

# Guidelines for Development, Review & Approval

## Internal Review Panel

The Internal Review Panel (IRP) provides a critical and objective review of the full proposal for baccalaureate- and master's-level degrees and Graduate Certificates to ensure consistency and standards across all programs. This review is one of several reviews that are conducted according to BCIT policy #5401, and should focus primarily on degree-level and academic issues (structure, breadth and depth, etc.).

## Responsibilities

Before the proposal proceeds to the next step in the process, the IRP should be satisfied that it meets the criteria listed below.

### Proposal Integrity by Section

- The degree level standards (per the DQAB) are appropriate and clearly stated (section 2 of the proposal).
- The degree credential and nomenclature are appropriate and broadly recognized (section 3).
- The program structure, content, aims, goals, and evaluation are appropriate and achievable (section 4).
- The learning methodologies and delivery model is appropriate (section 5).
- The admission, transfer and residency requirements are consistent with BCIT policies (section 6).
- The faculty identified to instruct the program are qualified and hold the appropriate credentials (section 7).
- Program resources (facilities, equipment, library, etc.) are identified and available or planned and budgeted for (section 8).
- Program consultation (internal and external) is sufficient and documented (section 9).
- The program has a clearly articulated process for on-going review and enhancement (section 10).
- The program map is appropriate and clear (appendix 1).
- Regulatory, licensing, accrediting body information and requirements are documented and addressed (appendix 5).
- The employability skills matrix demonstrates how the courses individually and collectively deliver specific employment skills (appendix 6).
- The needs assessment demonstrates the need for the program (appendix 7).
- Course outlines follow BCIT policy and templates, and demonstrate how the courses contribute to the program aims and goals (appendix 11).

## **Educational Integrity**

- The program rigour is appropriate for the credential being proposed (benchmarked with other programs and the BCIT credential standards (policy #5401, procedure PR1).
- The program adheres to the established framework for the credential being sought.
- The program's responses to issues recorded in the development report are appropriate and well supported.

## **Industry Relevance**

- The program reflects the current and emerging needs of industry (evidence of industry consultation).
- All reasonable measures have been taken to ensure that criteria and expectations of pertinent accreditation bodies are met.
- The program prepares students with transferable knowledge and skills.
- Mechanisms are defined to ensure that the program and the faculty remain current and relevant with respect to the evolving needs of industry.

## **Institutional Issues**

- The program fits with the strategic direction of both the School and Institute.
- Communication and consultation across the Institute about the new degree program is evident.
- The program makes appropriate use of other expertise and resources at the Institute (e.g., Academic Studies, School of Business, and CST).
- Practices and processes for program, curriculum and student management are appropriately documented and consistent with BCIT policy.

## **Ministry**

- Degree proposals adhere to Ministry guidelines and meet all requirements of the Degree Quality Assessment Board (DQAB).

## **Report to the Vice President, Education, Research, and International**

The IRP reports to the Vice President, Education, Research, and International on the outcome of the review and makes written recommendations. These recommendations normally fall into one of the following categories:

- Recommend
- Recommend with minor changes
- Recommend with major changes
- Do not recommend