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| <b>Policy No.</b><br>AC10   |
| <b>Approving Jurisdiction:</b><br>Board of Governors, with Senate advice      |
| <b>Administrative Responsibility:</b><br>Provost and Vice-President, Academic |
| <b>Effective Date:</b><br>September 1, 2024                                   |

## Development and Change of Senate-Approved Programs Procedure

### A. DEFINITIONS

1. **Department:** An educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge.
2. **Faculty:** An educational administrative division constituted by the Board of the University.
3. **Intake Cancellation:** Closing an intake of admission for a single intake cycle. Intake cancellation is an emergency action subject to regulation in AC10’s procedures.
4. **Program:** A defined set of courses of instruction that lead to a credential approved by KPU Senate. A program also consists of a) a unit of study, under the governance of Senate, that results in the granting of a degree or a non-degree credential or b) a unit of study that constitutes the designation of major or minor, or c) a unit of study that constitutes a department.
5. **Program Discontinuance:** Permanent closure of a program which includes removal from future University Calendars and cessation of admission or declaration to the designated program.
6. **Program Suspension:** A temporary cessation of a program whereby students will not be admitted to or declare into a program for a defined period of time.
7. **Program Revision:** Any changes to a program that alter admission, declaration, curricular or credential requirements.
8. **School:** An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty.
9. **Concept Paper:** The first of two documents normally written to propose a new Senate approved program. The Concept Paper seeks to address

such questions as the strategic suitability of a program and potential demand for it.

10. **Full Program Proposal:** The second of two documents normally written to propose a new Senate approved program. The Full Program Proposal contains, among other information, the proposed program's curriculum.
11. **Stage 1 Review:** The review conducted by the Ministry of Advanced Education, Skills and Training at the Concept Paper stage.

## **B. PROCEDURES**

### **1. Proposing New Programs**

- a. A Proponent, after consulting with their Department and their Dean, propose development of a new program to the Provost [or designate] with a Concept Paper.
- b. The Provost, after consulting with other senior leaders and services areas as the Provost deems necessary, determines whether development of the new program should proceed. If so, the Provost will name a designate to coordinate the program development process and will authorize the Office of Planning and Accountability to produce a Feasibility Report to be included in the Concept Paper.
- c. The Provost determines, on receipt of the Feasibility Report, whether the proposal is viable.
  - i. For new degrees: if the program is judged to be viable the Proponent and Provost's designate together author, if required by the Ministry, a Stage 1 Review. The Concept Paper and Stage 1 Review may, if authorized by the Provost, proceed concurrently with the Full Program Proposal.
  - ii. For new non-degrees: if a program is judged to be viable the process proceeds to step *d*.
  - iii. For new minor degrees or honours degrees, in fields of study for which KPU already has a major program: the Provost will, if the program is deemed viable, indicate whether the program should be proposed through a Program Revision or Full Program Proposal (step *f*).
- d. The Proponent and Provost's designate seek the approval of the Concept Paper by the relevant Faculty Council and Senate (on the advice of the Senate Standing Committee on Academic Planning and Priorities, Senate Standing Committee on Curriculum and, if the program is at the master's level, the Faculty of Graduate Studies' Graduate Studies Council or its appropriate standing committee, and, if the program includes research components (such as a thesis), the Senate Standing Committee on Research.
- e. The Senate forwards endorsed Concept Paper (and, if applicable, Stage 1 Review) to the Board of Governors for approval. Stage 1 Reviews are also submitted to the Ministry for approval to proceed to the Full Program Proposal Stage.
- f. The Proponent drafts the Full Program Proposal and requests Curriculum Consultation Forms from other academic areas.

- g. The Proponent, supported by the Provost (or designate), consults with relevant service areas and collects impact assessments. The procedure for the collection of service area feedback and support can be determined by the Provost and is outside the scope of Senate policy.
- h. The Provost and Proponent jointly seek the approval of the Full Program Proposal from the relevant Faculty Council, which forwards the endorsed proposal to Senate for approval.
- i. Senate's standing committees on Curriculum and University Budget review the Full Program Proposal and provide advice to Senate. If the program is at the master's level, the Faculty of Graduate Studies' Graduate Studies Council provides advice. If the program includes research components (such as a thesis), the SSC Research also provides advice.
- j. The Senate forwards endorsed program proposals to the Board of Governors for approval, and to the Ministry for ministerial consent. Any budgetary adjustment associated with an approved proposal will be made in the next annual budget development cycle for the university.
- k. The Proponent, Dean and Provost (or designate) continue to collaborate in the preparing of the program for implementation.

## **2. Revising Programs**

- a. Program revisions at KPU begin either 1) as actions arising from an approved Quality Assurance Plan developed through the program review process or 2) in response to specific issue whose solution cannot be delayed until a Program Review.
- b. A Proponent acting in response to either (1) or (2) consults with their Dean and the Office of the Provost to determine what documents and processes will be required by the Ministry of Advanced Education, Skills and Training. The timeline for approval may vary based on the approval process requested by the Ministry.
- c. In addition to the processes required by the Ministry, the Proponent prepares a Program Change Form.
- d. The Proponent seeks approval from their respective Faculty Council, which then forwards the proposal to the Senate Standing Committee on Curriculum. If the program is at the master's level, the Faculty of Graduate Studies' Graduate Studies Council provides advice. If the program includes research components (such as a thesis), the SSC Research also provides advice.
- e. The Senate Standing Committee on Curriculum reviews the proposal and forwards to Senate for approval. Any budgetary adjustment associated with an approved proposal will be made in the next annual budget development cycle for the university.

## **3. Cancelling Intakes, Suspending Programs, and Discontinuing Programs**

- a. Cancelling Intakes
  - i. A Dean, in consultation with the Provost, may cancel up to three intakes, together representing cancellation of no more than 2 consecutive years of intakes, if:

- 1) the number of students applying for the intake is too small to meet the program's learning outcomes or to maintain the sustainability of the program, or
  - 2) access to key learning activities or resources has been compromised, or
  - 3) funding on which the program relies has been lost.
- ii. Any further cancellation of intakes requires the approval of Senate on the advice of the Senate Standing Committee on Academic Planning and Priorities.
- b. Suspending and Discontinuing Programs
- i. A Department, Faculty, Dean or Provost may propose that a program be suspended for a defined period of time, or that it be permanently discontinued. Such proposals must include the information included in Appendix A and will be adjudicated through the following approval process:
    - 1) The Proponent sends the proposal to the relevant Faculty Council which, if it endorses the proposal, forwards it to the Senate Standing Committee on Academic Planning and Priorities [SSC APP] and the Senate Standing Committee on the University Budget [SSC UB].
    - 2) The above-named committees (including the Faculty Council) provide their advice to Senate, which considers either approval (for suspensions) or recommendation to the Board of Governors for approval (for discontinuances). Any budgetary adjustment associated with an approved discontinuance proposal will be made in the next annual budget development cycle for the university. In some cases, KPU may also require consultation with, or approval from, external bodies such as accrediting organizations, government. Program Advisory Committees should be consulted when appropriate.
    - 3) A proposal that discontinues the only program in a Department or Faculty may concurrently discontinue the given Department or Faculty if this consequence is explicitly stated in the approved proposal.

## **C. RELATED POLICY**

*AC3 Program Review*

*AC14 KPU Credential Framework*

*AR16 Requirements for Graduation*

*GV9 Establishment and/or Discontinuance of Faculties and Departments*

University Act [RSBC 1996], Chapter 468, section 35.2 (6) (b), (6) (d)