

Category: Education	Responsible Owner: Academic Board	Effective Date: January 2019
Policy Number: 2.12	Final Approval Body: Board of Governors	Policy Name: New Concentration Proposal Policy

A. POLICY:

The New Concentration Proposal Policy ensures that all proposed and approved programs have undergone a rigorous and consistent process to ensure their relevance, educational value, and stakeholder interest are sustainable from the perspective of infrastructure and teaching resources, and align with the Academic and Strategic Plan of Columbia College.

PURPOSE/COMMITMENT:

1. To ensure New Concentration Proposals are academically sound.
2. To ensure New Concentration Champions have engaged and consulted with stakeholders.
3. To ensure New Concentration Proposals align with the Academic Plan and Strategic Plan of the College.
4. To ensure New Concentration Proposals align with Departmental and Divisional Plans.
5. To ensure New Concentration Proposals meet Ministry and DQAB learning outcomes and program development, as applicable.

SCOPE: The policy applies to

Instructors
 Department Chairs
 Administration
 Academic Board
 Curriculum Subcommittee
 Student Services
 The Library

WHEN TO USE THE POLICY: This policy should be followed whenever a new Associate Degree, Degree Concentration, or, if relevant, Bachelor’s Degree is proposed at Columbia College.

DEFINITIONS:

Champion: Instructor, Administrator or member of Student Services who is supporting the proposal.

Category:

2.0 Education

B. PROCEDURES:

Conceptualization Stage (Concept Paper)

1. Champion identifies a concept.
2. Champion creates a short (two-three) paragraph statement of interest and justification (Concept Paper).
3. Champion engages relevant department and consults broadly within it to determine whether the concept fits within the Departmental Plan.

13. Provide the full proposal and completed BCCAT Articulation Form 2.13 (applicable), Associate Degree Taxonomy Form 2.2.3 and Bloom's Undergraduate Taxonomy Form 2.2.4 and Business Case (if applicable) to the Dean for approval.
14. If approved, the Dean forwards the documents to the Curriculum Committee.

Review Stage

15. Curriculum Committee will consider the following areas:
 - a. Does this Concentration align with existing approved DQAB nomenclature?
 - i. Yes/No
 - b. Can it map into programs at major universities in British Columbia?
 - i. Yes/No
 - c. Will new courses proposed transfer to the research universities?
 - i. Yes/No (or N/A if no new course proposed)
 - d. Is there an academic tradition in the Concentration?
 - i. Yes/No
 - e. Will newly articulated courses impact the Concentration or other courses in a positive way?
 - i. Yes/No (or N/A if no new courses proposed)
 - f. Does the College have the resources necessary to run the courses in this Concentration (i.e. faculty expertise, technology, software etc.)?
 - i. Equipment: Yes/No
 - ii. Technology: Yes/No
 - iii. Software: Yes/No
 - iv. Library Resources: Yes/No
 - v. Other (specify): Yes/No
 - g. If the answer is "No" to any part of #f, answer the following:
 - i. Are the resources in the budget? Yes/No
 - ii. If no, is there a Business Case included? Yes/No
 - h. Does the College currently have the teaching resources to offer this course?
 - i. Yes/No
 - i. Do the Concentration's learning outcomes align with DQAB Associate Degree outcomes?
 - i. Yes/No
 - j. Do the Concentration's learning outcomes align with Bloom's Taxonomy?
 - i. Yes/No
 - k. Does the Concentration align with the Academic Plan?
 - i. Yes/No
 - l. Is there likely to be sufficient demand for this Concentration to run enough courses on a regular basis to ensure that students can complete their program in a timely manner (regular in this instance is defined as a minimum of once per academic year)?
 - i. Yes/No
 - m. Does the Committee recommend this Concentration be approved by the Academic Board?
 - i. Yes (received approval on all seven tests)/No (failed on one or more tests)
16. If the Curriculum Committee approves, the proposal is moved to the Academic Board.
17. If no, justification for the rejection is provided to the Dean. The Dean relays the information to the Champion. The Champion may reapply to gain program approval at a time stated by the Curriculum Committee. Reapplication must clearly demonstrate how the Champion has addressed the short-comings identified by the Curriculum Committee.
18. The Committee may only reject a proposal based on the tests applied above.
19. The Committee's decision may not be appealed to the Academic Board.

Approval Stage

Principal or Designate: <i>R Hemmingway</i>	Date: <i>January 2019</i>
IF APPLICABLE:	
Chair, Academic Board <i>[Signature]</i>	Date: <i>January 2019</i>
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	

APPROVAL FOR ALL POLICIES

Chair, Board of Governors <i>[Signature]</i>	Date: <i>January 2019</i>
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Proposed Review Date:	Date Revised (s)	Replaces Policy Number:
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