

Appendices/Templates:

Table 1 - New Program Internal Consultation and Approval Committees

PHASE	COMMITTEES	PURPOSE	PRESENTER(S)	REQUIREMENTS/ ENDORSEMENTS FOR PRESENTATION
Concept Development	Academic Leadership Council (ALC)	For synergies, support, institutional history, conflicts, or complementary interests.	Academic Senior Dean (or SDs if the programs cross Faculties) and PPDR Consultant	Requirement: <ul style="list-style-type: none"> <i>New Program Conceptual Overview</i> with an indication of how this program complements other offerings in the Faculty Endorsement: <ul style="list-style-type: none"> Approval to proceed to Core SEM 1
	Core Strategic Enrolment Management (SEM) 1	For feedback on alignment with strategic direction, to provide feedback on and considerations for; Student support, Financial planning, Space planning; and to identify any questions for detailed feasibility study that are not part of the template.	Senior Dean and/or Associate Dean, and PPDR Consultant	Requirement: <ul style="list-style-type: none"> <i>New Program Report</i> and additional related information as required Endorsement: <ul style="list-style-type: none"> Recommendation to proceed with creation of ad hoc PAC
	Senior Executive Team	For information and for approval to proceed with creation of the Ad Hoc Advisory Committee and	Senior Vice-President, Academic	Requirement: <ul style="list-style-type: none"> <i>New Program Report</i> and <i>New Program Conceptual</i>

		the remainder of the internal approval process. To ensure that there are no conflict of interest or other issues that would have a negative impact on the program.		<p><i>Overview documents</i></p> <p>Endorsement:</p> <ul style="list-style-type: none"> Approval to proceed with creation of ad Hoc advisory committee and remainder of the internal approval process
Program Development	Ad Hoc Program Advisory Committee (PAC)	For industry partnership, support and development of curriculum content to meet economic and societal needs. To help determine admission requirements, program content, and market interest.	Senior Dean, Associate Dean, and PPDR Consultant	<p>Requirement:</p> <ul style="list-style-type: none"> 6-8 members from industry, plus an academic for degrees Motion for endorsement of PLOs and Schedule of Study including course descriptions <p>Endorsement:</p> <ul style="list-style-type: none"> Motion to proceed with the creation of the program with support of industry partners
	Academic Operations Committee (AOC)	For information and identification of any potential synergies not identified during the planning phase at ALC; to raise awareness of the program development.	Senior Dean and/or Associate Dean, and PPDR Consultant	<p>Requirement:</p> <ul style="list-style-type: none"> <i>New Program Conceptual Overview</i> document and summary of feedback from the PAC

	Humber College Council (HCC)	Information sharing and gather feedback.	Senior Dean and/or Associate Dean, and PPDR Consultant	Requirement: <ul style="list-style-type: none"> <i>New Program Conceptual Overview</i> document and initial ideas re: curriculum
Internal Program Approval	Core Strategic Enrolment Management (SEM) 2	Confirmation of alignment with strategic direction, to confirm that feasibility study is complete and has effectively answered all questions raised in planning stage.	Senior Dean and/or Associate Dean, and PPDR Consultant	Requirement: <ul style="list-style-type: none"> <i>New Program Proposal</i> (expanded) to include detailed feasibility, Financial Analysis report from Financial Services, program details including answers to questions raised at Core SEM 1 at planning stage presentation Core SEM evaluates the program based on a populated rubric Endorsement: <ul style="list-style-type: none"> Advancement to ASA and the BOG
	Academic Student Affairs (ASA)		Senior Dean and/or Associate Dean, and PPDR Consultant	Requirement: <ul style="list-style-type: none"> <i>BOG ASA Subcommittee Briefing Note</i> including the notice of motion and other documents as requested or required. Approval of motion =

				advancement to BOG for final approval
	Board of Governors (BOG)		Chair of Academic Student Affairs (ASA) Committee, Senior Dean, and Dean of PPDR	Requirement: <ul style="list-style-type: none"> • Notice of motion (created by ASA committee) and other documents as requested. • Approval of motion = submission of program proposal to MCU or PEQAB for approval

Table 2 - Internal Departmental Consultations for New Programs

DEPARTMENT	PURPOSE	RESPONSIBLE	REQUIREMENTS AND DELIVERABLES
Financial Services	To create a Financial Analysis Report for the proposed new program	Financial Services, Senior Dean, Associate Dean, PPDR Consultant	Requirement: <ul style="list-style-type: none"> • The <i>New Program Assumptions Table</i> needs to be completed prior to this consultation in partnership with the Deputy Registrar, Academic Services, Office of the Registrar.
Capital Development & Facilities Management	For information related to space requirements for the proposed new program and space planning.	Senior Dean and/or Associate Dean, and PPDR Consultant	Requirement: <ul style="list-style-type: none"> • <i>Program Activity Model - Space Requirement Template</i> Confirmation: <ul style="list-style-type: none"> • Submission of the template to

			Facilities Management
Office of the Registrar, Admissions	To consult on appropriate admission criteria for the proposed new program including discussion about secondary requirements if required.	PPDR Consultant Deputy Registrar, Enrolment Services	Requirement: <ul style="list-style-type: none"> Confirmation of admission requirements
WIL/Experiential Learning Office	To align curriculum and EL/WIL components of the program	WIL/EL Manager, Associate Dean(s), SMEs	Requirement: <ul style="list-style-type: none"> To inform the New Program Proposal and clearly define WIL/EL outcomes and details of how the WIL/EL experience is to be operationalized.
Center for Innovative Learning	For curriculum development and instructional design support. Professional development requirements for the faculty who are developing courses. Synergies with micro credentials.	SME's, faculty, Associate Dean(s)	Requirement: <ul style="list-style-type: none"> Consideration of HLOs in new program development. Consideration of delivery mode for new program courses.
Humber Libraries	For identification of resource needs for the program.	Humber Libraries staff, SME's, faculty, Associate Dean(s)	Requirement: <ul style="list-style-type: none"> Provide the New Program Conceptual Overview and other documents that will assist the Humber Libraries staff in

			<p>completing a scan.</p> <p>Deliverable:</p> <ul style="list-style-type: none"> Humber Libraries can supply if requested a Humber Libraries Collection Assessment. This is a requirement for degree proposals.
International	For information and support should the program project international student enrollment.	Dean, International (or designate), PPDR, Associate Dean(s)	<p>Recommendation:</p> <ul style="list-style-type: none"> Provide the <i>New Program Conceptual Overview</i> document and any additional documents that can provide a summary of the program.
Student Services	For information sharing and considerations for the proposed new program.		<p>Recommendation:</p> <ul style="list-style-type: none"> Provide the <i>New Program Conceptual Overview</i> document and any additional documents that can provide a summary of the program.
Faculty of Liberal Arts & Sciences and Innovative Learning	For information and consultation regarding breadth elective and general education requirements for the	FLA Associate Dean, Breadth Committee Chair and PPDR Consultant	<p>Requirement:</p> <ul style="list-style-type: none"> For degree programs - consultation with the Degree Breadth

	proposed new program as well as proposed core and non-core required courses in the program.		Committee Chair to identify breadth elective exclusions.
Indigenous Education and Engagement	For consultation to align with IEE frameworks	Dean, IEE, PPDR, Associate Dean(s)	Recommendation: <ul style="list-style-type: none"> Provide IEE with the <i>New Program Conceptual Overview</i> document and any additional documents that can provide a summary of the program for discussion.

Table 3 - New Program External Consultation/Validation and Approval

BODY	PURPOSE	RESPONSIBLE	REQUIREMENTS/ENDORSEMENTS FOR PRESENTATION
Credential Validation Service (CVS)	<i>For non-degree Programs of Instruction</i> The CVS undertakes a thorough review of the applications for validation that are submitted by the college. This review ensures that the programs meet or exceed the expectations and requirements set out in government policy through the Minister's Binding Policy Directive,	Academic Senior Dean (or SDs if the programs cross Faculties) and PPDR Consultant	Requirement: <ul style="list-style-type: none"> CVS Online Tool used to submit formal and informal reviews of programs of instruction (non-degree) Endorsement: <ul style="list-style-type: none"> Validation required prior to application to MCU for Funding Approval

	<p>Framework for Programs of Instruction.</p> <p>This review can take place informally prior to BOG approval.</p>		
Ministry of Colleges and Universities	<p><i>CONSENT APPL/CATION: For degree programs only</i></p> <p>Under the terms of the Post-secondary Education Choice and Excellence Act, 2000, the consent of the Ontario Minister of Colleges and Universities (MCU) is required for any college seeking to grant a degree. The college submits an application to MCU.</p> <p><i>FUNDING APPL/CAT/ON: For both degree and non-degree Programs of Instruction</i></p> <p>All programs for which the colleges wish to seek funding from MCU must go through the application for funding approval process.</p>	Senior Dean and/or Associate Dean, and PPDR Consultant	<p>Requirement:</p> <ul style="list-style-type: none"> • <i>Degree Program Proposal</i> is submitted to MCU for referral to PEQAB (degree only) • <i>Program Funding Approval Application Module (PFAAM)</i> is used to submit application for funding approval for Programs of Instruction (both degree and non-degree) <p>Endorsement:</p> <ul style="list-style-type: none"> • Consent to deliver a degree is granted once the Terms and Conditions are agreed upon by the college. Intent to Grant Consent letters and Consent letters are sent to the President. • A funding letter is sent to the President when funding approval is determined.
Post-Secondary Quality	<i>For degree programs only</i>	Senior Dean and/or Associate Dean,	<p>Requirement:</p> <ul style="list-style-type: none"> • <i>PEQAB New Program Proposal</i>

Assessment Board (PEQAB)	PEQAB reviews all applications referred by the Minister for consent under the Act and provide recommendations to the Minister on applications for consent.	and PPDR Consultant	Endorsement: <ul style="list-style-type: none">• PEQAB provides a recommendation to the Minister on applications
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