

UNIVERSITY OF NEW BRUNSWICK

GUIDELINES FOR COMPLETING PROPOSAL FOR THE MODIFICATION OR TERMINATION OF A PROGRAM

As approved by Fredericton Senate: December 5, 2005

As approved by Saint John Senate: February 22, 2006

Proposals intended for implementation at the beginning of the Fall term must be completed and submitted to the Secretary of Senate no later than December 31. Approval may take up to twelve months from the date of submission.

Proposers of a new academic program, a modified academic program, a program termination, initiation or renewal of UNB Credit Program involving an External Partner or an articulated program (as defined by *Policy on Quality Assurance*, MPHEC, May 2005) must provide the information required by Senate, the AACHR (if required), and MPHEC in the format described in the appropriate guidelines. Different forms are required to be completed if the proposal involves a new program, a program that is articulated between institutions, UNB Credit Programs involving External Partners, or if an existing program requires modification or termination.

Following approval by the relevant Faculty(ies), the Dean(s) shall submit the proposal to the appropriate Vice-President [VP (UNBSJ) or VPF(A), and in the case of Graduate Programs, the Dean of Graduate Studies] and the AUNBT, together with a covering letter to confirm Faculty approval and any other relevant information for consideration by Senate. If the program proposal is for a new or significantly modified health program, the program must first be approved by the Atlantic Advisory Committee on Health Human Resources, prior to submission to Senate. Program proposals will continue to be submitted in a paper format under the signature of the institutional head, or his or her designate, and as well, all proposals must be submitted by the institutional head and/or his or her designate electronically to proposals@mphec.ca or on diskette (appendices are not, at this time, required in electronic format) and on paper (see page 9 of the policy).

Guidelines provide further instructions to assist program proposers in completing each form type noted above. For further assistance, please contact the Office of the University Secretary.

These guidelines explain the information required for each section of the accompanying Program Proposal. Completed proposals go through an approval process at the appropriate Senate, the Board, and in most cases the MPHEC. Some of the required information is subsequently used during MPHEC quality assurance processes.

Please provide contact information for the person to be contacted in relation to this program proposal.

I. PROGRAM IDENTIFICATION

In this section, proposers must include information regarding the specific identification characteristics of the existing program. Level will normally be undergraduate, graduate, or professional.

If the program name and/or level is being changed, please indicate the existing and proposed under Section I.2. If the program modification will result in a change to the credential(s) granted, please indicate the existing and proposed under Section I.3, including rationale for the change.

A letter of recommendation from the Faculty Dean must be appended to the proposal. If more than one Faculty is involved, a letter of recommendation from each Dean must be appended.

II. DESCRIPTION OF THE PROPOSED PROGRAM MODIFICATION

The purpose of this section is to provide information to clearly indicate the changes being proposed to the existing program, the type of change, and the purpose for the change, including if the change is a termination of the program.

In Section II.3, compare the existing program to its proposed modified form, clearly indicating the differences. If the modification is a program termination, indicate n/a for all parts of Section II.3 (a-h) with the exception of e) where you are asked to provide a list of what courses, if any, are being deleted or terminated.

In listing required courses (Section II.3. e), please note that required courses for a program must not include courses for which students would not likely have the prerequisite requirements. Include the calendar entry for each new or modified course as an attachment.

For Section II.3.e), **all new** courses must include a list of prerequisite requirements. In addition, for new courses, required or electives, that are outside of the home Faculty, a letter from the relevant outside unit(s) indicating that the additional students can be accommodated and which lists prerequisites for those courses must be appended to the proposal.

Information provided in Section II.4, 5, 6, and 7 should indicate how those changes, including a termination, would impact on resources and on other programs at UNB and other institutions in the region.

III. CHANGES TO ENROLLMENT AND TUITION REVENUE

In Section III, please indicate the impact of the proposed change on tuition revenue and enrollment. This section should clearly describe the effect of the proposed modifications on total university tuition revenue.

In Section III.5, comparison should be made between term-course registrations in the current program, and term-course registration projections based on the proposed modified program.

Please note that if in Section III.6 other student fees are proposed, approval is required from the office of the Vice-President (Finance and Corporate Services). Attach the letter of approval as an appendix.

IV. CHANGE IN EXISTING REVENUE

This section should clearly outline the change anticipated, as a result of the proposed program change, in revenue sources other than tuition.

V. CHANGE IN INCREMENTAL COSTS

In this section, you are asked to provide information on all salary and non-salary operating costs, and how these costs will change due to the modifications proposed.

It is the responsibility of the unit submitting the proposal to identify the financial implications outlined in this section. The Office of Integrated Planning and Budgeting (UNBF) and/or the Assistant VP (UNBSJ) will review this information when undertaking a financial assessment of the program modification.

VI. IMPACT ON UNIVERSITY SERVICES

In this section, you are asked to provide a cost analysis of the anticipated financial impact on University support units, as well as space requirements, due to the proposed program modification.

For Section VI.1, a copy of the University Libraries' written assessment from the subject area liaison librarian(s) for collection and instruction, must be appended to the proposal.

Note that for Sections VI.3 and 4, you are asked to include information on consultations held regarding university services and space requirements. If a response was received in writing as a result of these consultations, please include the response as an attachment.

It is the responsibility of the unit submitting the proposal to consult with impacted Faculties and units as outlined in this section. The Office of Integrated Planning and Budgeting (UNBF) and/or the Assistant VP (UNBSJ) (as in Sect V) will review this information when undertaking a financial assessment of the program modification.

VII. INTERNAL APPROVALS, CONSULTATIONS, AND REVIEWS

For Section VII.1, please indicate appropriate approvals received, including from partner Faculties, Graduate Studies, Vice-President (Finance and Corporate Services), and Facilities Management. All approvals must be received in writing and appended to the proposal.

For Section VII.2, please attach all correspondence regarding these consultations as an attachment.

In Section XIV.3, please indicate the process to be used to review this program, the estimated timing (year) of the first/next review, and the anticipated review cycle following the first/next review. Normally, programs will be reviewed within 5 - 7 years of implementation, and/or in conjunction with unit reviews, program reviews, accreditation reviews, and/or Senate reviews. If the proposal is for a program termination, please indicate n/a.

UNIVERSITY OF NEW BRUNSWICK

PROPOSAL TEMPLATE FOR THE MODIFICATION OR TERMINATION OF A PROGRAM

DEFINITION: A change in the name of a program and/or the credential awarded is considered to be a program modification. A program is also considered modified when the program name and/or credential does not change but there are revisions to the academic program that have a significant effect on one or several of the following:

- i) the program structure; e.g., duration, entrance requirements, focus, Faculty/Department
- ii) the concentration type; e.g., minor, major, honours, joint majors, specializations, concentrations, if the institution already grants a credential of a higher level in the same area
- iii) the program form; e.g., integrated, sequential, change to co-op, interdisciplinary
- iv) the target clientele
- v) the program priority; e.g., program termination, continuation of a term/pilot program
- vi) the costs

(Policy on Quality Assurance, MPHEC, May 2005)

For further information regarding what constitutes a modified vs. a new program please refer to the “Guidelines for Completing Proposal for a New University-Level Program” or “Guidelines for Completing Proposal for the Modification or Termination of a Program.” Some program modifications will go through this process for Senate approval but not MPHEC approval, such as new delivery methods.

Contact person _____
Telephone _____
Fax _____
Email _____

I. PROGRAM IDENTIFICATION

1. Institution(s)/Faculty(ies)/School(s)/Department(s)

2. Program name and level
Existing:
Proposed:
3. Credential(s) granted

Existing:

Proposed (provide justification):

4. Proposed starting date of modified program / proposed termination date
5. Institutional program code as stored in the post-secondary institution's administration files that is reported under Enhanced Student Information System (ESIS) (element IP 2000).

II. DESCRIPTION OF THE PROPOSED PROGRAM MODIFICATION

1. Description of the type of change (e.g., course change, change to co-op, change to distance education, termination, etc.).
2. Purpose of the change (e.g., following trends, accommodating the clientele to be served, establishing a better focus, etc.).
3. Comparison between the current and the modified programs with an explanation of any proposed change in:
 - a) program objectives
 - b) overall program structure
 - c) anticipated student/graduates outcomes and their relevance
 - d) admission requirements, standards, etc.

- e) required courses (required courses for a program must **not** include courses for which students would not likely have the prerequisite requirements). For all new and/or modified courses, include a listing of prerequisite requirements, and attach the calendar entry.

Course No.	Course Name	N= New M=Modified D=Deleted U=Unchanged	Is Course Required or Elective?	Calendar Entry Attached ✓ (if new or modified)

- f) change to program duration (explain)

- g) special requirements (such as thesis, practicum, internship, etc.)

- h) method of program delivery (traditional classroom, distance education, co-operative education, or a combination)

- i) in the case of articulated programs, changes to the inter-institutional arrangement should be stated and explained.

4. Impact of the change on resources, including changes in expenditures and revenues:

- a) human

b) physical

c) financial

5. Potential impact of the change on other programs at UNBSJ/UNBF and at other institutions in the region.
6. An indication of other institutions involved, or that have been consulted (include the other campus in this consultation process).

Institution	Person, Title	Date(s) Contacted	Form of Contact (written preferred & attached ✓)	Response Received & Attached ✓

7. Any other relevant information to assist in the understanding of the proposed modification or termination (attach reports of internal or external review, if applicable).

DESCRIPTION OF THE PROPOSED PROGRAM TERMINATION

1. Rationale for program termination.
2. Description of the timeframe/phase-out plan for the existing program and students.
 - i. Date of suspension of new enrollments

- ii. Date of completion of last student enrolled
 - iii. Alternative programs for existing students, if any.
3. In the case of professional, semi-professional, articulated, and co-op programs, other stakeholders and/or partners may be involved. Stakeholders may play a role in program delivery, accreditation, student placements, etc. and, in some instances, be responsible for the supply side of graduates from particular programs. For example, teach education programs, health and health-related programs, law, social work, criminology, foods and nutrition programs, and articulated programs. In general for these program types, or other programs which directly involve other stakeholders, institutions must provide:
- i. Evidence that other institutions and stakeholders have been consulted
 - ii. Verification/confirmation from stakeholders that planned program termination(s) are known and agreed upon. (This could include governments, public and private institutions, community colleges, other universities)
4. Any other information the institution feels will assist the Commission in its understanding of the proposed termination. Reports of internal or external review would be helpful.

III. CHANGES TO ENROLLMENT AND TUITION REVENUE

1. Change in tuition fee levels

Current:

per tuition hour \$_____ , or
 program fee \$_____ for _____ years

Proposed:

per tuition hour \$_____ , or
 program fee \$_____ for _____ years

Reason for change:

2. Impact of change on enrollment

Enrollment trend over past 5 years of existing program:

		Program Year									
	Year of Program Operation; e.g., 2002/03	1 st Year		2 nd Year		3 rd Year		4 th Year		5 th Year	
		ft	pt	ft	pt	ft	pt	ft	pt	ft	pt
Current Year											
Last Year											
2 Years Ago											
3 Years Ago											
4 Years Ago											

Anticipated enrollment trend over next 5 years of modified program:

		Program Year									
	Year of Program Operation; e.g., 2002/03	1 st Year		2 nd Year		3 rd Year		4 th Year		5 th Year	
		ft	pt	ft	pt	ft	pt	ft	pt	ft	pt
Year 1											
Year 2											
Year 3											
Year 4											
Year 5											

- | | |
|-----------------------|----------|
| Year 1 | \$ _____ |
| Year 2 | \$ _____ |
| Year 3 | \$ _____ |
| Year 4 | \$ _____ |
| Year 5 and thereafter | \$ _____ |

- at other Maritime universities:

- | | 1 st Year | 2 nd Year | 3 rd year | 4 th Year |
|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Faculty of | Current:
Proposed: | Current:
Proposed: | Current:
Proposed: | Current:
Proposed: |
| Faculty of | Current:
Proposed: | Current:
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| Faculty of | Current:
Proposed: | Current:
Proposed: | Current:
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Proposed: |
| Other institutions (name) | | | | |
| TOTAL term-course registrations | Current:
Proposed: | Current:
Proposed: | Current:
Proposed: | Current:
Proposed: |

- Current: _____
Proposed: _____

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IV. CHANGE IN OTHER EXISTING REVENUE

1. Impact on existing non-tuition operating funding. Amounts, sources, uses, and timing of new or reduced non-tuition operating funding.
2. Impact on existing capital funding. Amounts, sources, uses, and timing of new or reduced capital funding (including equipment).
3. Impact on existing student support funding. Amounts, sources, uses, and timing of new or reduced student support funding (scholarships, bursaries, support from research operating grants, etc.).

V. CHANGE IN INCREMENTAL COSTS

1. Academic salaries (new positions):

		Percentage fte				
Rank	Salary Rate	Year1	Year 2	Year 3	Year 4	Year 5

Academic salaries (eliminated positions):

Rank	Salary Rate	Percentage fte

2. Non-academic salaries (new positions):

Percentage fte

Position	Salary Rate	Year1	Year 2	Year 3	Year 4	Year 5

Non-academic salaries (eliminated positions):

Rank	Salary Rate	Percentage fte

3. Total change in salaries and benefits (indicate + or -):

	Year 1	Year 2	Year 3	Year 4	Year 5
Salaries (\$)					
Benefits (\$)					
TOTAL					

Fringe benefit rate employed _____%

4. Incremental non-salary operation expenses due to modification (indicate + or -):

	Year 1	Year 2	Year 3	Year 4	Year 5
Recruitment and relocation					
Materials and supplies					
Communications					
Advertising					
Travel					
Computing					
Equipment					
Other (list)					
TOTAL					

5. Impact on workload and assignments of current remaining faculty and staff:

VI. IMPACT ON UNIVERSITY SERVICES

1. a) Library acquisitions costs (\$) (indicate + or -) (Attach library report)

Start-up _____
 Annual recurring _____

b) Instruction/Reference support (Attach library report).

2 a) Computing (description of impact on computing facilities available to faculty and students):

b) Expenditures for additional university computing facilities (hardware, software, peripherals, licenses, training) (indicate + or -):

Item	Year 1	Year 2	Year 3	Year 4	Year 5

3. Special demands on other university services (registrar, audio-visual, personnel, financial services, communications/marketing/public relations, technical, legal services, etc.):

Service Unit	Impact	Name of Person Consulted	Response Attached ✓

4 a). Space requirements:

Space	Requirements	Estimated Cost	
		Initial	Ongoing
Classrooms (new and modifications)			

Offices (new and modifications)			
Laboratories			
Student space (lounge, study, etc.)			
Other (e.g., storage, shops, etc.)			

4 b). Contact with Facilities Management staff regarding these requirements

Individual/Title	Response Received & Attached ✓

5. Special insurance or risk exposure implications:

6. Summary of revenues and costs:

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue (itemized)					
TOTAL					
Costs (itemized)					
TOTAL					

VII. INTERNAL APPROVALS AND CONSULTATIONS

1. Approvals:

Approving Body	Date

2. Consultations:

	Date	Response Attached ✓
Other Faculties providing courses:		
Service units:		
Liaison Librarian(s) Report		
Proposal sent to Registrar		
Proposal sent to Facilities Management		
Others (list):		

1. Program review process, timing (year) of first/next review, and review cycle.

MODIFIED/TERMINATED PROGRAM PROPOSAL CHECKLIST

Please ensure you have included a copy of each of the following when submitting your completed program proposal to Senate:

- ☐ Department Council/Non-department (i.e. Group of individuals or committee modifying or terminating the proposal).
- ☐ letter of approval from relevant Dean (or Deans if more than one Faculty involved) (Section I)
- ☐ calendar entry for each new and revised courses in the modified program (Section II)
- ☐ if required or elective courses new to the modified program are outside the home Faculty, correspondence from relevant outside unit(s) confirming that additional students can be accommodated and indicating the prerequisite(s) for those course(s), if applicable (Section II)
- ☐ evidence of consultation between the proposing Faculty, other UNB Faculties/units, and post-secondary institutions in the region that may be impacted by this modification/termination (Section II.6)
- ☐ if applicable, reports of internal or external reviews and/or other relevant information (Section II.7)
- ☐ if applicable, written approval from Vice-President (Finance and Corporate Services) regarding proposed student fees (Section III.6)
- ☐ libraries assessment (Section VI)
- ☐ if applicable, feedback received from consultations re university services and space requirements (Section VI)
- ☐ all correspondence received as a result of consultations held under Section VII
- ☐ any items/implications by external partners.