



# NEW AND REVISED CONTINUING EDUCATION AND CONTRACT TRAINING (NON CREDIT) CERTIFICATE PROGRAM

## Program Proposals/Revisions

### Development and Consultation Control Sheet

**New Program** \_\_\_\_ **Revised Program** \_\_\_\_

**Name of Program:** \_\_\_\_\_

**Program Developer:** \_\_\_\_\_

Concept Statement (for NEW PROGRAMS ONLY)  
was tabled for information at:

Vice President's Academic Council (VPAC) Meeting Date: \_\_\_\_\_

Education Council (EDCO) Meeting Date: \_\_\_\_\_

# INSTRUCTIONS AND CHECKLIST

## 1. New and Revised Continuing Education and Contract Training (Non Credit) Program Approval and Consultation Checklist

**New Programs:** Please follow the steps below in the order indicated:

1. Attach full program proposal and submit to VPAC for advice and approval.
2. Submit VPAC approved program proposals to appropriate EDCO subcommittees and Education Council for approval. (See *Program Approval Process – Continuing Education and Contract Training (Non Credit) Certificate Program Policy*)

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

1. Attach a FEC/DEC reviewed (and Dean/Associate Dean/Director approved) summary of the nature/scope of proposed program revisions. Include detailed rationale for revisions and effective date of implementation.
2. Submit to VPAC for approval **if there are resource implications.**
3. Submit to appropriate EDCO sub committees for review and to Education Council for approval. (See *Program Approval Process – Continuing Education and Contract Training (Non Credit) Certificate Program Policy*).

**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. Interdisciplinary partners (list all)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
3. Other Departments interested or affected (list all)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
4. Admissions Standards and Language Competency Committee ( <i>All new or revised admissions requirements</i> )	_____	_____	_____
5. Learning Resources (Library)	_____	_____	_____
6. Registrar's Office	_____	_____	_____
7. Centre for Educational & Information Technology (CEIT)	_____	_____	_____
8. Facilities	_____	_____	_____
9. Financial Aid Office	_____	_____	_____
10. Centre for Students with Disabilities	_____	_____	_____
11. Aboriginal Student Services Coordinator	_____	_____	_____
12. Finance Department	_____	_____	_____

<u>Group Consulted</u>	<u>Contact Person's Signature or Email (Attach)</u>	<u>Date</u>	<u>Concerns (✓)</u>
13. Other ( <i>specify</i> )			

**2. Approvals – New/Revised Continuing Education and Contract Training (Non Credit) Certificate Program**

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