

Information the University Should Consider in Certifying Criteria Have Been Met (MTCU Criteria)

Criteria	Institutional Check List
1. Program Nomenclature (“Truth-in-Advertising”)	<ul style="list-style-type: none"> ▶ the University Senate or equivalent academic body should ensure that the program name and degree designation are appropriate to program content and consistent with current usage in the discipline
2. Academic Quality	<ul style="list-style-type: none"> ▶ Undergraduate: the University should ensure that the Senate or equivalent academic body has approved the undergraduate program ▶ Graduate: the University should ensure that the Dean of Graduate Studies (or equivalent) has received a letter indicating the date program passed OCGS appraisal without requiring improvements
3. Financial Viability	<ul style="list-style-type: none"> ▶ the Board of Governors or equivalent body should ensure the university has in hand the requisite resources to introduce the program within existing funding levels and is prepared to maintain the program for a reasonable period of time (The approval of a program is not grounds for a request for additional funding from the Ministry to initiate or sustain the program) ▶ where there is an increase in the minimum length of time required to complete an existing approved degree program, the institution should be able to justify the additional costs incurred to the institution, government and the student. <p>In making these determinations, institutions should consider:</p> <ul style="list-style-type: none"> ▶ the impact of the program on funding and how the institution intends to finance and staff the proposed program ▶ the additional costs (capital expenditures, additional faculty, etc), and the sources of additional funds (external grants, donations, government grants) ▶ how other programs will be affected (joint offerings, closure, rationalization, decreased in size, etc.), including how and whether or not any cost savings will be involved.
4. Institutional Appropriateness	<ul style="list-style-type: none"> ▶ the university should ensure the program is related to institutional mission, academic plans, and/or departmental plans ▶ the university should ensure the program fits into the broader array of program offerings, particularly areas of teaching and research strength, collateral areas of study, etc. <p>In making these determinations, institutions should consider:</p> <ul style="list-style-type: none"> ▶ notable resources available to the program demonstrating institutional appropriateness e.g. Chairs, institutes, centres; unique library collections or resources; facilities such as computer, laboratory, other acquisitions, etc. ▶ external financial support demonstrating strength such as facility/equipment donations, other external donations, grants, etc.

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5. Student Demand	<ul style="list-style-type: none"> ▶ the University should ensure there is convincing evidence of student demand for the program <p>In making these determinations, institutions should consider:</p> <ul style="list-style-type: none"> ▶ projected enrolment levels for the first five years of operation (If the program is in operation, use actual and projected data) ▶ intended steady-state annual enrolment and steady-state total enrolment projections and the year(s) in which they will be achieved ▶ evidence of student demand through application statistics, for example: number of enquiries, applications received, number of qualified applicants, use of macro-indicator data (graduate only) ▶ origin of student demand (% domestic and visa students; graduate only - the undergraduate or master's programs from which students would be drawn) ▶ duration of the projected demand (e.g. short, medium or long-term demand from specified sources) ▶ evidence of review and comment by appropriate student organization(s)
6. Societal Need	<ul style="list-style-type: none"> ▶ the University should ensure there is convincing evidence that graduates of the program are needed in specifically identified fields (academic, public and/or private sector) ▶ for professional program areas, the university should ensure congruence with current regulatory requirements of the profession <p>In making these determinations, institutions should consider:</p> <ul style="list-style-type: none"> ▶ dimensions of the societal need for graduates (e.g. socio-cultural, economic, scientific, technological) ▶ geographic scope of the societal need for graduates (e.g. local, regional, provincial, national) ▶ trends in societal need for graduates ▶ duration of the societal need (e.g. short, medium, or long-term) <p>Examples of evidence for the above would be:</p> <ul style="list-style-type: none"> ▶ letters from a variety of potential employers of graduates who have seen the curriculum and commented upon the need for graduates within their organization and, more broadly, in their field of endeavour ▶ professional society and/or association comments about the need for graduates based on a review of the curriculum ▶ employment surveys, survey of the number of positions advertised in, for example, the CAUT Bulletin, AUCC University Affairs, etc. ▶ statistics related to the number of Ontario students leaving the province to study in the same field elsewhere in Canada or abroad
7. Duplication	<ul style="list-style-type: none"> ▶ the University should cite similar programs offered by other institutions in the Ontario university system ▶ the University should provide evidence of justifiable duplication based on societal need and/or student demand in cases where there are programs in the system that are the same or similar (Comments from other institutions regarding proposed new undergraduate programs will be sought by the Ministry. Comments regarding Health Science programs will also be sought from the Ministry of Health) ▶ the University should indicate innovative and distinguishing aspects of the program ▶ the University should indicate why the institution is offering the program on a “stand-alone” basis rather than merging its resources with another institution in a joint program

