

PROGRAM MODIFICATION AND REINSTATEMENT PROCESS

APPROVALS PROCESS									
	NATURE OF CHANGE	ASSOCIATE DEAN	SEM QUALITY SUB-COMMITTEE	PROGRAM AREA	ACADEMIC QUALITY DEPARTMENT	SEM/MEG	BOARD OF GOVERNORS	CVS	MCU
1	NAME CHANGE (determined by College) (Refer to CVS guidelines ²)	Develop explanation and objective evidence supporting change	Recommendation for moving to next levels for approval, including requirements for implementation	Associate Dean consults ¹ with Program Quality, Marketing, Institutional Research and Program Advisory Committee (PAC)	Leads the development and completion of CVS documents and MCU documents, as appropriate	SEM/MEG Approval of request	No activity	CVS Application and validation	MCU Application, as required, and submission for information and approval
2	NAME CHANGE or PROGRAM STANDARDS CHANGE (mandated by MCU)	No activity	SEM advised of MCU mandated changes by Program Quality	Associate Dean works with Program Quality to determine compliance date for applying new standards	Prepares letter for President's signature and submission to Ministry	Approval of recommendation	No activity	Re-validation as necessary	Signed letter submitted for information. No further action required.
3	CONTENT and/or DURATION CHANGE (If beyond normal POS changes as per POS revised policy, refer to CVS guidelines ³ and/or MCU guidelines ⁴)	Associate Dean provide explanation and objective evidence supporting change	Recommended for moving to next levels for approval, including requirements for implementation	Associate Dean consults ¹ with Program Quality, Institutional Research, Finance and Registrar	Works with Associate Dean to draft management report (for duration change ONLY) as per BoG template; financials, employer and student demand ARE required. Completion of CVS documents Completion of MCU documents, as appropriate	SEM Approval of Management Report	No activity	CVS application and validation	MCU Application, as required, and approval
4	DELIVERY CHANGE (e.g. F2F, hybrid, online, addition / removal of Co-op, intensive, accelerated, etc.; refer to MCU guidelines ⁴)	Associate Dean provide briefing note with explanation and objective evidence supporting change	Recommendation for moving to next levels for approval, including requirements for implementation	Associate Dean consults ¹ with Program Quality, Institutional Research, Finance and Registrar	Works with Associate Dean to draft Management Report as per BoG template; financials, employer and student demand ARE required.	SEM Approval of Management Report	No activity	No activity	MCU Application, as required, and approval
5	NEW STREAM (To existing program with different POS)	Associate Dean provide briefing note with explanation and objective evidence supporting change	Recommendation for moving to next levels for approval, including requirements for implementation	Associate Dean consults ¹ with Program Quality, Institutional Research, Finance and Registrar.	No immediate activity	SEM/MEG Approval of Management Report	No activity	No activity	No activity
6	REINSTATEMENT (Programs with an intake suspension of 3 or more years)	Associate Dean consultation ¹ with Program Quality, Institutional Research, Finance and Registrar	Recommendation for moving to next levels for approval, including requirements for implementation	Works with Academic Quality and CTL to remap program requirements	Ensures compliance to Ministry regulations	SEM/MEG Approval	Board of Governors Approval	Re-validation as necessary	Ministry approval as necessary
7	ENROLMENT CHANGE (increase or decrease in enrolment greater than 10 or new intake / campus)	Associate Dean complete change request form and send to SEM	Recommendation for moving to next levels for approval, including requirements for implementation	Dean presents change form for discussion with Registrar's Office	No activity	SEM Approval	No activity	No activity	No activity

1. Consultation with Program Quality, Institutional Research, Finance and Registrar includes the following services: (a) Program Quality: assistance with completion of Management Report, program outcomes, curriculum development and mapping to outcomes, completion of CVS and MCU documents; (b) Institutional Research/Academic Quality: competitive curriculum research, market research on student demand or labour market analysis ; (c) Finance: development of financial projections; (d) Registrar: advice on program admission requirements.
2. In cases where a college wishes to change the approved title of a program, this change or modification of title will need to be validated by the CVS, as the approval of titling falls within its mandate. (Source: CVS)
3. If Content Change affects the program description and/or learning outcomes, CVS approval is required; MCU approval required if program categorization (family/code) affected by proposed change. (Source: CVS)
4. A change in the program delivery method of 25% or more (e.g. hours, balance between lecture vs clinical vs lab) is to be reported to MCU via an updated Program Delivery Information application, as per following advice from MCU:
“Although technically any changes should be reported to us (MCU), in practice the general rule of thumb we use here is that a change in the program delivery method of 25% or more should be reported to us. For example, if a program has 200 classroom hours and 50 lab hours, and the total hours increase to 300, we should be informed. Also, if the delivery method changes (if it goes from 50 lab hours to 50 clinical placement hours) then we should also be informed. The rationale is that this change could impact the funding decision, and we need to ensure that the assigned funding is still appropriate. The general rule of thumb is that labs are funded more heavily than classroom hours, and small group tutorial or clinical hours are funded even more heavily. (Source: MTCU, Oct. 26/10)