# New Program Development

**HOW TO DEVELOP A NEW PROGRAM AT LANGARA COLLEGE**

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# Overview

New program development is vital to the work of Langara College's academic community. This document aims to provide clear, transparent and consistent information to support this important work. Many supplementary resources, including a **step-by-step graphic of the program development process**, are available and housed in the [Curriculum Resources SharePoint site](#).

## USEFUL TERMS

- o Credential: a citation, certificate, diploma, associate degree, baccalaureate degree, post-degree certificate, or post-degree diploma as currently offered by Langara College under provisions of the [F1001 Credential Policy](#).
- o Program: a set of courses or a course of study leading to a credential.
- o Program development: creation of a new program (*i.e.,* credential).

# Who's Involved

New program development at Langara College involves three main groups:

- o Proponents: the individuals/groups proposing and developing the new program.

- o Consultees: the individuals/groups the proponents consult during the development process.

- o Vetting bodies: the individuals/groups vetting the new program proposal.

## PROPONENTS

Because of the range of expertise required to develop a new program, proponents typically form a Working Group. Working Groups usually consist of faculty members with expertise in the subject matter of the proposed program, the department chair, the division chair, and a TCDC curriculum consultant. Depending on the complexity and breadth of the proposed program, the Working Group may be expanded to include faculty or staff from other academic or service departments. If the proposed program is for a baccalaureate degree, the Working Group should include a representative from the Office of Academic Quality Assurance who can advise on the Degree Quality Assessment Board (DQAB) requirements.

## CONSULTEES

Working Groups should plan to conduct internal and external consultations widely and often. Internal consultees should include service and academic departments the proposed program may impact (for a list of Langara service departments, refer to the *Concept Paper* and *Feasibility Study* templates available on the [Curriculum Resources SharePoint site](#)). Depending on the type of program proposed, external consultees could include the following: the Ministry of Advanced Education and Skills Training, post-secondary transfer partners, program advisory committee (PAC) members, industry representatives, community partners, receiving institutions, professional organizations and accreditation bodies.

**VETTING BODIES**

Various individuals and groups will vet the program proposal at different points of its development. They are:

- o Dean of the area that will host the proposed program

- o Provost and Vice-President, Academic and Students (VPAS)

- o Deans, Directors and Division Chairs (DDDC)

- o Senior Leadership Team (SLT)

- o Curriculum Review Committee (CRC)

- o Education Council (EdCo)

- o Board of Governors (BoG)

- o Post-Secondary Institution Proposal System (PSIPS)

- o Degree Quality Assessment Board (DQAB)

# What's Involved

Program development at Langara College consists of the deliverables below, with approval to proceed required at each stage:

1. Concept Paper
2. Feasibility Study/Stage 1 Review
3. Program Proposal

**CONCEPT PAPER**

WHAT IT IS

The *Concept Paper* functions as a "pitch paper". Its purpose is to gather and share preliminary information about the proposed program (*e.g.,* its scope, rationale, goals and target audience). The *Concept Paper* helps the College make an informed decision about how well the proposed program aligns with Langara's strategic and academic priorities.

The *Concept Paper* template can be found on the [Curriculum Resources SharePoint site](#).

HOW TO BEGIN

1. Proponents bring a new program idea to the Dean.
2. The Dean authorizes, in writing, the Working Group to complete the *Concept Paper*.
3. The Working Group conducts consultations and completes the *Concept Paper*.

## WHO VETS IT

The individuals/groups below must endorse the *Concept Paper*, in the following order:
1. Dean
2. DDDC
3. VPAS
4. SLT

Should the Dean endorse the *Concept Paper,* the Dean will prepare an accompanying draft budget projection for the other vetting bodies to review.  If the *Concept Paper* is not endorsed by any one of the above individuals/groups, the Working Group should consult the Dean about whether or how to proceed.

## FEASIBILITY STUDY/STAGE 1 REVIEW

### WHAT IT IS

The *Feasibility Study* is used for Langara citations, certificates, diplomas, associate degrees and post-degree programs. The *Stage 1 Review* is meant for baccalaureate degree programs and must be submitted to DQAB for review.

Both fulfill similar functions: to gather information on the B.C. public post-secondary context and determine if there is a need for the proposed program based on internal and external consultations, student demand and labour-market trends.

Both templates can be found on the [Curriculum Resources SharePoint ](#)site.

### HOW TO BEGIN

1. The Working Group receives confirmation that the *Concept Paper* has been fully endorsed.
2. The Dean authorizes, in writing, the Working Group to complete the *Feasibility Study/Stage 1 Review.*
3. The Working Group collects data, conducts consultations and completes the *Feasibility Study/Stage 1 Review.*

### WHO VETS IT

The individuals/groups below must endorse the *Feasibility Study/Stage 1 Review* in this order:

1. Dean
2. DDDC
3. VPAS
4. SLT
5. DQAB (for baccalaureate degrees only)

Once the Dean endorses the *Feasibility Study/Stage 1 Review,* the Dean will revise the budget if needed. If the *Feasibility Study/Stage 1 Review* is not endorsed by any one of the above individuals/groups, the Working Group should consult the Dean about whether or how to proceed.

## NEW PROGRAM PROPOSAL

WHAT IT IS

The *New Program Proposal* contains detailed information *(e.g.,* rationale and description, admissions and transfer, curriculum) about the proposed program. Templates for baccalaureate degrees as well as non-baccalaureate programs (citations, certificates, diplomas, associate degrees and post-degree programs) are available on the [Curriculum Resources SharePoint site](.).

The *New Program Proposal* must also be accompanied by completed Education Council forms for both the new program and associated curriculum. Education Council forms are available on the [Curriculum Resources SharePoint site](.).

HOW TO BEGIN

1. The Working Group receives confirmation that the *Feasibility Study/Stage 1 Review* has been fully endorsed.
2. The Dean authorizes, in writing, the Working Group to complete the *Program Proposal.*
3. The Working Group develops the program curriculum, conducts consultations, completes the *Program Proposal* and fills out the relevant Education Council forms.

VETTING

The individuals/groups below must endorse the *Full Program Proposal* in the following order:

1. Dean
2. VPAS
3. SLT
4. Curriculum Review Committee
5. Education Council
6. Board of Governors
7. PSIPS
8. DQAB (for baccalaureate degrees only)

Note: In the case of non-baccalaureate program proposals, the Board of Governors' review comes after the PSIPS review.

Once the Dean endorses the *Program Proposal*, the Dean will finalize the accompanying budget. If the *Program Proposal* is not endorsed by any one of the above individuals/groups, the Working Group should consult the Dean about whether or how to proceed.

## QUESTIONS

Contact the Director of Academic Quality Assurance if you have questions or would like information on how to begin.