



December 2015

Resources for Developing a Proposal Brief

Templates for Tables – New Undergraduate Program(s)

For more information about the New Undergraduate Program Proposal Brief, see Section 3.2.1 in the IQAP.

(If there is more than one program, provide separate tables for each. The following represents the minimum amount of information required; proponents are encouraged to include more if it supports their proposal. Check with the Deputy Provost if there are questions about the level of detail.)

Tables related to Undergraduate Program Structure

1. A table detailing the undergraduate program(s) as per the proposed University Calendar description including any applicable regulations and any other program requirements (e.g. admissions, continuation, etc.). For example,

Undergraduate Program 1 (e.g. HBA Journalism)
• Admission requirements
• Program description (as per the Calendar entry)
• Include course descriptions here or in an Appendix
• Any other appropriate program descriptors
• Program regulations
• Etc.
Undergraduate Program 2 (e.g. BA Journalism)
• Admission requirements
• Program description (as per the Calendar entry)
• Include course descriptions here or in an Appendix
• Any other appropriate program descriptors
• Program Regulations
• Etc.
Undergraduate Program 3 (e.g. Minor in Journalism)
• As above

2. A numbered list of the Program(s) Learning Outcomes (PLO's). For example,

#	Undergraduate Program Learner Outcomes – After completing this program, students will be able to:
i	Write an academic paper that presents a coherent, supported argument
ii	Demonstrate correct use of a slide ruler
iii	Display numerical information correctly in tabular and graphical form
iv	Describe the appropriate scope of practice for a recent graduate in this field
Etc.	

3. A table identifying (“mapping”) the links from Program LO's to Lakehead University's Undergraduate Degree Level Expectations (DLE's). For example,

Lakehead University Undergraduate DLE's	PLO's (#s from Data item 1)
1. Depth and breadth of knowledge	i, (normally there would be multiple PLO's addressing each DLE)
2. Knowledge of Methodologies	ii,
3. Application of Knowledge	iii.
4. Communication Skills	i., iii,
5. Awareness of Limits of Knowledge	
6. Autonomy and Professional Capacity	iv.

4. A table identifying (“mapping”) the links from program structural elements and regulations to Program LO's and Lakehead's Undergraduate Degree Level Expectations (DLE's). For example,

Program component	PLO's (#s from Data item 2)	DLE's (#s from Data item 3)
I. Structural element		
a. Hands-on learning opportunities	iii	3, 4
b. small class sizes	i, iv, x	2, 4
c. etc	Etc	Etc
II. Regulations		
a. thesis requires 70%		
b. minimum of three FCE's at the third year level		
c. etc		

5. A table mapping course LO's to Program LO's. For example,

PLO's (#s from Data item 2)	Course Number and Title	Course Learner Outcomes (please note that a single course can – and should – support multiple PLO's)
i. write an academic paper that	UNIV1100 Intro to	a. b. c.
	UNIV3350 Research methods	a. b.
	UNIV4180 thesis	a. b. c.
ii. demonstrate correct use of a slide ruler	Etc.	

6. A table of planned/anticipated class sizes.

Course #	Course title	Anticipated class size

Tables related to Undergraduate Program Resources

7. A summary table of human resources (administrative, academic, other) required to support the proposed undergraduate program. This table should describe the roles and responsibilities of each position and any associated financial implications. For example,

Name of Position	Roles and Responsibilities	Financial Implications
Program Chair	(Provide a detailed list)	Chair Stipend (as per Collective Agreement) plus 1 FCE course reduction
Administrative Assistant	"	½ time; shared with ...
Practicum Coordinator	"	¼ time; shared with
New Faculty position in xxxxx		Salary, Start-up Grant etc.
New Technical Staff position in xxxx		Salary (could be offset by revenue generation)

8. A summary table of all full-time faculty regularly teaching in the proposed undergraduate program(s). This should include Internal and External Adjuncts as well as Sessionals, depending on the nature of their involvement. Provide information that will demonstrate the quality of the teaching faculty involved in the proposed undergraduate program.
Any new faculty (full- or part-time) required to deliver the program(s) must be noted clearly.

Name of Faculty member	Rank/Status	Additional Information (e.g.)		
		# Refereed Journal Papers	# Refereed Conference Papers	Etc.

9. A summary table of staff providing support to the proposed undergraduate program(s). This should include administrative, laboratory, practicum supervisors, etc. as appropriate.
Any new staff (full- or part-time) required to deliver the program(s) must be noted clearly.

Name of Staff Member	Current Position	Roles and Responsibilities in the proposed program

10. A summary table of resources required to sustain the quality of scholarship at the undergraduate level. This could include a. teaching space, b. laboratory space, c. equipment, d. facilities, e. any other necessary resources (e.g. financial) not already noted.
Any new resources required to deliver the proposed program(s) must be noted clearly.

a. Teaching space
b. Laboratory space
c. Equipment
d. Facilities
e. Financial
f. Other

11. A 3-5 year plan demonstrating financial sustainability. SAC-QA is interested in assessing the Quality of the proposed undergraduate program(s) and will review this information through that lens.

Since the Senate Budget Committee will also consider this information, proponents are encouraged to seek advice from the Chair of SBC regarding the contents.

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Physical
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Financial
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Appendices

- i. Report on Library Resources (prepared by the Chief Librarian's office)
- ii. Report on Information Technology Resources (prepared by the Technology Services Centre)