

Appendix 2C

Guidelines and Information Requirements for Proposals to Modify Programs

GUIDELINES

The purpose of these Guidelines and Information Requirements is to outline the information required to allow the MPHEC, an external reader, to assess that a proposed modified program will continue meet the following assessment criteria:

- Program content, structure and delivery modes reflect a coherent program design that allows for the program objectives and anticipated student outcomes to be achieved, while providing sufficient depth and breadth to meet the standards of quality associated with the credential
- Clearly defined and relevant program objectives and anticipated student and graduate outcomes
- Appropriate fit of name, level and content to ensure “truth in advertising” and to facilitate credential recognition
- Adequate resources (human, physical and financial) to implement and sustain the program
- Program need and viability
- An academic environment that supports scholarship such as original research, creativity and the advancement of professional knowledge, as relevant to the program [*Criterion for graduate programs only*]
- Clearly defined collaborative agreements [*Criterion for programs offered by two or more institutions only, including articulated programs*]

For further information on the Commission’s program assessment process, including detail on the above-noted criteria, please refer to the full policy document, *Policy on Quality Assurance: Academic Program Assessment Prior to Implementation*. Institutions are also encouraged to contact MPHEC staff should they have questions regarding their program proposal.

The MPHEC often receives questions as to whether program modifications ought to be submitted for approval, and whether modifications ought to be submitted using the ***Guidelines and Information Requirements for Proposals for New Programs***. As a rule, modifications that affect approximately 25% or more of the program, either overall or its component parts, require submission. Normally, these modifications ought to be submitted using the ***Guidelines and Information Requirements for Proposals to Modify Programs***. In some instances, however, the modification ought to be submitted as a proposal for a new program given the extent of the change; for example, normally, if the proposal is to introduce, a new major or stream within an existing degree program, the proposal ought to be submitted following the Guidelines and Information Requirements for Proposals for *New Programs*.

The MPHEC acknowledges that institutions may not be able to meet every information requirement. The absence of information must, however, be noted and explained.

INFORMATION REQUIREMENTS

1. Program Identification

- 1.1 Submitting institution(s)
- 1.2 Faculty(ies)
- 1.3 School(s)
- 1.4 Department(s)
- 1.5 Program name (where applicable, former and proposed)
- 1.6 Program type (e.g., undergraduate, post-baccalaureate, master’s, doctoral)
- 1.7 Credential(s) granted (where applicable, former and proposed)
- 1.8 Description of the timeframe/phase-out plan for the existing program and students/phase-in plan for the modifications, where applicable
 - 1.8.1 Proposed start date for modified program
 - 1.8.2 Anticipated date of completion of last student enrolled in existing program
 - 1.8.3 Any other information to assist the MPHEC in understanding how the program will transition from the existing, MPHEC-approved program, to that being proposed.
- 1.9 Institutional program code(s), as stored in the post-secondary institution’s administrative files, that is reported under PSIS (Post-Secondary Student Information System) (element IP 2000) (where applicable, former and proposed)
- 1.10 Dates of Senate (or equivalent) and Board approval of the proposed program modification

2. Description of the Proposed Program Modification

- 2.1 Description of the type of change (e.g., course change, addition of work placement, change to online delivery).
- 2.2 Description of the purpose of the change (e.g., following the evolution of the discipline, accommodating the clientele to be served, establishing a better focus, resulting from an external review (provide details)).
- 2.3 **Side-by-side** comparison between the current and the modified programs of:
 - 2.3.1 Overall program structure, including term-by-term roll-out for the existing and modified programs
 - 2.3.2 Anticipated student/graduate outcomes
 - 2.3.3 Admission requirements and standards
 - 2.3.4 Promotion/qualification and graduation standards
 - 2.3.5 Other program requirements such as: comprehensive exams, thesis, dissertation, practicum, apprenticeship, language requirements, minimum number of upper-level credits to obtain the degree, etc.
 - 2.3.6 Method of program delivery (e.g., traditional classroom, distance education, a combination of the above) and in what proportion

- 2.4 List of courses for the existing and modified program using the summary table below and indicating whether each course is existing (E), modified (M) or new (N):

Existing program	Modified program
<p><u>Year 1 (Fall)</u></p> <p>(a) Required courses: LIST</p> <p>(b) Elective Courses: LIST</p> <p>(c) Other special requirements: LIST</p> <p><u>Year 1 (Winter)</u></p> <p>(a) Required courses: LIST</p> <p>(b) Elective Courses: LIST</p> <p>(c) Other special requirements: LIST</p>	<p><u>Year 1 (Fall)</u></p> <p>(a) Required courses: LIST</p> <p>(b) Elective Courses: LIST</p> <p>(c) Other special requirements: LIST</p> <p><u>Year 1 (Winter)</u></p> <p>(a) Required courses: LIST</p> <p>(b) Elective Courses: LIST</p> <p>(c) Other special requirements: LIST</p>
<p><u>Year 2 (Fall)</u></p> <p>Etc.</p>	<p><u>Year 2 (Fall)</u></p> <p>Etc.</p>

- 2.5 A brief description (e.g., calendar entry) of **each course** to be included in the modified program is to be appended to the proposal and should include an indication of the types of learning activities (e.g., laboratories, group projects, seminar discussions, independent reading, student-led presentations) and the assessment tools to be used within the course.
- 2.6 In the case of **articulated or other collaborative programs**, changes to the inter-institutional agreements (or equivalent) should be stated and explained; a copy of the revised agreement is to be appended to the proposal.
- 2.7 Description of the impact the proposed modification will have on the resources that support the program and how this impact will be addressed. If no impact is anticipated, provide a rationale for this conclusion. The description is to address the following:
- 2.7.1 Human resources (e.g., faculty, administrative staff, support staff)
 - 2.7.2 Physical resources (e.g., facilities, equipment, library, support and back-up services)
 - 2.7.3 Financial resources (e.g., costs, revenues, student financial support)
- 2.8 Potential impact of the change on other programs at the institution or at other institutions in the region.
- 2.9 An indication of other institutions involved, or that have been consulted.
- 2.10 Description of the accreditation requirements and/or implications resulting from the modification.
- 2.11 In the event the modification includes a name change, the following should be provided:
- 2.11.1 Rationale for the choice of program name and credential(s) to be granted, including comment on the process of selecting the name and credential(s);
 - 2.11.2 Description of how the proposed program name and credential(s) compare to those of similar or equivalent programs within and/or outside the region, as compared to the name that currently exists;

- 2.11.3 Justification for the introduction of a new credential that is not granted at any other university within or outside the region.
- 2.12 In the event the modification includes a change in delivery mode to include technologically-mediated or other distance delivery:
- 2.12.1 Describe and append, where applicable, the institution's policies, guidelines and practices pertaining to technology-based, computer-based, and web-based learning modes of delivery to ensure:
- faculty have sufficient technical and pedagogical expertise
 - prospective students are notified of the required level of preparation (technical knowledge, motivation, and independence)
 - student protection measures (e.g. intellectual property, privacy)
 - reliable, sufficient, and scalable course-management systems
 - accessible technical assistance for students and faculty
 - appropriate hardware, software, and other technological resources and media
 - well-maintained and current technology and equipment
 - sufficient infrastructure to support existing services and expansion of online offerings
 - sufficient opportunities to interact with faculty and other students
- 2.12.2 Describe how the delivery mode(s) will contribute to and enhance the creation of academic community both among students and between students and faculty.

3. Additional Information

- 3.1 Any other information that the institution feels will assist the MPHEC in its understanding and assessment of the proposed modification. Reports of internal or external assessments, and a summary of the response, where applicable, would be helpful.

APPENDICES

Please ensure that **each** of the following are appended, as applicable, when submitting a completed program proposal:

- ✓ Course descriptions for each course in the program
- ✓ Written correspondence/reports from (internal or) external experts consulted during program development
- ✓ (Revised) Budget, where applicable
- ✓ Policies, guidelines and practices pertaining to technology-mediated and other distance delivery modes
- ✓ (Revised) Signed inter-institutional agreements (for articulated and other collaborative programs)
- ✓ Letter of AACHR support (for health-related programs)

CHECKLIST

- All of the information requirements have been addressed
- All relevant appendices are attached
- Phase-in/phase-out plan has been provided
- Institutional program codes have been provided
- Side-by-side comparisons are complete
- An explanation of how comments from experts/assessors/consultants etc. were addressed is included in the proposal

- Any additional information to help the MPHEC assess the quality of the proposed program
- Signature (or appended letter) confirming the collaborative submission, and principal applicant, where applicable