

Guidelines for Development, Review & Approval

Stakeholder Meeting

The intent of a stakeholder meeting is to create awareness of this new program throughout the Institute and to provide the operational and service groups with some fundamental information about the proposed program.

The stakeholder meeting is usually held once the Concept paper has been approved and a program map has been developed (see the Program Development & Change Policy/Procedures 5401). This document lists the information you'll need for this meeting.

Program Information

- Program name
- Overall length of program
- Projected start date
- Type of credential
- Entrance requirements
- Program map
- Program structure map
- Program contact (program assistant, program head, program leader—email and phone number)
- Delivery format (full time, part time, part-time accelerated, modified delivery, distance education, online)
- Details of any practicum, clinical placement, preceptorship, co-op, or work-placement components of the program, if applicable (refer to Financial Aid & Awards Checklist for specific requirements)
- Minimum overall term passing grade, if applicable
- Location (campus) where program is taught

Library Information

- Indicate if current library resources (electronic, print, video) meet program requirements (discuss with librarian)
- Indicate new library resources required and estimated costs to acquire them
- Indicate any available funding sources for library resources

Marketing

- Indicate that the Marketing Department has been contacted to discuss issues such as recruitment goals, target markets, communication strategies and tactics, timelines, budget, etc.