****

**Algoma University**

**New Program Template**

**IMPORTANT NOTES**

* This template is required to be completed following approval of a *New Program Concept Summary* for the proposed program by the Academic Planning and Priorities Committee (AppCom) of Senate.
* This template must proceed through the following chain of approvals: Department(s); Division(s); Curriculum Committee; AppCom; and Senate. The content of this template will be used to prepare an application for Ministerial consent under the *Post-Secondary Education Choice and Excellence Act, 2000* following Senate approval*.*

Fill in the following fields by entering text under each of the headings below in the fields indicated in grey. The field will expand to fit as much text as necessary. For checkboxes, double click on the box to select and deselect checkmarks. The headings that are underlined and in bold reflect the *Evaluative Criteria for New Programs* outlined in Section 1.3 of Algoma University’s Institutional Quality Assurance Processes (IQAP).

**Executive Summary**

Provide a 100-200 word executive summary of the proposed program that summarizes program outcomes, potential employment for graduates and/or opportunities for further study.

**Nomenclature**

Indicate the program name and degree designation (i.e. Honours Bachelor of Science in Biology). Provide a short commentary on how the nomenclature is appropriate to program content and is consistent with current usage in the discipline and at Algoma University.

**New Program Concept Summary**

Check this box if a *New Program Concept Summary* for the proposed program has been approved by the Academic Planning and Priorities Committee of Senate. [ ]

**Location where program is to be delivered *(indicate all locations if more than one)***

**Anticipated start date of program**

**Anticipated enrolment for first 4 years of program**

Year 1:

Year 2:

Year 3:

Year 4:

**Anticipated steady-state enrolment:**

**Objectives**

Provide a brief description of the proposed program, including a summary of program strengths. Explain how the proposed program is consistent with the vision, special mission, strategic objectives, academic plan, and existing programs at Algoma University. Relate the proposed program to the Strategic Mandate Agreement of Algoma University.

List program level learning outcomes

**Societal Context**

Provide a summary of the research that was undertaken to determine student enrolment projections for the proposed program. Include in this summary a description of how students were engaged in the program development process. Examples of evidence of student demand include:

* Application statistics (number of inquiries received, applications received, number of qualified applicants).
* Origin of student demand (domestic and international).
* Duration of projected demand.
* Review and comment by student organizations.
* Evidence of participation by students or their representatives in the program development process.

Provide a summary of societal need for the proposed program by describing the need for graduates of the proposed program in specifically identified fields (academic, public, and/or private sector). Examples of evidence of societal need include:

* Letters from employers who have seen the curriculum and commented on the need for graduates within their organization, and within the field (academic, public, and/or private sector).
* Graduate school application and admission data.
* Professional society and/or association comments about the need for graduates based on a review of the curriculum.
* Employment surveys, or surveys of the number of positions posted in relevant publications.
* Data from federal or provincial labour market reports and/or industry specific reports.
* Statistics relating to the number of Ontario students leaving the province or the country to study in the same field.

Provide a list of comparable programs at other Ontario institutions, with particular reference to other universities in the region. Present convincing evidence that the proposed program does not directly duplicate programs offered by another Ontario university *OR* if there is duplication, explain why the duplication is justified.

For professional programs, explain how the proposed program is congruent with current regulatory requirements of the profession, and explain how the regulatory body was involved in the development process. Include letters of support (or other evidence of consultation) from regulatory bodies verifying their recognition of graduate credentials.

**Admissions**

Outline the admission requirements for the proposed degree and explain how the admission requirements are appropriate for the program learning outcomes.

Does the proposed program involve degree completion arrangements with a community college (yes or no)?

If yes, describe any degree completion arrangements in place that are outside of Algoma University’s standard transfer credit policy. Indicate the amount of credit students will receive towards the degree program, any special requirements of students to enter the degree completion arrangement, and the point of entry into the degree program. If bridging studies are proposed (additional university level courses which “bridge the gap” between college-level and university-level studies), please describe the arrangement and submit course outlines for all bridging courses in the standard course outline template. For each completion arrangement identified above, please complete a gap analysis based on learning outcomes (sample Table is included below).

|  |  |  |  |
| --- | --- | --- | --- |
| Outcomes of prior study | Degree program outcomes | Gap in knowledge and skills | Remediation of Gap |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Structure**

List program requirements by year

Include a program map with calendar descriptions and prerequisites.

Describe how the program structure and regulations is appropriate to facilitate meeting the program learning outcomes and undergraduate degree level expectations.

**Work Experience**

Is work experience or a placement component required for degree completion (yes or no)?

If yes, provide a summary of the types of placements students will be seeking, the organization’s plans to develop placement opportunities for students, and the level of support the organization will extend to students seeking placements. Provide evidence to support availability of work/placement opportunities.

If yes, fill in the chart below.

|  |  |  |
| --- | --- | --- |
| Work/Placement Experience Outcomes | How work/placement experience puts into practice the program outcomes | Method of evaluating student during work/placement experience |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**Program Content**

**Program Development Advisory Committee Checklist**

|  |  |
| --- | --- |
| Have minutes been recorded from program development advisory committee meetings? | [ ]  |
| Has the program development advisory committee passed the motions below?* A motion to support the program proposal
* A motion confirming that the program meets or exceeds the requirements of the field of study and/or practice
 | [ ]  |

**Curriculum**

Describe how the curriculum of the proposed program relates to the undergraduate degree level expectations and the program learning outcomes. This section should summarize and synthesize key features of the program to demonstrate that the knowledge and skill expectations in the six categories of the undergraduate degree level expectations and the program learning outcomes will be met.

Include a table that links degree outcomes, program outcomes, and the corresponding courses, course segments, or placement requirements that contribute to the outcomes.

**Course outlines**

Have course outlines for all new courses in the proposed program been completed using the New Course Template? [ ]

Are the course outlines attached to this New Program Template? [ ]

**Curriculum Innovation**

Describe any unique curriculum, program innovation, or creative component that can be highlighted as a program strength.

**Curriculum Currency**

Explain how the curriculum addresses the current state of the discipline or area of study.

**Credential recognition**

Describe how the design of the program facilitates credential recognition by other postsecondary institutions, employers, relevant occupational groups, and professional associations. Include an analysis of research undertaken to verify credential recognition. This narrative should explain how the program is designed to maximize graduates’ potential for employment and promotion in their field of study. Attach letters of support.

**Mode of Delivery**

Describe program delivery methods and their appropriateness to the intended program learning outcomes.

Describe how the university has the expertise and resources to support the proposed mode of delivery and to ensure its effectiveness.

**Assessment of Teaching and Learning**

Describe the proposed methods for assessment of student achievement and their relation to the program learning outcomes and undergraduate degree level expectations. *You may consider including a table demonstrating how assessment is linked to program learning outcomes and degree level expectations to illustrate the relationship.*

**Resources**

Anticipated Faculty and Staff hires for first four-years of the program.

Fill in the chart below.

Current Faculty Complement (full-time) –

Current Faculty Complement (part-time)-

|  |  |  |  |
| --- | --- | --- | --- |
|  | **New Faculty Hires (full-time)** | **New Faculty Hires (part-time)** | **New Staff Positions (provide # and description i.e. 1 FT Lab Coordinator)** |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |

Provide a summary of qualifications of current faculty and staff and indicate the qualifications required for future faculty and staff hires required to support the program.

Describe any additional resource implications (other than staffing described in the chart above) of offering the proposed program by filling in the chart below. Please describe only *new* resources that are not currently available on campus. If the proposed program will not require any new resources, please enter the statement “The proposed program does not require any additional resources.” If a necessary resource is not included in the table, you may add additional rows.

|  |  |  |
| --- | --- | --- |
| **Resource** | **Description of resource** | **Estimated Cost** |
| Library resources (in addition to general university holdings) |  |  |
| Equipment (i.e. instructional resources, laboratory equipment, office equipment) |  |  |
| Space (new construction or renovation) |  |  |
| Furnishings |  |  |
| Computer equipment or programming (i.e. new software programs, new hardware, network access and usage) |  |  |
| Travel, conferences, meeting costs  |  |  |
| Off-campus overhead costs (rental of space off campus, including associated operating costs) |  |  |
| Other additional resource needs (insert description) |  |  |

Library Resources

Complete the following chart for your new program area:

*Consult with Library Director for information*

|  |  |  |
| --- | --- | --- |
|  | Number of holdings (print) relevant to the field of study | Number of holdings (electronic) including program-specific databases |
| On-site library resources relevant to degree program area (for students/faculty) |       |       |
| Other library access (e.g. web-based, inter-library arrangements) |       |       |
| Provide a summary of the currency of the holdings at each location specified. Include a list of the program-specific databases.       |

Will the library resources of other institutions/organizations be available to students

(yes or no)?

If yes, describe the resources and the location.

Describe the academic support services that will be available to students in the proposed program. If there are supports that are specific to the program, please identify.

**Quality**

Describe how the proposed program provides a learning environment that meets-or-exceed disciplinary standards and prepares graduates for further study, employment, and community engagement.

Describe the indicators that will be used to measure program quality. Indicators for a proposed program include *student experience indicators* that measure inputs and process. Student experience indicators include, but are not limited to: faculty qualifications; research and scholarly records of faculty; estimated class sizes; percentage of courses taught by permanent or non-permanent faculty; faculty to student ratios. Provide in this section a summary of student experience indicators of quality for the proposed program.

**Signatures**

Faculty member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Endorsed by:*

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_