

Program Development	
Policy: Program Quality Assurance	
Category: Academic	Approval Date: January 9, 2020
Procedure Owner: Academic Policy Committee	Effective Date: January 1, 2020
Procedure Administrator: Dean, Teaching, Learning & Research	Review Period: 5 Years
Associated Procedures and Documents: <ul style="list-style-type: none"> • Curriculum Development, Redevelopment, and Documentation Procedure • Formative Review Procedure • Annual Program Improvement Data • Provider and Program Registry System (PAPRS) Templates, available from the Centre for Teaching and Learning • Standard Data Package Contents • Course Proposal – Academic Council Form • Curriculum Elements and Outcomes – Curriculum Committee Form • Program Change Proposal – Academic Council Form • Naming and Numbering Conventions – Curriculum Committee Guiding Document 	

PURPOSE

To outline the systematic staged process used for development of credit programs.

PROCEDURE

At all stages, Programs and Schools consult with the Dean of Teaching, Learning & Research for information, resources, support, and contact with the Ministry.

Stage 1: Discovery

1. Program ideas and suggestions may come from, but are not limited to, School Councils, program advisory committees, faculty, staff, students, continuing education, administration, environmental scanning, and community members.
2. Stage 1 includes development, review, and renewal of the Program Mix Plan and Program Development Priorities.
3. Deans' Council recommends to the Vice President Academic those programs to proceed to Stage 2 for further investigation of program viability.

Stage 2: Investigation

1. The focus of the Program Investigation is the overall description of the program and expected feasibility and sustainability.
2. As appropriate, complete Stage 2 requirements as identified on Provider and Program Registry Systems (PAPRS) Template – Certificate Diploma and Non Credential Proposal (RDC) or PAPRS Template – Undergraduate Degree Proposal Part A (RDC), including:
 - a. Proposal Overview
 - b. Labour Market Demand and Enrolment Planning
 - c. Financial Viability and Sustainability
 - d. Institutional Impact
 - e. System Impact
3. Stage 2 PAPRS Proposals are approved by School Council before submission to Deans' Council.
4. Deans' Council recommends to the Vice President Academic programs to proceed to Stage 3 Proposal with appropriate planning and resources under the direction of the School's Dean.

Stage 3: Proposal

1. Stage 3 includes detailed development of the proposal for RDC and Ministry approvals (including Campus Alberta Quality Council recommendation to the Ministry for degrees). In most cases, this stage involves extensive system consultation, program outcome development, curriculum development, and community consultation.
2. All development at Stage 3 includes a Program Advisory Committee.
3. As appropriate, complete Stage 3 requirements as identified on PAPRS Template – Certificate Diploma and Non Credential Proposal (RDC) or PAPRS Template – Undergraduate Degree Proposal Part A (RDC) and PAPRS Part B Campus Alberta Quality Council Review, including refinement of information provided at Stage 2. For Degree Proposals, an Independent Academic Expert will be contracted to review the Program prior to the internal submission of documents.
4. Complete the development of Program Forms, Program Map, and Course Curriculum Elements.
5. Stage 3 curriculum is approved by School Council and submitted to Academic Council via curriculum committee.
6. Stage 3 PAPRS Part A is submitted to Deans' Council and recommended to the President or delegate for approval.

Stage 4: Approvals

1. Following completion of the Full Proposal in Stage 3 and approval at School Council the following documentation is submitted for approval by Curriculum Committee and Academic Council:
 - a. Program Forms
 - b. Program Map
 - c. Course Curriculum Elements
2. Upon recommendation from Academic Council and Deans' Council, the President, or delegate, approves the Proposal for submission to the Ministry for program approval.
3. A School representative submits the complete program proposal, including PAPRS Part A, to the Programs Branch of the Ministry for System Review and approval.
4. Degree proposals undergo a two-stage approval process, with the Ministry completing the System Review. Upon completion of the System Review, the proposal is referred to Campus Alberta Quality Council for Quality Review. At that time, the complete program proposal, including PAPRS Parts A and B are submitted to Campus Alberta Quality Council. Normally, Campus Alberta Quality Council will require a site visit by independent academic experts. Campus Alberta Quality Council recommends approval of the program to the Minister of Advanced Education who provides the final approval.

Stage 5: Implementation

1. Implementation and detailed course development planning normally begin following a decision by the Ministry to approve the program and, additionally, to approve funding if required.
2. The Dean may authorize proceeding to some aspects of Stage 5 in advance of Ministry approvals, especially in the case of program redevelopment.

RELATED POLICIES

[Universal Design Policy](#)