
Program Proposal – New Program

The Vice-President (Fredericton-Academic)

Guideline

1.0 Purpose

- 1.1 This document provides a common structure for developing acceptable and complete proposals for new academic programs, program modifications, and requests to terminate existing programs. The guidelines provided herein should optimize the chance of success of Faculty(ies)' submissions to the appropriate Senate Curriculum Committee, Senate Academic Planning Committee (UNBF), Senate Academic Planning and Resources Committee (UNBSJ), either Senate, and, eventually, Maritime Provinces Higher Education Commission (MPHEC) submission.

2.0 Applicability

- 2.1 The MPHEC is responsible for continuous quality improvement of programs and teaching at post-secondary institutions and, in particular, at universities in the Maritime Provinces. This is achieved through review of program proposals prior to implementation, and through monitoring institutional quality assurance policies and procedures.

3.0 Definitions

- 3.1 Program: An academic program is a distinct group of courses or other requirements, or both, which lead to eligibility for a degree or diploma. A course is a unit of instruction in a particular subject identified by name and number.
- 3.2 New Program
- 3.2.1 A new university-level program includes any program not currently offered or accounted for under the existing (MPHEC approved) academic program and credential structures at the University of New Brunswick. (Policy on Quality Assurance, MPHEC, May 2005)
- 3.2.2 The Atlantic Advisory Committee on Health Human Resources (AACHHR) is mandated to review all proposed new health programs and health programs in which significant change is planned, as initiated by institutions, and programs resulting from discussions with the institutions which would support a plan to meet the health human resources needs of Maritime and/or Atlantic Canada.
- 3.3 Articulated Program: An articulated program is a substantively new program articulating components of a post-secondary program delivered by one institution with components of a program delivered by another. The general aim of such programs is to expand the opportunities for graduates to acquire both occupation-specific and general post-secondary education competencies. The institutions involved generally grant two different types (levels) of credentials. The institutions will generally be a community college and a

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university; however, other education providers (publicly or privately funded) could also be involved. (Policy on Quality Assurance, MPHEC, May 2005)

3.4 Modified, Terminated Programs

3.4.1 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:

3.4.1.1 the program structure; e.g., duration, entrance requirements, focus, faculty/ department

3.4.1.2 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

3.4.1.3 the program form; e.g., integrated, sequential, change to co-op, interdisciplinary

3.4.1.4 the target clientele

3.4.1.5 the program priority; e.g., program termination, continuation of a term/pilot program

3.4.1.6 the costs

3.4.1.7 the delivery mechanism

3.4.2 New combined honours and joint majors programs are considered modified programs if a stand-alone program at the honours or majors levels is currently offered.

4.0 Implementation

4.1 It is important that the academic planning procedures in place are helpful in moving revised programs along in a timely fashion, with full disclosure of information to inform the decision process. Every department and Faculty should be aware of the chain of events that must take place, the questions they must have considered and documented, and the office that can (and those that cannot) handle events along the path to full approval.

5.0 Interpretation and Questions

5.1 The Vice-President (Fredericton-Academic) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to Bev Black at bevblack@unb.ca