

UNIVERSITY OF NEW BRUNSWICK

GUIDELINES FOR COMPLETING PROPOSAL FOR A NEW 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 University Secretary 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, 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 Program 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 [Vice-President Saint John and/or Vice-President Fredericton, and in the case of Graduate programs, the Dean of Graduate Studies] and the Association of University of New Brunswick Teachers, together with a covering letter to confirm Faculty approval and any other relevant information for consideration by either 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 Secretariat on either campus.

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 proposed new program.

Justification for the program level and credential must be included. Level will normally be undergraduate, graduate, or professional.

If the proposed program is the **first** bachelor, master, or doctoral program for the department/school, copies of curriculum vitae for each faculty member involved in the program are to be appended to the proposal.

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. PROGRAM DESCRIPTION

The purpose of this section is to provide information to clearly define the program's admission requirements and standards; to define the objectives, structure, and delivery methodology (e.g., traditional classroom, distance education, co-operative education, or a combination); to provide anticipated student outcomes and a demonstration of their relevance (include references to optimum program length); and to discuss the relationship between this program and other programs at the University of New Brunswick. The information provided in this section should demonstrate that the program name and credential granted adequately capture the program content.

In listing required courses (Section II.5), please note that required courses for a program must **not** include courses for which students would not likely have the prerequisite requirements. All elective courses, and the required prerequisites, if any, must also be listed.

If courses, required or elective, are outside of the home Faculty, a letter from the relevant outside unit(s) stating that the additional students can be accommodated and a listing of any prerequisites for the relevant courses must be appended to the new program proposal.

Include the calendar entry for each new course as an attachment.

III. HUMAN AND PHYSICAL RESOURCE IMPLICATIONS

This section should provide a summary in regards to the utilization and adequacy of existing resources and additional resource requirements (human and physical) and the impact on other University service units and programs of using these resources in the new program.

Do not include cost estimates here. Please note that you will be asked to expand upon your response to this section, including provision of a yearly cost analysis, in Section XII Incremental Costs.

IV. FINANCIAL IMPLICATIONS

In this section, respondents should **summarize** the 5-year financial implications of the proposed program on the University as a whole and provide evidence of the adequacy of financial resources. Sources of funding should be identified. Please note that you will be asked to expand upon your response to this section, including provision of a yearly cost analysis, in Section XII Incremental Costs.

If special Government funding is forthcoming, please briefly describe the terms and conditions of that funding in Section IV.3 in the proposal. Normally, the entry for this Section would be expected to be “none.”

V. RELATIONSHIP TO OTHER PROGRAMS AND INSTITUTIONS

This section is required by the Maritime Provinces Higher Education Commission (MPHEC), and must provide evidence of an environmental scan to identify all similar, equivalent, or comparable programs at the same institution (both campuses), in the region, and elsewhere as appropriate, and evidence of consultation with institutions offering those programs.

In response to Section V.5, include in an attachment, all correspondence between you and the post-secondary institutions noted, as “evidence of consultation.” The MPHEC requires that letters of comment from other institutions, or the equivalent, be included in the proposal.

VI. NEED FOR THE PROGRAM

Information provided in this section must show evidence of the social (local, regional, national) need(s) met by graduates from such programs as documented by, among other things, analysis of the evolution of the discipline, labour market analysis, demand for graduates, etc. This evidence should rely on external sources (leading scholars, government agencies, employers, professional organizations, etc.).

Evidence of student demand and information regarding the anticipated clientele are also to be included.

Under Section VI.4, information must be provided on how the proposed program relates to overall Faculty strategic plans and objectives over the next five years, and what the costs and consequences to the University would be of not proceeding with the proposed program.

Under Section VI.5, “anticipated enrollment” should include enrollment over all years for each of the first 5 years of the program, or until enrollment achieves steady-state, whichever is longer.

VII. PROGRAM DEVELOPMENT PROCESS

This section must describe the process used in development of the new program and leading to the submission of the program proposal. Evidence of the involvement of peers and experts internal and external, if applicable, to the University in the development of the proposed program

must be included. Internal and external experts should be identified and their written assessment or comments on the proposed program appended to the proposal.

VIII. INFORMATION REQUIRED FOR GRADUATE PROGRAMS

The purpose of this section is to provide further program information specific to graduate-level programs; therefore, this section is only to be filled out if the proposed program is at the graduate level; otherwise, indicate n/a.

In response to Section VIII.2, normally include as an attachment the c.v. of each professor involved in delivering the program. The c.v. should include information on relevant qualifications, a listing of the research support, and a record of publications, especially in refereed journals. If the program is an interdisciplinary one in which specific professors are not known in advance, counsel on complying with this section may be sought from the School of Graduate Studies.

In Section VIII.5, for research-based graduate programs, provide a plan for the provision of adequate student financial support for at least one half of the anticipated enrollment during their full-time attendance. Course-based programs and professional programs can be documented as exceptions.

For Section VIII.6, all external review and responses received should be included as an attachment. A description of the changes made to the preliminary proposal as a result of the reviews must be included.

IX. INFORMATION REQUIRED FOR HEALTH-RELATED PROGRAMS

Please note that for health programs only, new and modified program proposals must be sent to the Atlantic Advisory Committee on Health Human Resources (AACHHR) prior to being submitted to the Senate, Board of Governors, and the MPHEC. This approval is necessary if students in the programs are to be eligible for student loans and if the enrollments are potentially to be considered eligible for provincial funding purposes. The AACHHR requires information on Sections I, II, III, and V only. Upon approval by the Faculty(ies), the Dean(s) will submit Sections I, II, III, and V to the Office of the Vice- President Academic for submission to the AACHHR. Correspondence received from the AACHHR approving the program is to be appended to the proposal upon submission to the Senate.

If the proposed program is not a health-related program, indicate n/a.

X. ENROLLMENT AND TUITION REVENUE

In this section, you are asked to expand upon the information provided earlier in Sections IV and VI by providing specific information on enrollment and tuition revenue.

In responding to Section X.2, please refer back to the table provided in Section VI.5 a) and provide the basis for the enrollment estimates given, including assumptions made in regards to attrition.

Your response to Section X.3 should also include enrollment numbers as provided earlier in the table in Section VI.5 a).

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

XI. OTHER ANTICIPATED REVENUE

This section should include information on all anticipated revenue sources in addition to tuition.

In Section XI.3, for graduate- and doctoral-level programs only, refer back to Section VIII.5.

XII. INCREMENTAL COSTS

In this section, you are asked to expand upon the summary information previously provided in Sections III and IV by providing all salary and non-salary costs, with a focus on Faculties and academic units.

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) or the Assistant VP (UNBSJ) will review this information when undertaking a financial assessment of the program.

Costs should be stated at current salary rates, fee, and price levels. Adjustments for inflation should not be included unless unusual increases will occur before the program is implemented.

XIII. IMPACT ON UNIVERSITY SERVICES

In this Section, you are asked to expand upon the summary information previously provided in Sections III and IV by providing a cost analysis of the anticipated financial impact on University support units, as well as space requirements.

For Section XIII.1, University Libraries' written assessment from the subject area liaison librarian(s) for collections and instruction, must be appended to the program proposal.

Note that for Section XIII.4, you are asked to include information on who was consulted regarding space requirements. If a response was received in writing in regards to these consultations, please include all responses 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) or

Assistant VP Finance (UNBSJ) will review this information when undertaking a financial assessment of the program.

XIV. INTERNAL APPROVALS, CONSULTATIONS, AND REVIEWS

For Section XIV.1, please indicate appropriate approvals received, including from Faculty Council (for departmentalized faculties, the department approval is required first, then the Faculty Council; in non-departmentalized faculties, the group of individuals or committee bringing the proposal forward approves first, then the Faculty), Dean(s), partner Faculties, Graduate Studies, Vice-President (Finance and Corporate Services), and/or Facilities Management.

For Section XIV.2, please attach all correspondence regarding these consultations.

In Section XIV.3, please indicate the process to be used to review this program following implementation, the estimated timing (year) of the first review, and the anticipated review cycle following the first 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.

UNIVERSITY OF NEW BRUNSWICK

PROPOSAL TEMPLATE FOR A NEW UNIVERSITY-LEVEL PROGRAM

DEFINITION: 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)

For further information regarding what constitutes a new vs. a modified 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.”

Contact person _____
Telephone _____
Fax _____
Email _____

I. PROGRAM IDENTIFICATION

1. Institution(s)/Faculty(ies)/School(s)/Department(s)
2. Program name and level
3. Credential(s) granted (provide justification)
4. Proposed starting date

II. PROGRAM DESCRIPTION

1. Program objectives
2. Overall structure and duration of the program (provide justification)
3. Anticipated student outcomes and their relevance:

- i. Identification of learning outcomes and their relevance to the proposed program such as critical thinking skills, breadth and depth of knowledge, attitudes, beliefs, analytical/problem-solving skills, occupation/licensing/accreditation requirements, communication skills, writing skills, etc.;
 - ii. Identification of graduates' outcomes and their relevance to the proposed program, such as further education or graduate study, employability, licensing, accreditation, etc.;
 - iii. Identification of other outcomes and their relevance to the proposed program, such as team building, leadership, social citizenship, etc.
4. Admission requirements, standards, etc.
- 5 a). Listing of all required courses. Attach proposed calendar entry for each new course. (Required courses for a program must **not** include courses for which students would not likely have the prerequisite requirements.)

Course No.	Course Name	Is Course Existent or Proposed?	Calendar Entry Attached ✓

- 5 b). Listing of all elective courses and the required prerequisites, if any. Attach proposed calendar entry for each new course.

Course No.	Course Name	Existent or Proposed?	Required Prerequisite		Calendar Entry Attached ✓
			Course No.	Course Name	

6. Other special requirements such as thesis, practicum, internship, etc.
7. Method of program delivery; e.g., traditional classroom, distance education, cooperative education, or a combination.
8. In the case of a graduate program, an indication of whether a program is a research-based program or professional program, thesis-based or course-based.

III. HUMAN AND PHYSICAL RESOURCE IMPLICATIONS

1. Utilization of existing resources in the first five years of the new program:
 - a) Academic staff
 - b) Support staff
 - c) Library
 - d) Space (classroom, office, laboratory)
 - e) Equipment
 - f) Other
2. Additional resource requirements during first five years:

- a) Academic staff
 - b) Support staff
 - c) Library
 - d) Space (classroom, office, laboratory)
 - e) Equipment
 - f) Other
3. Impact on other programs (including elimination or reduction in scope) due to the use of these resources (as described in Sections III.1, 2 above) for this program.
4. Estimate of resource needs and allocation beyond first five years of the new program.

IV. FINANCIAL IMPLICATIONS

1. Projection of the incremental costs for the program for its first five years:
- a) Academic salaries
 - b) Other salaries
 - c) Equipment
 - d) Library acquisitions
 - e) Space (classroom, office, laboratory)
 - f) Other
2. Proposed cost recovery/revenue strategy (as per UNB policy).

3. Expectations in terms of additional capital or operating funding.

V. RELATIONSHIP TO OTHER PROGRAMS AND INSTITUTIONS

1. Relationship to existing programs at the University of New Brunswick.
2. Similar programs offered at other Maritime post-secondary institutions, the differences between these programs and the proposed program, and the rationale for introduction of an additional program if a similar one is offered in the region.
3. Similar programs offered at other Canadian post-secondary institutions outside the Maritimes and the differences between these programs and the proposed program.
4. Collaboration possibilities with other institutions in the region or elsewhere in Canada in the delivery of the program, and steps taken to that effect.
5. Evidence of consultation with post-secondary institutions noted above.

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

VI. NEED FOR THE PROGRAM

1. Evidence of regional (Maritime) need

2. Evidence of national need

3. Evidence of student demand (departments are encouraged to consult students when developing new programs. Please provide some concrete evidence that there will be a demand from students).

4. Priority within UNB's (or UNBF/UNBSJ) program structure and development. Relationship to Faculty plans and objectives.

5. Clientele

a) Anticipated enrollment

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

- b) Enrollment limits or expected maximum enrollment (by year-level, if appropriate).

- c) Sources of clientele; e.g., existing programs within institution, additions to student body, changes in student demographics.

- d) Geographic distribution of proposed annual student intake (must total 100%):
 1. New Brunswick _____%
 2. rest of Maritime region _____%
 3. rest of Canada _____%
 4. International _____%

6. Consultation with employers and/or professional organizations as to the current and anticipated job market and employment potential.

Company/ Organization	Person, Title	Date(s) Contacted	Form of Contact (written preferred & Attached ✓)	Response Received & Attached ✓

VII. PROGRAM DEVELOPMENT PROCESS

1. Description of the development process leading to the submission of this program proposal. Each internal and external expert should be identified and their written assessment or comments on the proposed program appended to the proposal.
2. Description of any accreditation requirements; when and how program will achieve accreditation.
3. Description of response to external review.

VIII. INFORMATION REQUIRED FOR GRADUATE PROGRAMS – in addition to addressing all the information requirements identified within Sections I – VII above, a proposal for a graduate-level program must meet the following information requirements and assessment criteria.

1. Research or course based
2. Using the following table, list the academic staff involved in delivering the program and relevant qualifications, including list of research support accorded to professors in the past with a record of publications, especially in refereed journals.

Name, Rank, and Status	Highest Degree held and university that granted it and year obtained	Specialty	Source of Grants Received	Grants Total amount last 3 years	# of refereed publications last 5 years

3. Include the CVs prepared according to the guidelines below for all academic staff to be directly involved in the program as an appendix to the proposal.

Guidelines for the preparation of faculty curriculum vitae:

- i. Name: with rank status (tenured, contract, etc.)
- ii. Degrees: designation, institution, department, year.
- iii. Employment history: dates, rank/position, department, institution/firm, including current full-time position and link to the program under review.
- iv. Academic honours: such as F.R.S., F.R.S.C., Governor General's Award, honorary degrees, or equivalent.
- v. Scholarly and professional academic activities: past 7 years only (e.g. executive and editorial positions but **not** memberships; **invited** presentations at national or international conferences. Please do not list manuscript and grant application reviews).
- vi. Graduate supervisions: career numbers – master's/doctoral; completed/in progress. Please distinguish between supervision, co-supervision and supervisory committee membership and distinguish between supervisors in the program under review and in other programs, if appropriate. Provide a list of the theses or projects supervised (not participation on supervisory committees) during the last seven years with name of student, title of thesis or project (specify), date of first registration and date of completion.
- vii. Graduate courses: past 7 years, by year.
- viii. **External** research funding: past 7 years only, by year, indicating source (granting, councils, industry, government, foundations, other external); amount; purpose (operating, travel, publication, equipment, etc.); if group grant, indicate the number of grantees and whether principal or co-applicant.
- ix. **Internal** research funding: this includes university funds, SSHRC minor grants awarded through the university, etc.
- x. Publications: life-time summary (count) according to scholarly books (authored/edited), chapters in books, papers in refereed journals, papers in refereed conference proceedings, major invited contributions and/or technical reports, abstracts and/or papers read, others (i.e. workshops presented, other types of publications). Details for the past 7 years (same categories as above) in chronological order. Please give full citation, including page numbers for

books, chapters and journal articles and names of authors in the order in which they appear on the publication.

4. Additional information required to demonstrate that a critical mass of research-active faculty exist, that the current (or planned) faculty complement provides sufficient breadth of disciplinary expertise, and, in the case of a research-based program, that a strong research focus exists within the unit proposing the program (as evidenced by grants, publications, and seminars).
5. In the case of research-based degree programs, a demonstration of faculty's ability to provide long-term supervisory capacity and supervisory committee membership.
6. Description/evidence that an appropriate structure(s), such as an Office of Graduate Studies, are in place to support the program.
7. A more detailed list of available physical and human support facilities, e.g. library resources (holdings ratio among other measures)/access to scholarly communications; laboratories, instruments, computer backup, technician backup, graduate student services, etc. than would be given for undergraduate program.
8. Description of student financial support available, especially in the case of a doctoral program, including a description of available sources (including amounts) for financial student support.
9. Evidence of the existence of an appropriate support network of related programs (undergraduate and as relevant, graduate) at the submitting institution.
10. Information confirming that the proposed program is non-duplicative of offerings elsewhere in the region or represents necessary duplication, or market demand demonstrably justifies further capacity.

11. Information to demonstrate that the nature of the proposed program is such that it can best be offered at the institution in question.
12. Description of the review process of the program proposal by an expert external to the institution selected according to established standards (are recognized scholars in the field of the proposal, have not studied at, collaborated with or worked for the submitting institution within the past seven years, and are not in any potential conflict of interest among other key standards). The expert's Terms of Reference are expected to cover at a minimum the elements highlighted in the Generic Terms of Reference of External Reviewers(Appendix V).
13. Any other information the submitting institution believes would assist the Commission in completing its assessment of the proposed new graduate program.

IX. INFORMATION REQUIRED FOR HEALTH-RELATED PROGRAMS

1. Has program approval been received from the Atlantic Advisory Committee on Health Human Resources (AACHHR)? – attach correspondence.

X. ENROLLMENT AND TUITION REVENUE

1. Proposed tuition fees in the initial year of program operation:

per term course \$_____ , or

program fee \$_____ for _____ years

Rationale for proposed fee level.

2. Refer back to Section VI.5 a) regarding anticipated enrollment. Describe the basis for the enrollment estimates, including attrition assumptions.

3. Estimated annual tuition revenue

	Anticipated Tuition Revenue	Based on expected enrollment of:		
		full-time enrollment	part-time enrollment	continuing thesis-only
Year 1				
Year 2				
Year 3				
Year 4				
Year 5 & thereafter				

4. Impact, if any, on enrollment in other existing programs and courses

at UNB (or UNBF/UNBSJ):

at other Maritime universities:

5. Expected distribution of term-course registrations by year-level

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

6. Other student fees proposed. Rationale for the fee and its level. Attach approval from the Vice-President (Finance and Corporate Services).

XI. OTHER ANTICIPATED REVENUE

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

XII. INCREMENTAL COSTS

1. Academic salaries (new positions)

Percentage fte

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

2. Non-academic salaries (new positions)

Percentage fte

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

3. Total salaries and benefits

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

Fringe benefit rate employed _____%

4. Incremental non-salary operation expenses

	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 faculty and staff.

XIII. IMPACT ON UNIVERSITY SERVICES

1. a) Library acquisitions costs (\$). (Attach library report).

Start-up _____

Annual recurring _____

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

2. a) Computing (description of current computing facilities that will be available to faculty and students).

- b) Expenditures for additional university computing facilities (hardware, software, peripherals, licenses, training).

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

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					

XIV. 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		
Proposal sent to Student Accounts		
Others (list):		

3. Program review process, timing (year) of first review, and review cycle.

NEW 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 bringing forward the proposal).
- ☐ letter of approval from relevant Dean (or Deans if more than one Faculty involved) (Section I)
- ☐ if program is the first bachelor, master, or doctoral program for the department/ school, curricula vitae for each faculty member involved in the program (Section I)
- ☐ calendar entry for each new course (Section II)
- ☐ if required or elective courses 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)
- ☐ correspondence (as evidence of consultation) between you and the post-secondary institutions that offer similar, equivalent, or comparable programs in the region, and elsewhere as appropriate (Section V)
- ☐ correspondence (as evidence of consultation) between you and employers and/or professional organizations re job market (Section VI)
- ☐ written assessment or comments on the program from peers and experts external to the University who were involved in the development process (Section VII)
- ☐ for graduate- and doctoral-level programs, curricula vitae for each faculty member involved in the program (Section VIII)
- ☐ for graduate- and doctoral-level programs, list of external reviews, summary of the reviewers' conclusion, a description of changes made to the proposal as a result of the external reviews (Section VIII)
- ☐ if a health related program, correspondence received from the AACHR approving the proposed program (Section IX)
- ☐ if applicable, written approval from Vice-President (Finance and Corporate Services) regarding proposed student fees (Section X)

- ☐ libraries assessment (Section XIII)
- ☐ if applicable, feedback received from consultations re university services and space requirements (Section XIII)
- ☐ all correspondence received as a result of approvals and consultations held under Section XIV
- ☐ any items/implications by external partners