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Program Development (or revision) and Consultation Control Sheet A tracking sheet that specifies procedures for and ensures that appropriate consultations about new or revised programs occur throughout the College. The Program Consultation Control Sheet must accompany submissions of other program proposal documents at each internal stage of the approval process.

Curriculum Guidelines Detailed description of course content, objectives, prerequisites, methods of instruction and methods of evaluation.

Course Control Sheet A tracking sheet submitted with curriculum guidelines that ensures appropriate course information is accessible to the Education Council Curriculum Committee, and that consultation about system impacts of new or revised curriculum occurs throughout the College.

Vice President's Academic Council (VPAC) The management committee for the Educational Division that is responsible for making recommendations regarding Curricular Framework grids, advice on the development of non credit programs, full degree and degree program proposals, and advising the Senior Management Team (SMT) and/or Education Council on administrative and educational matters.

Education Council Curriculum Committee Sub Committee of Education Council responsible for review and recommendation for approval of all new, revised or withdrawn Continuing Education or Contract Training (non credit) Certificate program curriculum guidelines.

## CONTINUING EDUCATION AND CONTRACT TRAINING (NON CREDIT) CERTIFICATE PROGRAM APPROVAL PROCEDURES

1. The Continuing Education or Contract Training Program Development team will develop a program concept and write a Concept Statement for a new non-credit certificate program. The Program Development team will submit the Concept Statement to the Education Council Curriculum Committee for review and recommendation. The Education Council Curriculum Committee will then submit the Concept Statement to the VPAC for review and recommendation. The VPAC will then submit the Concept Statement to the Senior Management Team (SMT) and/or Education Council for final approval. The Education Council Curriculum Committee will then submit the Concept Statement to the VPAC for review and recommendation. The VPAC will then submit the Concept Statement to the Senior Management Team (SMT) and/or Education Council for final approval.

- x Enrollment data start date, target market, minimum and maximum numbers of students expected;
  - x Required prerequisites, screening procedures, successful completion criteria;
  - x Program outline including a curricular framework grid (see definition section of this policy) which will include details about the length and number of hours in each course;
  - x Plans for curriculum development and evaluation;
  - x Instructional design/delivery options;
  - x Marketing needs and strategies;
  - x Plans for laddering, bridging and PLAR;
  - x Potential partnership agreements;
  - x Funding sources, FTE generation, and other benefits for the College;
  - x Logistical requirements including registration, facilities services, learning resources, clerical, marketing;
  - x Identification of Program Development/Advisory Committee members, as per educational policy Program Advisory Committees
6. The Non Credit Program development team will develop the curriculum for the Continuing Education or Training Group Certificate Program proposal based on the following criteria. The standard Education Council Curriculum Guideline and Course Control and Consultation Sheets will be used in all program proposal submissions.
- x Learning outcomes are clearly articulated for each course in the program;
  - x Evaluation components linked to the learning outcomes are identified for each course in the program
7. A new or significantly revised Non Credit Certificate Program proposal (including curriculum guidelines) will be submitted to the Faculty Education Committee(s)/Department Education Committee(s) for approval based on presentation of complete details of the new program as stipulated in steps 5 and 6 above.
8. Faculty Education Committee (FED/DEC) approved Non Credit Certificate Program curriculum guidelines and Course Control sheets will be submitted to the Education Council Curriculum Committee for review and recommendation to Education Council. Education Council will be responsible for final approval of all curriculum guidelines.
9. VPAC reviewed and Faculty Education Committee (FEC/DEC) approved Non Credit Certificate Program proposals will be submitted to Education Council for approval.
- NOTE The Non Credit Program Development team will request that the Education Council Chair place a request for program approval on an Education council agenda. A completed Program Development and Consultation Control Sheet will be included with the program proposal and will be delivered to the Education Council Secretary prior to the documentation deadlines of each month. Curriculum guidelines and course control sheets will not be included in the documentation sent to the Education Council Secretary. The Chair Education Council Curriculum Subcommittee will deal with all curriculum guidelines and Course Control Sheets.
10. When cross college consultation can be identified through the completion of Program Development and Consultation Control Sheets, Education Council may be asked to short cycle the approval of Non Credit program proposals. The Non Credit Program Development team will provide Council with a rationale statement that explains the issues of time sensitivity and will include the statement in the program proposal documentation package. Council may agree to a short cycled program approval process. Approval at Education Council indicates that the Non

