

NEW PROGRAM PROPOSAL POLICY

Approved by	Faculty Senate, May 14, 2012
Responsibility of	Academic Planning Committee, Seminary Team
Reviewed	December 8, 2023
Next Review	2028

POLICY OVERVIEW

This policy outlines the process for developing new programs at Briercrest College and Seminary.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

This policy applies to all new undergraduate and graduate programs.

POLICY STATEMENT

Briercrest College and Seminary (BCS) adheres to the procedure outlined below in developing new programs. This policy applies to all certificates, majors, and degrees offered by the College and/or Seminary.

1. New programs may emerge from various avenues including: (1) from individual faculty members in conjunction with their departments and deans; (2) from recommendations at the conclusion of a Systematic Program Review; (3) from a recommendation to APC or Seminary Team; or (4) from recommendations of the ad hoc Degree Plan Committee that reviews the overall status of our programs.
2. In consultation with the Dean of the College or Dean of the Seminary, and the Provost, the faculty member(s) will draft an initial proposal for a BCS certificate or degree, and will consider the following:

- a. *Mission*. The proposal must articulate how the program aligns with and contributes to the BCS mission;
 - b. *Curricular Issues*. The proposal will provide program specifics including (but not limited to) required courses, cognate and elective courses, internships, experiential learning, and other additional curricular requirements. Where applicable, there should be discussion of curricular expectations of similar programs at other institutions and/or the curricular requirements expected by external accrediting bodies. Program coordinator(s) and other support staff must be identified;
 - c. *Learning Outcomes and Measuring Learning Outcomes*. The proposal must identify program learning outcomes and the manner by which these outcomes will be measured;
 - d. *Resources*. The proposal must outline new resources needed, including new courses, new faculty, library needs, internship supervision, and/or any other financial or human resource;
 - e. *Student Demand*. The proposal must provide an assessment of market demand and potential student demand for the program;
 - f. *External Appraisal*. The proposal must include review(s) from external disciplinary experts. Typically reviews will be written by individuals in academic positions, but may also include other professionals, para-professionals, or employers. The determination of external reviewers should be made in consultation with the Provost;
 - g. *Post-graduation Opportunities*. The proposal should provide an assessment of the vocational and/or future study opportunities;
 - h. *Other factors as necessary*.
3. The proposal is presented to the Academic Planning Committee for discussion, or the Seminary Team in relation to graduate programs. Typically, the Dean of the relevant Faculty will present the proposal to the APC or Seminary Team. At a minimum, the comprehensive proposal will be presented twice to the Academic Planning Committee or the Seminary Team, once for discussion and a second time for approval, rejection, or revision and resubmission. If added resources are needed for the program, consultation should be made with the Executive Leadership Team during the proposal stage to consider broader budgetary implications.
 4. Pending approval of the Academic Planning Committee or Seminary Team, the proposal is presented to the Faculty Senate by the Faculty Dean and/or designate. There are three possible outcomes at this stage: approval and recommendation to the Board, rejection, or revision and resubmission.
 5. The final internal stage requires Board approval.

6. In cases where professional programs have external accrediting bodies, Briercrest approval is contingent upon the timeline and approval of those bodies. The program is submitted to the appropriate accrediting body by the program coordinator(s), Faculty Dean, the Office of the Dean of the College or the Dean of the Seminary, and the Provost. Degrees requiring provincial authorization will be submitted to the Saskatchewan Higher Education Quality Assurance Board by the program coordinator(s), Faculty Dean and the Office of the Dean of the College or Seminary.

APPENDIX A

Related Forms/Policies	Academic Workload Policy Systematic Program Review Policy
Where is this policy published	Website
Contact Information	Provost Academic Planning Committee Seminary Team

