**New Program Development Proposals @ Keyano College**

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| **P** | **TASK** | **Supports/Resources** |
|  | Documented need for new program idea - Needs analysis/labour market analysis/survey results | Hanover Research  FMWB Labour Market Study  Institutional Research – labour market research; survey facilitation |
|  | External consultation – documented support for program idea | Letters of support (i.e., employ graduates, WIL placements)  Program advisory committee  Employers, Industry  DACUM  Governing bodies |
|  | Internal consultation – documented support for program idea | Faculty  Office of Registrar  Facilities  ITS  Library  Marketing/Communications  Development funds |
|  | Prepare Academic Council **P4** document  Program planning considerations:   * Program/Course outcome mapping; Delivery mode(s); OERs; WIL; EDI; International; regional context; Indigenous methodologies; Micro-credentials/badges | Teaching & Learning  Institutional Research  Office of Registrar  Faculty  Industry/SME consult |
|  | Prepare **C3**s for each new course (or major changes to) in program. Course planning considerations:   * Quality guidelines   Prepare C1 or C2 if changes to existing college course | Teaching & Learning  Office of Registrar  Faculty  Industry/SME consult |
|  | Present to Deans’ Council (DC) for recommendation | Submit at least one week prior |
|  | Adaptations based on DC feedback |  |
|  | Present to Academic Council (AC) for recommendation or approval | Submit at least one week prior |
|  | Adaptations based on AC feedback |  |
|  | Present to Board of Governors (BOG) for approval | Submit at least one week prior |
|  | Applied Research & Innovation [Teaching & Learning] - Prepare PAPRS document | Program area  Office of Registrar |
|  | Submit online to PAPRS | Teaching & Learning  – no later than December 31, at least 6 months before program start date |
|  | Program curriculum development   * for preferred mode(s) of delivery, including Moodle * as per Quality Guidelines | Development funds  Faculty  SME developers  Teaching & Learning |
|  | Program recruitment, promotion, etc. | OR, Recruitment, Marketing & Communications, Faculty |
|  | Program delivery planning and resourcing | OR, facilities, ITS, Library, Teaching & Learning |