POLICY

Nunavut Arctic College develops new programs as needed. When developing new programs the Board of Governors will ensure that decisions made are consistent with the College's Mission, Values and Goals and that programs meet industry and academic standards.

PRINCIPLES

1.   Nunavut Arctic College recognizes changes in technology and in the workplace will require the development and approval of new programs.
2.   Consistent approaches to program development will insure quality standards are met throughout the College.

PROCEDURE

1.   The Board will ensure that the Program is consistent with all Board, administrative and educational policies and procedures that may apply and will consider the advice of the Curriculum Committee.

2.   Steps in Program Development:

	Action	**Responsibility**
I.	New Program Statement of Interest submitted to the Board	written by Dean, submitted by Senior Academic Officer
II.	If approved for development a Program Development Committee is struck	Dean
III.	Program and Course curriculum written and submitted to Development Curriculum Committee on CMS	Dean, Program Committee
IV.	Curriculum Committee evaluates and recommends Program Curriculum for Approval	Curriculum Committee
V.	Request to Approve New Program submitted to Board	Recommended by SAO Approved by President
VI.	Final Program Approval	Board of Governors

3. Each Credit Program will include an Inuktitut/Inuinnaqtun language requirement as a core course.

4. Where a program has been discontinued, replaced, modified and approved, authorized copies of all previous versions will be archived and maintained by the College Registrar for reference.

Request to Approve New Program

Program Name					
Date to Committee:		Date to Board:		Date Approved:	
Author(s):					
Telephone		E-mail:			

1.0   RECOMMENDATION:

That the Board of Governors approve the new program proposal, (name of program), an (name credential) program. *See Appendix A*

2.0   PURPOSE & EXECUTIVE SUMMARY:

Description:
Provide a brief description of the program.

3.0   BACKGROUND:

i.   Program Rationale
Outline the rationale for the program proposal as well as any other details that may be applicable. Include demand from industry. Letters of support from industry must be attached.

ii.   Letters of support for this program have been obtained from the following organizations:
Name the organizations from which letters of support have been obtained

Indicate (X) the program's intended pathway for graduates of the program.	
	College preparation
	University preparation
	Workplace preparation

iii.   Target Group

Indicate the target group(s) this proposed program is most likely to attract:

iv.   Program Description
Include in description information on how anticipated program delivery addresses needs of target audience.

v.   Employment Outlook
Outline employment opportunities for graduates of this program

4.0   RELATIONSHIP TO STRATEGIC PLAN:
Indicate how the College's goals and priorities have been considered in the planning associated with this proposed program.

5.0   PROGRAM OUTLINE

Program Name	
Credential	
Division	
Dean/ Officer	
Planned Start Date	
Planned Enrolment	
Admission Requirements	

Attach Program Outline

6.0   IMPACT ON INFRASTRUCTURE:
Both human and physical

7.0   PROGRAM BUDGET:
Appendix B

Respectfully submitted,   Approved for Submission

_____   _____

Senior Academic Officer   President

Appendices:	Appendix A (attached): Curriculum Committee Support
	Appendix B (attached): Program Financial Information
	Appendix C(attached): Program Outline

Staff & Others Consulted:

Name	Telephone

APPENDIX A
CURRICULUM COMMITTEE SUPPORT

The following (electronic) motion was passed by the Curriculum Committee. X# of the y# members replied and approved the motion, as indicated in the chart below.

"The Nunavut Arctic College Curriculum Committee accepts and approves the plan proposed by the (name of division) to establish an (type of credential) program in (program name). We acknowledge the value of this addition to the college's programming mix, assuming that the proposal gains the support of the College Board of Governors.

Curriculum Committee Motion of Support for Proposed (Credential) Program in (Program Name)			
MEMBER	**Motion Notification Sent**	**Reply Received**	**Response to Motion "Yes or No"**

APPENDIX B
PROGRAM FINANCIAL INFORMATION

NUNAVUT ARCTIC COLLEGE
PROGRAM BUDGET

PROGRAM COSTING WORKSHEET

PROGRAM TITLE: _____

Salary / Benefits:	Program Development & Maintenance, Delivery, Summary
	Professional Development, i.e. curriculum committee
	Salaries [permanent] – include northern allowance, accommodation allowances, employer share of contributions (11.5%]
	Wages [casual]
	Personnel costs
	MTA
	Dental
	Removal in / out
	Other staffing costs
Travel Costs:	Travel – instructor, supervisory, employee
	Travel – student
Materials / Supplies:	Textbooks
	Computer equipment / software
	Other
Physical Plant:	Lease costs
	Janitorial
	Other
Purchased Services:	Telephone
	Photocopying
	Freight – materials / supplies
	Other
Contract Services:	Curriculum Development / delivery / lease / rentals / copyright
Fees & Payments:	Student Allowances
	Student Tuition
	Professional Association fees
Capital Purchases:	[=>$5,000]
Tuition:	
Room and Board:	
Facilitator Usage:	
Administration Fee:	

APPENDIX C

PROGRAM OUTLINE

Program Title:	Enter the course title
Program Code:	Enter the course code
Level:	Is this a credit or non-credit program?
Delivery:	How many semesters?
Credential:	ROP, ROA, Certificate, Diploma, Degree
Eligible for RPL:	List courses in the program that are eligible for RPL
Location:	Identify primary delivery location
Division:	List responsible division
Prepared By:	
Date:	
Previous Outline Dated:	
Reviewed/Revised By:	
Approval Date:	
And BOG Motion #	

Program Description:

Briefly describe the purpose of the program, rationale,(philosophy??) and any key features. Write in plain language for a student audience.

Inuit Qaujimaningit:

This term refers to the knowledge of Inuit both contemporary and traditional. All programs must be placed in this framework.See the Curriculum Development Guide for examples.

Career Opportunities:

Describe possible employment fields and or jobs that completion of this program will enable graduates to enter.

Program Learning Outcomes:

Clearly state what the graduates will be able to do with the essential knowledge, skills, attitudes and behaviours acquired in this program. PLO are used by students, employers, other programs and colleges, and faculty.
Have you included program learning outcomes that relate to Inuit Qaujimaningit?

Program Delivery Model:

Describe model of delivery for this program (e.g. Classroom, Blended, Online, Clinical, Co-op, Distance, Ed., Other

Admission Requirements:

Describe the level of education and other requirement for entry into this program. List specific high school course required by number if applicable or ABE levels required.Adults with significant learning from work and experience may be eligible for credits toward this program through an RPL assessment process.

Selection Process:

List documents requiredsuch as: transcripts, letters of recommendations, criminal records check etc.and describe the selection process.

Graduation Requirements:

Number of courses required for graduation

Graduation Eligibility:

To graduate from this program, a student must obtain a minimum of 60% or a letter grade of C in each course in each semester. The passing weighted average for promotion through each semester and to graduate is 60%. Include information here if this program has any external certification requirements.

Other Important Information:

Mandatory:

List core courses required for completion

Electives:

List eligible electives

Practicum or Work Experience:

Describe the requirements for practical experience if required for graduation. These could include location, length of practicum, special requirements or equipment, whether it is for credit or a Pass/Fail course and if successful completion is a requirement for graduation.

Course Descriptions:

List courses in program, by name and course code with a brief one paragraph description