

 **NEW PROGRAM DEVELOPMENT STATEMENT OF INTEREST
TEMPLATE**

Dean: Choose an item.

	Proposed Program	Associate Dean/CE Program Manager	Proposed Credential
1.	Title:	AD or CE PROGRAM MANAGER	Credential
	<Brief Description(include key information on the purpose of the program)>		
	<Rationale (impact on current programs - 100 words max), including Program Pathways (potential for students into and out of the program)>		
	<Recommended by PAC (date of meeting/motion)>		
	Alignment to Strategic Mandate Agreement : Please select area of strength and expansion from the drop down listing below. Program areas of strength: <i>Choose an item</i> Program areas of expansion: <i>Choose an item</i>		
	Proposed Program	Associate Dean/CE Program Manager	Proposed Credential
2.	Title:	AD or CE PROGRAM MANAGER	Credential
	<Brief Description(include key information on the purpose of the program)>		
	<Rationale (impact on current programs - 100 words max), including Program Pathways (potential for students into and out of the program)>		
	<Recommended by PAC (date of meeting/motion)>		
	Alignment to Strategic Mandate Agreement : Please select area of strength and expansion from the drop down listing below. Program areas of strength: <i>Choose an item</i> Program areas of expansion: <i>Choose an item</i>		

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Please fill the Resource Requirements form on page 2 to complete submission.

Resource Requirements <describe potential needs>:							
Space: <Identify what types of classrooms are likely to be required in each year of the program and whether it will be possible to use existing facilities or if new ones will need to be constructed and/or renovated.>	Indicate number of additional hours per week	Year 1	Year 2	Year 3	Year 4	Existing	New
	General Purpose Classrooms					<input type="checkbox"/>	
	Dedicated Classrooms* Please insert existing classroom campus/ numbers ie SC B100 Please include expected classroom size ie 35					<input type="checkbox"/>	<input type="checkbox"/>
	Dedicated Computer Labs * Please insert existing lab campus/numbers ie IH 301 Please include expected lab size ie 40					<input type="checkbox"/>	<input type="checkbox"/>
	Other Facility Needs+						<input type="checkbox"/>
* Describe for example, dedicated classroom needed for ie painting class +Describe additional needs, like space for faculty offices Include the accumulative effect of each intake, ie 2hrs in year one will be 2hrs + 2hrs in year two							
Library/Technical Resources	Library/Database Requirements:						
	Technology: Other Requirements						
	Other:						
Equipment	<input type="checkbox"/> Existing Equipment <input type="checkbox"/> New Equipment <If New, describe in detail the type and estimated cost of new equipment required>						

Completed forms should be approved by the Dean and then submitted to the Chair of Academic Leadership Team (ALT).