**New Programs Process Phases and Steps**

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| Process Phases and Steps | Responsibility for Step in Process | |
| **Phase 1** |  | |
| Academic Unit discusses proposed idea with Faculty Dean. | Chair/Director/Coordinator & Dean | |
| Academic Unit contacts the Deputy Provost, who will arrange a meeting with appropriate Administrative offices. | Chair/Director/ Coordinator & Deputy Provost | |
| Academic Unit develops new Proposal Brief  Notes:  1. A completed checklist must accompany all Curriculum Navigator submissions.  2. Incomplete Proposal Briefs will be returned to the Academic Unit | Chair/Director/ Coordinator | |
| Program proposal submitted to Curriculum Navigator; Deputy Provost confirms appropriate workflow. | Initiator,  Deputy Provost | |
| Proposal Brief is reviewed by the Advisory Panel | Advisory Panel | |
| Academic Unit presents new program to Faculty Council for discussion and approval. | Faculty Dean | |
| Faculty Dean/Academic Unit consults additional Deans if changes affect programming/resources/etc. in another Faculty; if so, additional Dean(s) and Faculty council(s) approve the request in Curriculum Navigator | Faculty Dean/ Academic Unit, Additional Dean(s) | |
| Faculty Dean refers Proposal Brief to Senate for referral to appropriate Senate committees (i.e. SAC, SAC-QA, SAC-Regulations, SUSC/FGSC and SBC). | Faculty Dean | |
| SAC-QA reviews new program proposal; brings recommendation to approve to SAC | Chair SAC-QA | |
| SAC considers recommendation of SAC-QA; once approved, report to Senate | Chair SAC | |
| SUSC & SAC-Regulations (Under Grad), FGCS-Programs & Regulations (Grad) reviews courses and program regulations; once approved, report to Senate | Chairs SAC, SUSC, FGCS | |
| SBC reviews program proposal in light of student demand, resources and sustainability; once approved, report to Senate | Chair SBC | |
| Senate program approval | Senate | |
| **Phase 2** |  | |
| Once approved by Senate, the Office of the Provost arranges the External Review External Review conducted | Office of the Provost, Academic Unit, Faculty Dean | |
| Review Team Report submitted to Deputy Provost, is reviewed for completion and forwarded to Academic Unit and Faculty Dean | Deputy Provost | |
| Academic Unit and Faculty Dean(s) develop separate responses; consultation with the Deputy Provost is encouraged.   * Academic Unit prepares Internal Response along with any required revisions to the Proposal Brief * Submits Internal Response, revised Proposal Brief and Summary of Key Changes to the Deputy Provost * Faculty Dean(s) prepare Internal Response(s) and submit Response to the Deputy Provost | Academic Unit, Faculty Dean, Deputy Provost | |
| Documentation forwarded to the Quality Council Appraisal Committee\* (QC Checklist, Final Proposal Brief, Review Team Report, Responses – Academic Unit and Dean, Summary of Key Changes, Letters of support). | Office of the Provost, Academic Unit, Faculty Dean | |
| QC Appraisal Committee reviews and issues recommendations | QC Appraisal Committee | |
| Final decision of the Quality Council is conveyed to the Institution by the Quality Council’s Secretariat within 45 days of receipt of final and complete submission.  Note: University can appeal an unsatisfactory recommendation by the Appraisal Committee to the Quality Council. | Quality Council | |
| Approval by Senate - Memo provided to Senate, noting changes resulting from External Review and QC decision; ensure approved version of the Proposal Brief is uploaded to Curriculum Navigator. | Office of the Provost, Senate |
| **Phase 3** |  |
| Program proposal submitted to MCU for their approval process. Separate application required. | Deputy Provost, VP IPA, Academic Unit, Faculty Dean |
| Academic Unit ensures calendar submission is consistent with QC approved program.  Note: Program changes are not permitted between Quality Council approval and commencement of a program. | Academic Unit |
| Faculty Dean(s) and Council(s) review calendar submission (additional Deans/Councils necessary if changes affect programming/resources/etc.) | Faculty Dean(s) and Council(s) |
| Ongoing monitoring and first cyclical review (undergraduate and graduate). An interim monitoring report will be provided by the submitting academic unit, between the program’s launch and its first cyclical review. | Provost Office and Academic Unit/Dean |