

## AC401 New Program Development

<b>Policy Title:</b>	New Program Development
<b>Policy Number:</b>	AC401
<b>Owner:</b>	Sr. Vice President Academic
<b>Approved by:</b>	College Executive Team
<b>Effective Date:</b>	September 2024
<b>Reference:</b>	
<b>Links to Other Policy:</b>	

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities. This document will be made available in alternative format upon request.

## BACKGROUND

### Definitions:

### Purpose:

This policy sets out the framework that will be followed for new program viability assessment, development, and approval. The New Program Development process is designed to ensure that new programs are financially sustainable, complementary to existing SLC programs, address student and labour market needs and meet CVS, PEQAB and Ministry requirements, where applicable. Integrated planning is at the core of the new program development process to ensure that all internal stakeholders are aware of – and can plan for – future programming requirements.

### Scope:

This policy applies to all new full-time or part-time post-secondary offerings, whether funded or non-funded, independent of delivery modality.

## POLICY STATEMENTS

1. Academic Deans have accountability and responsibility for new program development within their respective Schools.

2. The PPDR is responsible for partnering with Academic Deans.
3. New program development approvals are based on integrated planning principles and key stakeholders must be consulted throughout the process (using provided templates). The viability assessment and development of new programs is an integrated, transparent, college-wide endeavour that utilizes the specialized skills of various departments across the college.
4. Deans Leadership Council (DLC) reviews and approves which ideas move on throughout the process based on the required documentation.
5. The New Program Development Approval process will build a narrative incorporating all required stakeholder input that will culminate in the appropriate submission documents (eg CVS, PEQAB).
6. Pre-determined documentation and templates (developed by PPDR with input from others) will ensure consistency and comprehensiveness of the rationale for approving (or denying) a proposed program idea.
7. New programming at Private College Partner(s) will be considered along with tri-campus (B-C-K) programming.
8. New program approvals require the support of a relevant ADHoc Program Advisory Committee (AdHoc PAC), the College Board of Governors, the Credentials Validation Service (CVS) and/or Postsecondary Education Quality Assessment Board (PEQAB) and, if funding is requested, the Ministry of Colleges and Universities (MCU).
9. All new postsecondary offerings programs will follow the *New Program Assessment, Development and Approval Process* documentation developed and maintained by Program Planning, Development and Renewal department. See link below.

## MONITORING

The Senior Vice President, Academic is responsible for monitoring this policy and updating required documentation. Revised as needed and at least every five years.

## POLICY REVISION DATE

September 2029

## SPECIFIC LINKS