

# New Degree Program Proposals

## INTERNAL REVIEW AND APPROVAL

All proposals for new degree programs, both undergraduate and graduate, are subject to internal review and approval by both UBC Vancouver Senate and UBC Board of Governors. They also need to be approved by the Ministry of Advanced Education and Labour Market Development (ALMD). No new degree program may be offered prior to UBC's receiving the Ministry approval. All proposals for new degree programs are required to adhere to the following internal review and approval process:

1. An Academic Unit starts to develop a new program (or a **major** change to an existing program).
  2. The Academic Unit informs its Faculty Dean's Office of its intent and provides preliminary materials to the Dean. The Dean's Office informs the Provost's Office (via the Vice-Provost and Associate Vice-President Academic) and, if a Graduate program, the Dean of Graduate and Post-Doctoral Studies' Office.
  3. If the program is related to the establishment of a new academic unit, e.g., a School, the Provost's Office will arrange for a consultation with the Committee of Deans, as required.
  4. The Academic Unit develops the proposal. In doing so, it should consult early with Units that are expected to contribute to, support, or be impacted by the new program (e.g., other Departments, Faculties, the Library, etc.). Academic Units are encouraged to seek support from the [Centre for Teaching, Learning and Technology](#) (CTLT) and must consult the Vice-Provost Academic Affairs in the development of the program and its budget. For programs involving international collaboration/partnerships, support is also available through the Provost's Office (Senior Advisor International: Grace Wong, via [grace.wong@ubc.ca](mailto:grace.wong@ubc.ca).)
  5. The proposal is presented to the relevant Departmental Committees for review and approvals (Curriculum Committee and Teaching and Learning Committee, or their equivalents).
  6. The proposal is presented for Departmental approval.
  7. The proposal is submitted to the Dean's Office for review. This review includes formal consultation with Vice Provost Academic Affairs
  8. The proposal, reflecting feedback obtained in #7, inclusive of Senate-required program and course information and budget and fee information, is prepared for approval by Faculty Committees. An Executive Summary in the format required by the Ministry is drafted and added to the package.
  9. The proposal, including the Executive Summary, is presented to relevant Faculty Committees for approval (Curriculum Committee and Teaching and Learning Committee, or their equivalents).
  10. Formal consultations are conducted with:
    - *Other Academic Units, including FoGPS for graduate programs*
    - [The Library](#) (for resources)
    - *Senate Secretariat (for form, format, and completeness)*
    - *Provost's Office via the Vice-Provost and Associate VP Academic*
  11. A final Faculty proposal is prepared taking into consideration any feedback received under Step 10. This proposal now also includes:
    - *The Ministry-required Executive Summary*
    - *Signed consultations/approvals, from those groups listed in Section 10.*
  12. The proposal is presented for final Faculty approval. (Please note that any amendments made at the Faculty stage need to be communicated to relevant consultants prior to Senate Curriculum Committee consideration).
  13. Vice-Provost Academic Affairs, upon reviewing the proposal and when satisfied that the proposal and tuition are viable and within UBC's resource capacity, will forward the proposal to the VP Students Office for consultation with student groups if required. Student Consultation and Board of Governors approval are required if the tuition is different from standard tuition, or if extra fees are involved in the new program, or if there is a new schedule of tuition payments (in the case of a dual degree program option). The Faculty must respond in writing to any significant issues raised in the Student Consultation Report.
- \*At this time the Faculty should begin preparing a Tuition Proposal which will later need to be submitted to the Board of Governors along with the above-noted Student Consultation Report and any faculty response. The Provost Office will submit the documentation to the Board of Governors on the Faculty's behalf. (Refer to Step #18 below.)
14. Following completion of student consultation and written response from the Faculty (if necessary), SDS signs off on the Budgetary Impact Form and submits it along with the proposal to the Vice-Provost & AVP Academic Office.
  15. Following the subsequent approval and sign-off on the Budgetary Impact Form by the Vice-Provost and VP Academic, the Vice-Provost's Office will send a signed copy of the Form to the Academic Unit and notify the Unit that the proposal is being submitted for Senate approval, and will forward the proposal to the

Senate Secretariat for review by the relevant committees.

16. The proposal is submitted by the Senate Curriculum Committee and the Senate Admissions Committee to the Senate for consideration.

17. Upon Senate approval, the Senate Secretariat forwards the proposal to the Board of Governors.

18. A separate tuition/fee approval may be needed from the Board of Governors (see Step #13 above). If this is required, the Vice-Provost and AVP Academic Office will guide the Unit to complete the tuition proposal, and the Vice-Provost's Office will submit it to the Board along with the Student Consultation Report and faculty's response (see Step #13). Timing of this will coincide with the Program proposal moving through the Senate process above so that the BoG can consider both the program proposal and the tuition proposal at the same meeting.

Note: If a September intake is planned, Board of Governors approval should occur at the March/April meeting at the latest, to allow time for the subsequent Ministry approval process.

19. Upon Board of Governors approval, the Vice-Provost and AVP Academic Office forwards the proposal for approval by the Ministry of Advanced Education

20. After Ministerial consent is granted, the Vice-Provost and AVP Academic Office informs the proposing Faculty and Academic Unit.

Please note that **no degree program can be offered prior to UBC's receiving the Ministry approval**. If needed, recruitment to the program may commence once the program has been approved by both Senate and BoG, but only with a clear proviso that the program offering is contingent upon government approval, and no tuition fees may be collected prior to that approval. Final unconditional admission offers can be made only once the program has received the Ministerial sign-off.

The format indicated below for the Full Proposal and Executive Summary should be followed so that, once our internal process is complete, the Vice-Provost and AVP Academic Office can forward documents in the required format to the Ministry for its approval process.

## PEER INSTITUTION REVIEW AND MINISTRY APPROVAL

The Office of the Vice-Provost and Associate VP Academic submits the proposal electronically to the Ministry.

UBC has been granted "Exempt Status" allowing all new UBC degree program proposals to be submitted directly to the Minister of Advanced Education for approval following the 30-day Notice of Intent period on the Ministry's web site. The Degree Quality Assessment Board (DQAB) will not review the proposal unless the Minister has concerns and refers the proposal to the DQAB.

In November 2005, the B.C. Minister of Advanced Education approved the *Degree Program Review Criteria and Guidelines (2006)* and Exempt Status Criteria and Guidelines (2006) recommending several changes to the Submission Format.

A Full Program Proposal for submission on the Post Secondary Institution Proposal System must provide information and discussion in a format that adheres to the order and headings below. Degree programs will be assessed against the standards and criteria described in categories A– H.

Institutions should provide the board with written permission to consult with any professional, accrediting or regulatory body named in the submitted documentation.

## SUBMISSION FORMAT

The Full Program Proposal should consist of an Executive Summary and the documentation that the institution used in the internal program approval process.

### Executive Summary (2-3 pages in length)

The Executive Summary must present, in a succinct manner (approximately 2 – 3 pages in length), the purpose of the proposal and a summary of the key objectives and outcomes of the proposed degree program and must include the following information:

- A)** An overview of the organization's history, mission and academic goals
- B)** Proposed credential to be awarded, including the level and category of the degree and the specific discipline or field of study
- C)** Location
- D)** Faculty(ies) or school(s) offering the proposed new degree program
- E)** Anticipated program start date
- F)** Anticipated completion time in years or semesters
- G)** A summary of the proposed program, including:

- *Aims, goals, and/or objectives of the proposed program;*
- *Anticipated contribution of the proposed program to the mandate and strategic plan of the institution;*
- *Linkages between the learning outcomes and the curriculum design, an indication whether a work experience/work place term is required for degree completion, and if so, a description of the purpose and role of the work experience within the program;*
- *Potential areas/sectors of employment for graduates and/or opportunities for further study;*
- *Delivery methods;*
- *Program strengths;*
- *An overview of the level of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable, and plans for admissions and transfer within the British Columbia post-secondary education system;*
- *Related programs in institution or other British Columbia post-secondary institutions. Indicate rationale for duplication, if any.*

H) Name, title, phone number and e-mail address of the institutional contact person in case more information is required.

#### **Documentation Used in the Institution's Internal Program**

Include the documentation that was submitted to the Senate and Board for approval.

#### **Appendix**

Appendices, if any, should be attached to the submission on Post Secondary Institution Proposal System as separate documents. Appendices will not be posted on the public web site.

Information that is considered proprietary should be included in appendices to the program proposal. Examples of proprietary information may include referee letters, letters of support (which contain personal information, such as names and addresses) and financial information.

Appendices should indicate the appendix number and appendix name.

Detailed information on the Ministry's revised new degree program approval process is available at the following site: <http://www.aved.gov.bc.ca/degree-authorization/public/welcome.htm>.

#### **NEW CERTIFICATE / DIPLOMA PROGRAM PROPOSALS**

All proposals for new certificate / diploma programs are subject to approval by the Senate Curriculum Committee. To review the guidelines for the new certificate program approval process, please see <http://www.senate.ubc.ca/vancouver/policies.cfm?ID=10>

For guidelines regarding the new diploma program approval process (under review), please contact the Associate Registrar, Senate and Curriculum Offices.

Last updated on October 9, 2014 @5:00 pm

---