

# How to Develop Your New Program

## Getting Started

If you're reading this page, you're already thinking about proposing a new educational program for inclusion in BCIT's program profile. This is the first in a series of "how to" documents that will help you develop your new program, including a persuasive proposal that will – with your due diligence – move your program smoothly and successfully through the review and approval processes set out in the [BCIT's Program Development & Change Policy & Procedure \(5401\)](#).

You'll be building the program and the proposal at the same time. Your efforts will result in two end products:

- 1 An educationally sound program design, ready for implementation upon approval
- 2 A complete proposal that both explains and promotes your proposed program

### *School operational plans*

School operational plans and budgets are required to describe any proposed new. The description is simply one or two paragraphs that provide a general idea of the level, title, and purpose of the program – the concept. If your Dean has not mentioned your proposed new program in the School's Operational Plan, please check with your Dean on whether or not to proceed with development.

### *Policy & Procedure 5401: your primary reference source*

All new program proposals, to varying degrees of scrutiny, will be approved by the parties involved in developing BCIT's program development & change policy and procedure. The policies reflect both Ministry guidelines, where applicable, and BCIT institutional requirements as set out by the VP Education, Research, & International, the Education Council, and the Board of Governors.

There are differences among the proposal formats, in the depth of evidence required, and in the number of review and approval steps, depending on the type of program you propose. Review the policy and procedure carefully, specifically the sections that apply to your program type, for example:

- Degrees
- Graduate Certificate
- Diploma/Certificate
- Industry Partnership Certificate

If you're unsure which credential would best suit your new program, please contact the Director, Program Development and Review.

## Templates, references and guidelines

Take a moment to scroll through the rest of the [LTC program development web page](#), noting the resources available to assist you with preparing your program proposal.

- **Section 1** gives practical advice on key development activities
- **Section 2** provides annotated templates for use in MSWord
- **Section 3** supplies guidelines for each of the committees involved in proposal review and approval.
- **Section 4** offers additional resources and references.

## Documentation required for new program proposals

Program	Concept Paper	Business Overview & Business Plan	Needs Assessment Report	Program Map	Program Structure Map	Course Outlines
Master's Degree	X	X	X	X	X	X
Bachelor's Degree	X	X	X	X	X	X
Graduate Certificate	X	X	X	X	X	X
Diploma/ Advanced Diploma	X	X	X	X	X	X
Advanced Certificate	X	X	X	X	X	X
Other Certificates	X	X	*	X	X	X

- \* Program champions need to check with their Dean about whether a Needs Assessment Report is required for the type of certificate they are proposing.

## Available support and assistance

New program development is a collaborative venture at BCIT with many stakeholder departments involved. Your [LTC School Liaisons and Instructional Development Consultants \(IDCs\)](#) will help guide you through the process of consultation and development. Please call on us.