

NEW and REVISED DEGREE PROGRAM

Development and Consultation Control Sheet

New Degree Program _____ Revised Degree Program _____

Name of Program: _____

Previous Name of Program
(if applicable): _____

Members of the Program Development/Revision Committee:

<u>Name</u>	<u>Faculty/Department</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: All New and Revised curriculum guidelines for individual courses must follow the consultation and approval process outlined in the *Curriculum Development and Approval Policy*.
(Please read the definitions of Major and Minor revisions in the policy)

INSTRUCTIONS AND CHECKLIST

New and Revised Degree Program Consultation

New Programs: Please follow the steps below in the order indicated after VPAC approves Concept Paper:

1. Attach a Full Program Proposal and all curriculum guidelines and submit to the EDCO Applied Degree Standards Committee for informal review and advice.
2. Attach an Applied Degree Standards Committee reviewed full program proposal and all curriculum guidelines and submit to VPAC for advice and approval.
3. Submit VPAC approved program proposal to appropriate EDCO subcommittees for final review (Applied Degree Standards Committee, Admission Standards and Language Competency Committee).
4. Submit VPAC approved Full Program Proposal to Education Council for approval (See *Program Approval Policy for New and Revised Degree Programs*).

Revised Programs: Please follow the steps below in the order indicated:

1. Please attach a FEC/DEC/Dean/Associate Dean/Director approved summary of the nature/scope of revision(s). Include a detailed rationale and effective date of implementation.
2. Submit to VPAC for approval.
3. Submit to EDCO sub-committees as appropriate (Applied Degree Standards/Admissions & Language Competency Committee).
4. Submit to EDCO for approval

SENDERS:

Circulate for comment a minimum of ten (10) business days before the response due date specified below.

DATE SENT: _____ **RESPONSE DUE DATE:** _____

RESPONDERS:

****It is the responsibility of the receiving department to provide response before the response due date specified above. No response by the due date indicates that you have no comment.**

DATE RECEIVED: _____

Consultation regarding the program proposal/revisions were held with the following groups (indicate n/a where appropriate).

Consultation means that electronic and/or in person discussion has occurred. Consulted groups/individuals will provide feedback to program/course developers. If concerns arise that cannot be resolved, consulted groups will indicate so (✓) and attach their written concerns to this control sheet. Consulted groups or individuals, other than Associated Studies Partners, do not have the authority to approve or veto proposals.

<u>Group Consulted</u>	<u>Contact Person's Signature or Email (Attach)</u>	<u>Date</u>	<u>Concerns (✓)</u>
1. Originating Department _____	_____	_____	_____

<u>Group Consulted</u>	<u>Contact Person's Signature or Email (Attach)</u>	<u>Date</u>	<u>Concerns (✓)</u>
2. Associated Studies Partners (Contact person's signature/email confirms approval)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
3. Interdisciplinary Partners (list all)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
4. Other Departments interested or affected (list all)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
5. Applied Degree Standards Committee	_____	_____	_____
6. Admissions Standards and Language Competency Committee (<i>All new or revised admissions requirements</i>)	_____	_____	_____
7. Learning Resources (Library)	_____	_____	_____
8. Registrar's Office	_____	_____	_____

<u>Group Consulted</u>	<u>Contact Person's Signature or Email (Attach)</u>	<u>Date</u>	<u>Concerns (✓)</u>
9. Centre for Educational & Information Technology (CEIT)	_____	_____	_____
10. Facilities	_____	_____	_____
11. Financial Aid Office	_____	_____	_____
12. Centre for Students with Disabilities	_____	_____	_____
13. Aboriginal Student Services Coordinator	_____	_____	_____
14. Finance Department	_____	_____	_____
15. Other (<i>specify</i>)	_____	_____	_____

Approvals of New and Revised Degree Program

<u>Approving Body</u>	<u>Signature (Confirms Approval)</u>	<u>Date</u>
FEC/DEC Chair or designate	_____	_____
Dean/Associate Dean/Director or designate	_____	_____
VPAC Chair or designate	_____	_____
EDCO Chair or designate	_____	_____