

POLICY TITLE	Development of New Instructional Programs
POLICY HOLDER	Academic Council
ORIGINAL DATE	May 24, 2017
REVIEW DATE	
REVISED DATE	
NEXT REVIEW	November 2019

POLICY

Every proposed new instructional program must undergo a quality assessment to determine whether it meets established criteria and standards. This requirement applies to all credit programs and non-credit programs for which a Yukon College credential will be granted, regardless of their location or means of delivery.

Approval Statement

With the endorsement of the Senior Executive Committee and approval of the Academic Council this policy is hereby deemed in effect the 24th day of May, 2017.

Signed by Ernest Prokopchuk – original on file
Chair, Academic Council, Yukon College

May 24, 2017
Date

1.0 PURPOSE

The goals of the quality assessment process are to ensure that new programs are educationally sound and consistent with the values, goals, and objectives of the institution and discipline; and to ensure that the institution has, or is prepared to provide, sufficient physical, financial, and human resources to assure a program of acceptable quality.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Academic Plan
Academic Regulations
Board of Governors Policy BOG-15 Credit Program Tuition Fee Adjustment
Collective Agreement
Institutional Values
Policy - Review of Instructional Programs
Procedure #1 – Review of Existing Instructional Programs
Procedure #2 – Suspension, Cancellation, or Discontinuance of Programs
Strategic Enrolment Management Plan
Strategic Plan
Yukon College Act

3.0 SCOPE

Criteria, standards, and procedures for approval vary depending on the type of credential being proposed, that is whether it is credit or non-credit, and whether it is a non-degree program, undergraduate program, or post-graduate program. However, the review process for new programs should be objective and consistent in its application to all programs.

Academic Council holds operational authority for policies and procedures relating to the approval of new programs. As part of its responsibility under the College Act, Academic Council must advise the Board for the establishment, revision, or discontinuance of courses and programs, where financial and strategic implications may arise.

4.0 DEFINITIONS

The following definitions are used throughout this policy and its accompanying procedures.

- a. An instructional program is defined as an institutionally-approved matrix of courses, under the governance of Academic Council, leading to a recognized credential issued by Yukon College. The term applies to approved certificates, diplomas, bachelor's degrees (majors and minors), and post-graduate certificates/degrees. Program requirements are summarized on the Yukon College website.
- b. An undergraduate degree program leads to a credential at the baccalaureate level at Yukon College and/or elsewhere.
- c. A non-degree program leads to a credential at the level of certificate or diploma, including advanced certificates or diplomas and post-degree certificates and diplomas.
- d. A major or minor refers to the set of courses or other units of study required to complete a specialization within an undergraduate degree program.
- e. A post-graduate degree/certificate program leads to a credential at the post-graduate level.
- f. An academic year is defined as the period from September 1 to August 31.
- g. Learning objectives are determined by instructors and express the intended learning outcomes or achievements students should accomplish by the end of the program or course.
- h. Learning outcomes are the actual learning outcomes or achievements students have accomplished by the end of the program or course.
- i. Program Review is a self-reflective, in-depth formative assessment of a single program, with input from external reviewers, for the purpose of informing improvement to and change in that program.
- j. A Department refers to an administrative unit within a Faculty that is responsible for delivering one or more specified disciplines.

k. Academic Council – Academic Council is responsible for developing policy and procedures for the program review process and oversees the review of all programs under the governance of Academic Council. It has a wide representation of members, including faculty, deans, and administration.

5.0 PROCEDURES

For specific procedures, refer to the following documents that accompany this policy:

Development of New Instructional Programs – Procedures
Stage 1 – Program Proposal Template
Stage 2 – New Degree Program Proposal template
Stage 2 – New Non-degree Program Proposal template

6.0 PROBLEM SOLVING

The Minister of Education holds statutory authority for the approval of all new degree programs in Yukon. The Yukon College Board and Academic Council hold statutory authority for the approval of non-degree programs. It is incumbent upon the College to ensure that its standards and procedures for the review of new degree programs are embedded in policy.

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the Chair, Academic Council.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the Chair, Academic Council should be notified as soon as possible after the decision has been made. In such cases the Chair, Academic Council will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

Periodic policy renewal

This policy and accompanying procedures and templates for the development of new instructional programs will be reviewed on a periodic basis, at least every three years. It is the responsibility of Academic Council to initiate such reviews and to ensure that policies are updated as required.

7.0 FORMS

Stage 1 – Program Proposal Template

Stage 2 – New Degree Program Proposal template

Stage 2 – New Non-degree Program Proposal template

8.0 APPENDICES

N/A

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name:
 Number:
 Submitted by:

List those consulted with in preparation of this policy:

Name	Department	Date
Deb Bartlette	Vice President Academic & Student Services	February 2017
Lacia Kinnear	Institutional Research & Planning	February 2017
Internal Academic Governance		April 2017
SEC, AC & YC Community		May 2017

The order for communication and/or consultation for a new or revised policy is as follows:

1. Internal Academic Governance Committee – initial review and recommendations to Academic Council;
2. Academic Council – review and recommendations for further consultation;
3. Identified stakeholders within Yukon College in order of priority – see below;
4. SEC – to be briefed on any issues arising out of stakeholder consultations;
5. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
6. Academic Council – final draft supported by SEC membership and approved by the Academic Council.

This checklist must be completed prior to the final draft of a policy being presented to SEC for Academic Council approval.

Body	Communication Planned	Completed	Comments
SEC			
Student Union			
Employee’s Union			
Occupational Health and Safety			
Academic Council			
Board or a Board subcommittee			

Revised:
 Original Date: May 24, 2017
 Next Review: November 2019
 Policy Holder: Academic Council
 Page 6 of 7

Revised:
 Revised:
 Revised:
 Revised:
 Revised:



**AC03 - DEVELOPMENT OF NEW INSTRUCTIONAL PROGRAMS
ACADEMIC COUNCIL**

Internal Academic Governance Committee			
AC for Final Review			