty Council

• Site visit by external reviewers (unless expedited*)

• External Reviewer’s Report

• Revisions and re-approval at Faculty Council

• Review at Senate Undergraduate Council (SUC) and/or Senate Graduate and Research Council (SGRC)

• Senate

*Graduate collaborative programs and graduate diplomas follow an expedited approval process and do not require a site visit
3) External Approvals

Approval Process for New Programs*

- Statement of Interest
- Review by QA Office & Institutional Analysis & Planning
  - Dept./School Approval
  - Faculty Council Approval
  - External Reviewers Site Visit
  - SUC or SRCG Approval
  - Senate Approval

- Academic Development
  - Financial and Space Viability Analysis Co-op Feasibility Study
  - Provost Approval
  - Program Proposal Vol I
  - Detailed Resource Requirements
  - Provost Approval
  - Quality Council Approval
  - MAESD Approval

- Resource Development
  - Enters Cyclical Review Cycle
  - Two-Year Progress Report (post first intake)
  - First Intake of Students
  - Advertise *Subject to approval by the Quality Council

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External Approvals

- New programs may be advertised once they have passed through Senate*

- Marketing and Undergraduate Recruitment needs information by November to advertise in the Viewbook (undergraduate programs)

- The proposal is then sent to the Quality Council and MAESD for approval

*Clearly stating “Subject to approval by the Quality Council”*
4) Implementation

Approval Process for New Programs*

Academic Development
- Statement of Interest
- Review by QA Office & Institutional Analysis & Planning
- Dept./School Approval
- Revisions based on site visit

Resource Development
- Financial and Space Viability Analysis Co-op Feasibility Study
- Provost Approval
- Program Proposal Vol I
- Detailed Resource Requirements
- Provost Approval
- External Reviewers Site Visit
- Faculty Council Approval
- SUC or SGRC Approval

Y

Final Proposal Development
- MAESD Approval
- Quality Council Approval
- Senate Approval

Y

Advertise
- Subject to approval by the Quality Council

Y

First Intake of Students
- Two-Year Progress Report (post first intake)
- Enters Cyclical Review Cycle

* Y = Yes
Ministry Guidelines for New Programs

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 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
- Justifiable duplication
- Alignment with SMA areas of growth and/or strength
Institutions can submit concerns about competition, differentiation, labour market demand, student demand, availability of work placements.

### Ministry Guidelines for New Programs

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Financial and Space Viability Analysis

- Enrolment projections (Canadian & International)
- Proposed tuition rates
- Requested BIU weight (FORPOS/CIP)
- Hiring/additional resources required to introduce new program
- New space or renovations required to support new program
Where IAP fits in

Enrolment planning, financial viability analysis, tuition rates, Ministry environment/compliance, support for Faculties and Departments

IAP prepares and submits program for Ministry approval; coordinates submission of tuition rates and fees to BOG; responds to any Ministry questions, follow-up discussions, if applicable
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
Question & Answer Period
Contacts:

Quality Assurance Office
Amanda McKenzie
Ena Devedzija

Institutional Analysis & Planning
Carrie MacKinnon
Jennifer Kieffer

https://uwaterloo.ca/academic-reviews/