

Name: Senate Policy on Program Proposals
Policy Number: 8-1025
Approving Authority: University Senate, Committee on Academic Planning
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Responsible Office: University Secretariat
Responsibility: University Senate, Committee on Academic Planning
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Supersedes: N/A
Next Required Review: February 2028

1 Preamble

1.1

4 Policy (refer to Appendix A: Proposal Process Flow Map)

4.1.1 Informal Discussions

The Departmental/Program proponents will draft an executive summary (**refer to Appendix B**). This executive summary is used to facilitate discussions regarding their ideas with their departmental colleagues and Department Chair(s) at a departmental/program meeting.

Informal discussions proceed with respective Dean(s), Associate Dean(s), Program Coordinators and the Manager, Academic Program Development and Review.

4.1.2 Informal Discussions continued

The “List of Questions for Proponents of New Undergraduate/Graduate Programs” (**refer to Appendix C**) is a required reference for individuals or groups considering the development of a new program proposal. If the proposal involves another program(s) or is joint with another University, these discussions must go on with related program(s) and/or partnering institutions. Consultation with the Library and EIT regarding resources is recommended (if appropriate).

4.2 Formal “Notice of Intent” (NOI)

A Notice of Intent (**refer to the Appendix D template** and hereafter referred to as NOI) is

<http://www.mphec.ca/quality/assessmentacademicprograms.aspx>) for related proposal templates).

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- ◁ If the budget reviews and the Department/Program responses are positive, the proposal is sent to the Senate Academic Planning Committee via the FGSR Dean's Office.

4.12 **Vetting of the Proposal by the Senate Academic Planning Committee**

The Proponents will have the opportunity to present their proposal to the Senate Academic Planning Committee.