| **Step** | **Action** | **Resources** | **Who** | **Comments** |
| --- | --- | --- | --- | --- |
| **1.** | 1. Consult the Disciplinary Dean | Discussion re academic resource planning | Head of academic unit | Dean to confirm new stream as a priority. |
| **2.** | 1. Consult the Associate Vice-President Academic Planning (AVPAP) | Resources to support the proposed program will be discussed | Academic unit and disciplinary Dean | All new streams should appear in Faculty resource planning documentation. |
| **3.** | 1. Consult with Manager, Curriculum and Calendar on documentation for SCC and complete curriculum changes for approval | Template and guidelines are available from the OREG website | Representative from the academic unit | Discuss curriculum approval process and requirements |
| **4.** | 1. Complete New Undergraduate Stream Template | Consult template and guidelines from VPAC website & curriculum forms from OREG | Academic unit |  |
| **5.** | 1. Completed Template approved by Academic unit |  | Academic unit |  |
| **6.** | 1. Completed Template approved by Disciplinary Faculty |  | Disciplinary Faculty |  |
| **7.** | Template submitted to Senate Committee on Planning for approval |  | Dean submits to AVPAP | Dean or designate makes a short presentation to SCP and responds to questions. |
| **8.** | Template submitted to Senate for approval |  | AVPAP introduces Template to Senate | Deans and academic unit respond to questions about academic content. |
| **9.** | Template submitted to Board of Governors for approval |  | AVPAP introduces Template to Board of Governors | Resource allocations must be approved by Board |

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