

Program Development	
Policy: Program Quality Assurance	
Category: Academic	Approval Date: April 25, 2022
Procedure Owner: Academic Policy Committee	Effective Date: April 25, 2022
Procedure Administrator: Associate Vice President, Teaching, Learning, and Research	Review Period: 5 Years
Associated Procedures and Documents: <ul style="list-style-type: none"> • Curriculum Development, Redevelopment, and Documentation Procedure • Formative Review Procedure • Annual Program Improvement Data • Provider and Program Registry System (PAPRS) Templates, available from the Centre for Teaching and Learning • Standard Data Package Contents • Course Proposal – Academic Council Form • Curriculum Elements and Outcomes – Curriculum Committee Form • Program Change Proposal – Academic Council Form • Naming and Numbering Conventions – Curriculum Committee Guiding Document 	

PURPOSE

To outline the systematic staged process used for development of credit programs. These procedures provide guidance to ensure the quality of academic credentials developed at Red Deer Polytechnic.

PROCEDURE

At all stages, Programs and Schools consult with the Associate Vice President, Teaching, Learning, and Research for information, resources, support, and contact with the Ministry.

Stage 1: Discovery and Vetting

1. Suggestions for new program ideas are submitted to the Program Vetting Committee via the Associate Vice President Teaching, Learning, Research. Program ideas and suggestions may come from, but are not limited to, School Councils, program advisory committees, faculty, staff, students, extended education, administration, environmental scanning, and community members.
2. The Program Development Vetting Committee reviews all new program ideas at an early stage for viability and recommends viable programs for further development to Deans' Council.

The Program Vetting Committee reviews new program ideas and assesses:

- Labour Market Demand/Industry Demand & Occupational Areas
 - Program Comparison, Transferability, and Pathways
 - Enrolment Planning / Student Demand
 - Financial Viability and Sustainability
 - RDP Strategic Plan, Student Success Plan, and Institutional Learning Outcome Alignment
3. Following this assessment, the Vetting Committee reports to Deans' Council within 30 days with a recommendation for each program idea, including details from the assessment and a recommendation of priority for development.
 4. Deans' Council confirms programs for development and those to add to the Program Mix plan. Where a program is identified for development, a School Dean works with the Associate Dean, Teaching and Learning, the Centre for Teaching and Learning, and School Council members to begin development.

Stage 2: Curriculum and Proposal Development

1. The Associate Dean, Teaching and Learning, will establish a Program Steering Committee for all programs being developed or undergoing major redevelopment. The Steering Committee will include:
 - Associate Dean of the Proposed/Existing Program
 - Administrative Support from the Centre for Teaching and Learning
 - Learning Designer
 - Faculty/Content Experts
 - Representative from Institutional Research
 - Representative from the Office of the Registrar
 - Other representatives as needed (e.g., Operations Manager)
2. The Program Steering Committee will complete the final stages of research needed for program development in consultation with the Program Vetting Committee (including full budget and enrolment planning).
3. The Program Steering Committee will complete relevant Stakeholder Engagement and form a Program Advisory Committee for the new Program.
4. The Program Steering Committee will complete development of the program curriculum, including Graduate Profile, Program Learning Outcomes (with mapping to Institutional Learning Outcomes and Board Ends), Program Structure, and Curriculum Elements.
5. For Certificates and Diplomas, the Program Steering Committee will complete the Provider and Program Registry Systems (PAPRS) Template – Certificate Diploma and Non-Credential Proposal Part A (RDP).

6. For Degrees, the Program Steering Committee will complete the PAPRS Template – Undergraduate Degree Proposal Part A (RDP) For Degrees, an Independent Academic Expert will be contracted to review the Program prior to the internal submission of documents and the Steering Committee will begin work on Part B concurrently with Part A.

Stage 3: Approvals & Submission

1. Following completion of the Curriculum and Proposal Development in Stage 2 and approval at School Council the following documentation is submitted for approval by Deans' Council:
 - a. Provider and Program Registry Systems (PAPRS) Template – Certificate Diploma and Non-Credential Proposal Part A (RDP) or PAPRS Template – Undergraduate Degree Proposal Part A (RDP), as appropriate
 - b. Enrolment planning and financial sustainability documentation
 - c. Recruitment and Communication Plan
2. Following completion of the Curriculum and Proposal Development in Stage 2 and approval at School Council the following documentation is submitted for approval by Curriculum Committee and Academic Council:
 - a. Program Forms
 - b. Program Map
 - c. Course Curriculum Elements
3. Upon recommendation from Academic Council and Deans' Council, the President, or delegate, approves the Proposal for submission to the Ministry for program approval.
4. A School representative submits the complete program proposal, including PAPRS Part A, to the Programs Branch of the Ministry for System Review and approval.
5. Degree proposals undergo a two-stage approval process, with the Ministry completing the System Review. Upon completion of the System Review, the proposal is referred to Campus Alberta Quality Council for Quality Review. At that time, the complete program proposal, including PAPRS Parts A and B are submitted to Campus Alberta Quality Council. Normally, Campus Alberta Quality Council will require a site visit by independent academic experts and completion of course outlines. Campus Alberta Quality Council recommends approval of the program to the Minister of Advanced Education who provides the final approval.

Stage 4: Launch and Implementation

1. Implementation and detailed course development planning normally begin following a decision by the Ministry to approve the program and, additionally, to approve funding if required.
2. A Marketing & Recruitment plan is deployed by Marketing and Communications & the Student Connect Centre, in consultation with the School, and the program is marketed and recruitment begins as soon as approved by the Ministry of Advanced Education.

3. Office of the Registrar ensures the online application is open to admit for the first admission term as soon as approved by the Ministry of Advanced Education.

RELATED POLICIES

[Universal Design Policy](#)