

Proposal

*[Note: this template is only for new Associate Certificates that quality for an expedited process (maximum of 25% of the credits composed of new courses)]*

Associate Certificate in [Name of New Program]

School of [Name]

Office of the Vice President, Academic

[Day Month Year]

Table of Contents

[1 Purpose/Rationale 1](#_Toc517781864)

[1.1 Rationale for Expedited Process and Credential Type 1](#_Toc517781865)

[1.2 Description of the Profession/Industry 2](#_Toc517781866)

[1.3 Primary Reasons why the Program is Needed 2](#_Toc517781867)

[2 Brief Competitive Scan 3](#_Toc517781868)

[2.1 Competition for the Program 3](#_Toc517781869)

[2.2 Relationship to other Programs (internal or external) 3](#_Toc517781870)

[2.3 Internal Consultation 3](#_Toc517781871)

[2.4 Risks 3](#_Toc517781872)

[3 Program Description 4](#_Toc517781873)

[3.1 Program Aim 4](#_Toc517781874)

[3.2 Program Goals 4](#_Toc517781875)

[3.3 Program Structure 4](#_Toc517781876)

[3.4 Program Length 4](#_Toc517781877)

[3.5 Delivery Methods and Location 5](#_Toc517781878)

[3.6 Potential Students 5](#_Toc517781879)

[3.7 Admission Requirements 5](#_Toc517781880)

[3.8 Faculty 5](#_Toc517781881)

[3.9 Facilities and Equipment 5](#_Toc517781882)

[4 School Working Group 6](#_Toc517781883)

[5 Expected Key Program Milestone Dates 7](#_Toc517781884)

[Appendices 9](#_Toc517781885)

[Appendix 1: Program Goals Integration 11](#_Toc517781886)

[Appendix 2: Correspondence and Related Documents 12](#_Toc517781887)

[Appendix 3: Course Outlines 13](#_Toc517781888)

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| --- |
| [Template dated: September 2020][BEFORE YOU BEGIN:This template should only be used for new associate certificate proposals, when the majority of courses are existing:* Courses can be from any School/program at BCIT;
* Maximum 25% of credits can be composed of new courses (e.g. for an associate certificate at 15 minimum credits, one new 3 credit course could be included).

The text in the square brackets indicates guidelines for completing this document. Delete and/or replace this text as you work through the document. Keep the text that is not in square brackets. When writing the proposal, be as succinct as possible and ensure key information is clearly articulated. Where appropriate, consider presenting information using tables, images, or bullet points, and incorporating examples to help clarify.Make sure you update the date on the cover with each revision so everyone involved knows they are working on the most recent version.* There are several components to this document, and there is a template for each one. The templates are all found at this location: <https://www.bcit.ca/academic-planning-quality-assurance/program-development/>
* Course Outlines

When this proposal is ready to be submitted to Academic Planning and Quality Assurance (APQA) within the VP Academic Office, it must be accompanied by the following documents (templates located at URL above):* Business Plan (to be completed by the School)
* Development Report [to be completed by the Instructional Development Consultant (IDC)]
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# Purpose/Rationale

## Rationale for Expedited Process and Credential Type

[Briefly describe how the proposed program aligns with the criteria for an expedited process. Describe the appropriateness of the credential type (Associate Certificate) for the proposed program.]

## Description of the Profession/Industry

[Briefly describe the profession/industry. Include relevant NOC (National Occupation Classification) codes.]

## Primary Reasons why the Program is Needed

[Describe what needs the program will meet (i.e. labour market needs), the uniqueness of the program, and its importance to stakeholders (i.e. students, employers). Describe employment opportunities for graduates. Refer specifically to employment data for the proposed program found in the current British Columbia Labour Market Outlook Report:  <https://www.workbc.ca/Labour-Market-Industry/Labour-Market-Outlook.aspx>.  If the proposed program is included in the Report’s list of “High Opportunity Occupations”, be sure to highlight this alignment. Include evidence of industry support (e.g. letter from PAC, industry, survey, etc.).]

# Brief Competitive Scan

## Competition for the Program

[Identify existing programs that would serve a similar need or attract a similar target audience. Provide rationale for proceeding if the proposed program creates duplication.]

## Relationship to other Programs (internal or external)

[Describe potential pathways/laddering between the proposed program and existing internal/external programs. Include description of any collaborations.]

## Internal Consultation

[Describe consultation with internal stakeholders (academic and Ops/Service).]

## Risks

[Describe risks incurred by the Institute in offering and/or *not* offering the proposed program.]

# Program Description

## Program Aim

[Write a brief statement that succinctly describes the overall purpose of the program and the needs it will meet.]

## Program Goals

[Identify the program goals for the proposed program. Program goals are program level statements that articulate what a graduate is able to do on program completion. Program goals are the foundation for courses and course-level learning outcomes. Complete the program goal integration matrix in the appendices.]

## Program Structure

[Describe the structure of the program, including major content themes. List which courses are proposed to be included, and overall program credits. Complete and edit the table below as appropriate which can serve as the program map *(note a maximum of 25% of credits can be new (non-existing) courses*). In addition, outline experiential learning opportunities that will be incorporated in the program. Identify whether a capstone course/project is planned.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number & Name | # credits | Existing course(s) | New Course(s) | Comments (e.g. co-requisites or prerequisites; or new course information) |
| [E.g. FMGT 1152 (Accounting for the Manager)] | [3] | [X] |  |  |
| [E.g. MINE 1100 (Introduction to the Minerals Industry)] | [3] | [X] |  |  |
| [E.g. SUST 2XXX…] | [3] |  | [X] | [New course focussed on …] |
| … |  |  |  |  |
|  |  |  |  |  |
| TOTAL | # |  |  |  |

## Program Length

[Describe the anticipated completion timeframe for students.]

## Delivery Methods and Location

[State whether the program will be offered full-time and/or part-time. Describe the planned delivery methods, such as face-to-face, blended, and online. Identify whether the program will be delivered using a cohort or course-by-course registration model. Identify at which campus the program will be offered.]

## Potential Students

[Describe the potential students for the program, including anticipated backgrounds (e.g. completed credentials, certifications, work experience, etc.). Identify anticipated annual student enrolment.]

## Admission Requirements

[Describe any admission requirements for the program. Generally, associate certificates do not have admission requirements assessed for entry; if specific admission requirements will be needed for this program, please explain the rationale. Refer to relevant sections of the Admission Policy 5003 and Procedure.]

## Faculty

[Describe the requirements for faculty teaching in this proposed program, including necessary qualifications and experience (refer to Policy 5601 – Faculty Qualifications)]

## Facilities and Equipment

[Describe facilities (e.g. classrooms, computer labs, specialized laboratories, shops) and equipment required for the program to be successful, and how BCIT has the capability to deliver the program.]

# School Working Group

| Member | Relation to Program |
| --- | --- |
|  | Associate Dean |
|  | Program Champion |
|  | Instructional Development Consultant (LTC) |
|  |  |

# Expected Key Program Milestone Dates

Proposal approved by Education Council:

Proposal final approval (Board of Governors):

First intake of students:

# Appendices

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Appendix 1: Program Goals Integration

| Goals | [Course #1] | [Course #2] | [Course #3] | [Course #4] | [Course #5] | [Course #... (add columns as needed)] |
| --- | --- | --- | --- | --- | --- | --- |
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Appendix 2: Correspondence and Related Documents

[Scan and include documents of any correspondence relating to consultations undertaken and letters of support. Letters of support should demonstrate support for the proposed program from the relevant stakeholder groups (e.g., relevant industry sectors, accrediting bodies, etc.).]

Appendix 3: Course Outlines

[Include **all** course outlines in alphanumeric order. Clearly indicate on each course outline which courses are new, revised, or existing.]

* [Use BCIT’s approved course outline template available at <https://www.bcit.ca/academic-planning-quality-assurance/program-development/>. Include a course outline for each course in the program. Ensure you follow the following policies and procedures when developing course outlines:

Policy 5403 (Course Outlines & Course Names),
<http://www.bcit.ca/files/pdf/policies/5403.pdf>

Procedure 5403-PR1 (Course Outlines),
<http://www.bcit.ca/files/pdf/policies/5403_pr1.pdf>

Procedure 5403-PR2 (Course Names),
<http://www.bcit.ca/files/pdf/policies/5403_pr2.pdf>

Policy 5012 (Assigning of Credits to Courses),
<http://www.bcit.ca/files/pdf/policies/5012.pdf>..]

[Course outlines should be written by faculty members whose expertise matches the proposed course.]

[Ensure course credit calculations follow the requirements outlined in Policy 5012: Assigning of Credits to Courses (<http://www.bcit.ca/files/pdf/policies/5012.pdf>)]

[For new courses, include at least the first number in the course code to identify the intended level of rigour for the course (e.g. FMGT 2XXX, INTD 3XXX). Course learning outcomes should be written to match the intended level of rigour.]

[All course outlines should have learning outcomes that clearly identify the type and depth of learning students are expected to achieve in each course; ensure ***all*** course outlines (new, revised, and existing courses) included in proposals are reviewed for quality and revised as appropriate.]