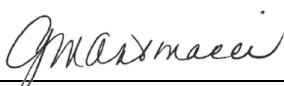


<b>Policy #</b>	AC 207
<b>Approved by:</b>	Gina Antonacci
<b>Approval Date:</b>	December 13, 2021
<b>Policy Holder Signature:</b>	
<b>Policy Holder:</b>	Senior Vice-President Academic
<b>Administrative Contact:</b>	Associate Vice- President Academic
<b>Replaces Policy Dated:</b>	N/A
<b>Review Date:</b>	December 2026

## PROGRAM DEVELOPMENT POLICY

### Purpose/Rationale:

The Humber College Institute of Technology & Advanced Learning (hereafter referred to as “Humber” or “the College”) is committed to providing excellence in its academic programming. New academic programs are aligned with Humber’s vision, mission, values and strategic priorities and respond to the needs of its community, industry, government and students. The process of developing new programs of instruction must take this into account as well as all administrative and operational functions that support and contribute to program design and delivery.

### Scope and Authority:

1. This policy applies to the development of new Ministry approved postsecondary programs of instruction for which an Ontario college credential is awarded: i.e. certificates, diplomas, advanced diplomas, degrees and graduate certificates, and is approved by Humber’s Board of Governors.
2. Based on approval by the Vice-President Academic, Micro-credentials and Continuous Professional Learning programs (CPL) may customize the steps in this policy and the procedure.

### Definitions:

For the purposes of this policy the following definitions apply:

**Ministry:** To denote the provincial Ministry(ies) responsible for Colleges and Universities. At the time of writing, this is the Ministry of Colleges and Universities (MCU) and additionally for Apprenticeship, the Ministry of Labour, Training and Skills Development.

**PPDR:** Program Planning, Development and Renewal

**PEQAB:** Postsecondary Education Quality Assessment Board

*Program of Instruction:* A group of related courses leading to a diploma, certificate or other document awarded by the college as defined by the Ontario Colleges of Applied Arts and Technology Act, 2002

## **Policy:**

New programs of instruction are developed jointly between the Academic Faculty(ies) and Program Planning, Development and Renewal (PPDR).

1. New programs of instruction are developed in accordance with the Program Development Procedure (link).
2. New programs of instruction are developed in alignment with Humber's Strategic Plan including its mission, vision, values, as well as the Strategic Mandate Agreement (SMA).
3. New programs of instruction are developed in alignment with the Ontario Qualifications Framework (OQF) as defined in the MCU Minister's Binding Policy Directive: Framework for Programs of Instruction to meet standards for credentials as required by the Credential Validation Service (CVS) and the Postsecondary Education Quality Assessment Board (PEQAB) including Program Standards and degree level standards when applicable.
4. New programs of instruction are developed in consideration of labour market and employment trends, new technologies, community and employer needs, global competition, local and provincial strategic priorities or initiatives, student demand, educational pathways and external accrediting, regulating or certification bodies (if required).
5. New programs of instruction are developed in consultation with Community or Industry representatives including Program Advisory Committees.
6. New programs of instruction are developed in consideration of available qualified faculty, space, equipment and resources required for program delivery as well as program financial health, program sustainability, and the college's existing complementary programs.
7. New programs of instruction are developed to include learning experiences, delivery methods, and curriculum design that are appropriate for the learning outcomes.
8. All Humber stakeholders proceed with full implementation of processes that ensure the successful launch of a new program upon MCU's approval for program funding and SVPA/AVPA approval.
9. The decision to continue or discontinue development of a new program of instruction can occur at any time during the development process.

## **References:**

Ministry of Training, Colleges and Universities. (2004). *Colleges of Applied Arts and Technology Policy Framework: Admissions Criteria*.  
<http://www.tcu.gov.on.ca/pepg/documents/AdmissionsPolicy.pdf>

Ontario College Quality Assurance Service. (2021). *Credential Validation Service*.  
<https://www.ocqas.org/credentials-validation-service/>

Ontario Ministry of Colleges and Universities. (2019, December 27). *Minister's Binding Policy Directives, and Operating Procedures*. <http://www.tcu.gov.on.ca/pepg/audiences/colleges/>

Postsecondary Education Quality and Assessment Board. (n.d.). *Manuals*.  
<http://www.pegab.ca/handbooks.html>

**Related Procedures:**

Program Development Procedure

**This document is available in alternate format on request.**