

## BOARD MANAGEMENT REPORT

**Date:** Click or tap to enter a date.

**Report No.:** Click here to enter text.

**Report to:** Board of Governors

**Author(s):** Name, Title

**Class:** ☐ Information ☐ Decision ☐ Discussion ☐ Consent  
☐ Open ☐ Closed

**Title:**

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### 1.0 RECOMMENDATION:

THAT...

### 2.0 EXECUTIVE SUMMARY:

Clear and concise executive summary that includes the following:

- Purpose of report
- Key finding(s)
- Key impact(s) or consequence(s) for the Board or College (if applicable)
- Link to Strategic Plan

Note: Executive summary should not be longer than two paragraphs, a Board member should be able to reference this section and make a decision on the recommendation if necessary.

### 3.0 BACKGROUND / PROGRAM RATIONALE:

**Program Advisory Committee Approval Date:** Click or tap to enter a date.

**SEM Committee Approval Date:** Click or tap here to enter text.

**Link to Strategic Mandate Agreement (SMA3) Institutional Strength Metric:**

If the ministry is to approve this program, the occupational cluster code will be **Click or tap here to enter text..**

This means the proposed occupational cluster code Choose an item. the SMA3 Institutional Strength metric.

**Link to Classification Instruction Program Code:**

What is the proposed Classification of Instructional Program (CIP) code for the new proposed program:

CIP Code Use XX.XXXX numbering format provided by Corporate Reporting & Institutional Research

Is the proposed CIP code *currently* eligible for Post-Graduate Work Permit (PGWP)?

CIP Code - Choose an item. - insert date verified by Corporate Reporting & Institutional Research

**Proposed Credential:** Choose an item.

**Planned Start Date:**

**Planned Semester One Enrolment:**

#### **4.0 PROGRAM CURRICULUM:**

Introduce the proposed program.

Labour Market Demand

#### **5.0 IMPACTS:**

##### **5.1 STUDENTS, PARTNERS & COMMUNITY**

Outline impacts on students, partners and community and include reputational impacts, if any.

##### **5.2 FINANCIAL & HUMAN RESOURCES**

State the financial and/or human resource impact associated with the recommendation being made.

List known/anticipated expenses and impact on current and additional resources if they are major and/or have not been addressed in the approved budget.

##### **5.3 REGULATORY, LEGAL & RISKS**

Outline the risk(s) associated with this report (risk can include the risks associated with not moving forward). Reference necessary legislation, if applicable.

#### **6.0 NEXT STEPS / FUTURE CONSIDERATIONS:**

Outline next steps staff will undertake and include any future considerations for the Board, if applicable.

Respectfully Submitted,

Approved for Submission,

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Cebert Adamson  
Vice President, Academic

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Paul Armstrong  
President

**Appendices:**

**Supplementary  
Information:**     N/A