# Guidelines for

**UVIC Template**

## New Master’s or Doctoral degree program proposal

requiring Ministry approval

**March 2018**

### 1. Executive Summary (approximately 2 – 3 pages in length)

The Executive Summary must present, in a succinct manner, the purpose of the proposal and a summary of the key objectives and outcomes of the proposed degree program and must include the following information:

1. An overview of the organization’s history, mission and academic goals
2. Proposed credential to be awarded, including the level and category of the degree and the specific discipline or field of study
3. Location of where the new degree program will be offered
4. Faculty or school(s) offering the proposed new degree program
5. Anticipated program start date
6. Anticipated completion time in years or semesters
7. A summary of the proposed program, including:

* Aims, goals and/or objectives of the proposed program;
* Anticipated contribution of the proposed program to the mandate and strategic plan of the institution;
* Linkages between the learning outcomes and the curriculum design, and whether a work experience/work place term is required for degree completion. If a work experience/work place term is required, provide a description of the purpose and role of the work experience within the program;
* Potential areas/sectors of employment for graduates and/or opportunities for further study;
* Delivery methods;
* Program strengths;
* An overview of the level of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable, and plans for admissions and transfer within the British Columbia post-secondary education system; and,
* Related programs in the institution or other British Columbia post-secondary institutions. Indicate rationale for duplication, if any.

1. Name, title, phone number and e-mail address of the institutional contact person in case more information is required.

### Credential Recognition and Nomenclature

#### Submission Guidelines

1. Explain how the design of the program facilitates credential recognition by other post-secondary institutions. Include an analysis of any research undertaken to ensure credential recognition.
2. Where applicable, describe the consultations undertaken to ensure the credential and learning outcomes will be recognized by and meet the standards of industry/employers and regulatory, licensing or credentialing bodies. In an appendix, provide the regulatory, licensing or credentialing body’s current requirements or standards and copies of letters from licensing or regulatory bodies indicating that the credential and learning outcomes will be recognized.
3. In some instances regulatory, licensing or credentialing bodies do not recognize or accredit programs but require individuals to meet the certification requirements (e.g. certification exams). If applicable, describe the role of the regulatory, licensing or credentialing body and the steps the applicant has taken to ensure individuals will be eligible to meet the requirements of the regulatory, licensing or credentialing body.

In an appendix, provide evidence of the regulatory, licensing or credentialing body’s current requirements or standards.

1. In an appendix, provide a copy of the policies and procedures pertaining to notifying students of credential recognition and/or transfer.

### Curriculum/Program Content

#### Submission Guidelines

1. Describe the program structure and the length of the program (number of credit hours) and proposed student evaluation.
2. Identify the prescribed set of core and prerequisite courses. Course descriptions included in the full program proposal should be of the level of detail found in the academic calendar. Provide full course outlines in an appendix.
3. Identify which courses already exist at the institution and which new courses will be implemented as a result of the program.
4. Explain how the course and curriculum requirements will contribute to the intended goals of the program.
5. If an external review of the proposed program is undertaken before submission of the degree proposal, in an appendix, please provide a copy of the external review committee’s report.
6. Where work experience or field placements are a component of the program, describe the

institution’s plans to develop placement opportunities for students and the level of support the institution will extend to students seeking placements.

1. Where applicable, describe the anticipated outcomes of the work experience or field placement associated with the program, how the experience offered will provide the opportunity to put the stated learning outcomes into practice, and how the students will be evaluated during their placements.

### Learning Methodologies/Program Delivery

#### Submission Guidelines

1. Explain the learning methodology/methodologies to be used.

Indicate which of the following methodologies will be incorporated into the learning environment of the new degree program, and how they will be used:

* Experiential learning (e.g., co-operative education, clinical, work term or simulated work experience);
* Distance education;
* Independent study, computer assisted instruction, etc.;
* Lectures, labs, tutorials; and,
* Other.

1. In an appendix, include any policies pertaining to technology-based, computer-based or web-based learning and modes of delivery.

### Admission and Transfer/Residency

#### Submission Guidelines

1. Describe the admission requirements for this program. In an appendix, provide a copy of the policies and procedures on admissions.
2. Describe the existing practice or proposed policy for the granting of transfer credit for equivalent courses and/or programs completed at other institutions that will satisfy the requirements for this program. Include a copy of the policy in an appendix.
3. Institutions are encouraged to have in place a policy and process that provides students credit for previous post-secondary studies so that they are not required to repeat comparable courses they have previously completed. If applicable, describe the policy and practice for granting credit toward meeting requirements for this program based on prior learning assessment. If applicable, include a copy of the policy in an appendix.
4. Describe the residency requirements for this program. Specify the minimum number of credits that must be completed at the institution awarding the degree.
5. Describe existing arrangements or plans for establishing articulation agreements so that transfer credit will be granted for courses completed in this program toward meeting requirements for credentials offered at other institutions.

Note: information on a provincial transfer-friendly course outline form for voluntary use by post- secondary institutions is available on the BCCAT web site at [http://www.bccat.ca/.](http://www.bccat.ca/)

### Faculty

#### Submission Guidelines

1. Please indicate the number of faculty and instructors (present and future) and other staff required to mount this program and the qualifications required.

Provide an enrolment plan for the length of the program (e.g. four-year projection of cumulative enrolment) that accounts for projected attrition and indicates the number of staff (faculty, technical, teaching assistants, etc.) assigned to the program.

Indicate if any of these positions will be new to the institution. In cases where new faculty will be hired, provide the specific faculty selection criteria that will be used to ensure new faculty hires have the necessary qualifications for the disciplinary and specialty areas and degree level being offered. The information below in b) will be provided by the VPAC office.

1. Provide any policies pertaining to faculty and instructors specific to the program, including:

* policies that define the minimum academic/professional credentials required of faculty teaching all courses in the program, and where appropriate, serving as members of thesis or project examining committees;
* protection of academic freedom;
* review of faculty performance;
* teaching, supervision and student counselling loads; and,
* professional development of faculty.

1. Provide the institution’s policies and practices on the type of academic appointment of faculty specific to this program (e.g. continuing or regular appointments and temporary appointments).
2. In an appendix, provide the curriculum vitae of faculty members and instructors, specific to the program, that demonstrates that they possess an appropriate balance from amongst the following requirements:

* Academic credentials appropriate to the degree level being offered. Faculty teaching baccalaureate degrees with an applied or professional focus have an appropriate balance of professional qualifications, academic credentials and experience;
* Any required academic and/or desired professional credentials; and,
* A demonstration of current involvement in research and professional activity that represents an appropriate balance of research and intellectual leadership in the discipline and the field of specialization.

### Program Resources

#### Submission Guidelines

1. Describe the resources that will be required to mount this program including:

i) library resources (on-site library resources relevant to the degree program area for faculty and students and other library access such as web-based or inter-library arrangements.) Include the number of holdings (print) relevant to the field of study and number of holdings (electronic) (i.e. program- specific databases);

1. Institutions must demonstrate that they have the necessary resources to mount and sustain a quality program at the proposed degree level or a realistic plan for putting the appropriate resources in place subsequent to program approval. Describe the institution’s plans for renewal and upgrading of learning and information resources.

### Program Consultation

#### Submission Guidelines

1. Provide a list and brief explanation of the nature of the consultations that have occurred in the development of the degree program.
2. Attach all written comments, both positive and negative, from:

* relevant employers;
* relevant professional associations;
* program advisory committees;
* other British Columbia institutions (this will include comments provided through the peer review process on the Post-Secondary Institution Proposal System);
* institutions outside British Columbia
* experts in the proposed field of study; and,
* external academic consultants.

1. If there are other individuals or groups that have been involved, describe their roles in the collection and evaluation of information leading to the development and submission of this proposal.
2. Include a list of anticipated employment destinations for graduates of this program.

### Program Review and Assessment

#### Submission Guidelines

a) Indicate the policies/procedures that are planned for ensuring adequate depth and breadth and frequency of ongoing review and assessment once the program has been implemented.

In an appendix, provide copies of the formal, approved policy and procedures for periodic review of programs that address the program review elements described in the criteria above.