Procedure

PROGRAM PLANNING & DEVELOPMENT (PPD) COMMITTEE PROCEDURE

Procedure Section:	Student and Academic Support Services	**Effective Date:**	March 1, 2025
Policy Owner:	Vice President Academic & Student Experience	**Last Revised:**	October 22, 2024
Policy Administrator:	Director, Academic Experience	**Review Scheduled:**	Every 4 years
Approver:	Executive Committee Academic Council		

The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.

A.   PROCEDURES

Program Planning & Development (PPD) will align internal institutional governance with Alberta Government Advanced Education Provider and Program Registry System (PAPRS) requirements and timelines. The Program Planning & Development (PPD) Committee is a standing committee of Deans' Council. The PPD Committee provides administrative oversight to ensure all new program proposals are data informed, aligned with institutional strategic priorities and PAPRS, if applicable, and meet accreditation and/or governance body requirements. The PPD Committee also monitors internal and external approval processes and the development of credit and non-credit program curriculum to promote inclusive quality curriculum for implementation.

1.   COMMITTEE MEMBERSHIP

The composition of the PPD committee will normally consist of the members as defined in the PPD Terms of Reference.

2.   OPERATIONS, ROLES, AND RESPONSIBILITIES

2.1   PPD Committee members will be appointed at the first fall semester meeting of Deans' Council and will be reviewed and/or updated annually.

2.2   Committee orientation will be conducted before the end of September.

2.3   PPD Committee will meet a minimum of one time per semester, with additional meetings scheduled as required to meet reporting and submission deadlines.

2.4   PPD Committee will make data informed recommendations to Deans' Council for new programming proposals prior to the Spring academic term (i.e., no later than first Monday in May) for the following academic year, to facilitate time for program documentation preparation, internal approvals, CTL-led program quality assurance, and to meet PAPRS submission timelines.

    a.   All recommendations for program planning, development, and documentation must adhere to the following annual deadlines to ensure sufficient time for support is allocated to each activity by the CTL. This will further prevent last-minute submissions, as no last-minute or late submissions will be accepted;

they will be added to the next year's schedule:

i.   Program Proposals can be submitted to PAPRS at any time throughout the year. The following table provides minimum PAPRS submission timelines adapted from the most recent Government of Alberta PAPRS Guidelines: Proposal Timelines.

Proposal Type	Submission Timeline Requirements	Submission Deadline
New Degrees*	18 months prior to implementation	January 1 of the year prior to proposed implementation
New Certificates, Diplomas, Non-Credential Programs	6 months prior to implementation	January 1
Suspensions	4 months prior to implementation	March 1
Terminations	4 months prior to implementation	March 1
Reactivations	4 months prior to implementation	March 1
Program Brokering	3 months prior to implementation	March 1
Program Transfer	4 months prior to implementation	March 1
Program Changes	4 months prior to implementation	March 1
Program Recording (Apprenticeship only)	3 months prior to implementation	April 1

Reviews of degrees include quality reviews with Campus Alberta Quality Council (CAQC).

ii.   Departments should make themselves aware of all Deans' Council, Academic Council, and Board of Governors meetings for the academic year to ensure development work and submission documentation aligns with required meeting timelines.

iii.   Changes to existing course and/or programs should begin a minimum of 6 months prior to submission to Deans' Council

iv.   Creation of new certificate and diploma programs begin a minimum of 6 to 12 months prior to submission to Deans' Council

v.   Creation of new degree programs begin a minimum of 12 to 24 months prior to submission to Deans' Council

vi.   Departments should review timelines and confirm resource allocation with the PPD Committee and the CTL prior to beginning any program changes and the development of new programs.

b.   Before recommendations are made to Deans' Council, written confirmation must be received by the PPD Committee from the CTL confirming that relevant

documentation (e.g., PAPRS, academic forms, etc.) have been reviewed and have met established standards.

2.5   PPD Committee, with the support of the CTL, will track internal and external approval processes and timelines. This includes, but is not limited to Deans' Council, Academic Council, and PAPRS submissions. The tracking will be maintained by the CTL in one centralized document and in an accessible location.

2.6   PPD Committee, with the support of the CTL, will monitor program curriculum development, while ensuring timelines and processes outlined in 2.4.a., 2.4.b., and 2.5. are adhered, as deemed priority by Deans' Council to the point of final quality assurance and submission of PAPRS program documents to the Alberta Government by the CTL and the Registrar.

B.   DEFINITIONS

(1)   College or Institution: means Keyano College

(2)   PAPRS: means Provider and Program Registry System

(3)   PPD: means Program Planning & Development

(4)   Program: means any internal and/or ministry approved program of study that leads to a Keyano College credential or non-credit recognition

C.   RELATED LEGISLATION

- *Post-Secondary Learning Act*
- *Provider and Program Registry System (PAPRS) – Campus Alberta Quality Council Handbook*

D.   RELATED DOCUMENTS

- Academic Council Guide and Matrix
- Academic Council Program and Course Proposals/Changes templates
- Accreditation and/or governing body standards/regulations, as applicable
- Course curriculum development processes and Quality Guidelines (credit and non-credit)
- DC/AC/BOG Internal approvals meeting schedule, including external Government reporting deadlines
- Institutional Research data
- Keyano College Strategic Plan
- Program Planning & Development (PPD) Committee, Terms of Reference (TOR)
- PAPRS templates and reference documents

E.   REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
April 8, 2024	Revisions to Policy 4.14 Program Approval Process	All sections	Learning and Development Specialist	VP Academic and Student Experience
September 18, 2024	Revisions to PPD Procedure and timelines	All sections	Director, Academic Experience	VP Academic and Student Experience
October 22, 2024	Policy 4.14 Program Approval Process will be rescinded.		Legislative Compliance/Policy & Procedure Coordinator	

INTRODUCTION:

The Program Planning and Development (PPD) Committee provides administrative oversight to ensure all program proposals are data informed, are aligned with institutional strategic priorities, and align internal institutional governance with Alberta Government Advanced Education Provider and Program Registry System (PAPRS) and if applicable, meet accreditation and/or governance body requirements and timelines. The PPD Committee also monitors internal and external approval processes and the development of credit and non-credit program curriculum to promote inclusive quality curriculum for implementation. The PPD Committee membership and responsibilities are guided by this Terms of Reference (TOR).

MEMBERSHIP:

The PPD Committee is a standing committee of Deans' Council. PPD Committee members will be appointed at the first fall semester meeting of Deans' Council and will be reviewed and/or updated annually. The composition of the PPD committee will normally consist of the following members:

a.   Committee Co-Chair: Centre for Teaching & Learning (CTL) Chair (or designate)

b.   Committee Co-Chair: Registrar (or designate)

c.   One Deans' Council representative

d.   One Academic Experience representative

e.   One KCFA member

f.   One SAKC representative

g.   One Administrative support representative

RESPONSIBILITIES:

a.   PPD Committee orientation will be conducted before the end of September annually. Orientation to include Academic Council (internal) and PAPRS (external) processes.

b.   PPD Committee will make data informed recommendations to Deans' Council for new programming proposals a minimum of once annually, to facilitate time for program documentation preparation, internal approvals, and to meet PAPRS submission timelines.

c.   PPD Committee will track internal and external approval processes and timelines.

d.   PPD Committee will monitor program curriculum development, as deemed priority by Deans' Council.