

**Special Ops and Services Consultation**

***[***“Special” consultation with the Ops and Services group may be requested by program areas when needed for their planned changes that are **not part of the major change or new program development processes**. This meeting is not intended as a substitution for the regularly scheduled Ops and Services meetings that align with the EDCO/BOG approval cycle. Program areas are responsible for setting up the meeting with the stakeholders to discuss the proposed changes. Please complete this form and attach it to the invitation when requesting a special Ops and Services consultation. Feel free to provide any additional information if applicable. The Ops and Services contact list is available in the ShareSpace link below***:*** <https://sharespace.bcit.ca/sites/progdr/prog_devel/opservicescontact/Forms/AllItems.aspx>***]***

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| 1. Program name: |  |
| 2. Full-time, PTS, or other (specify): |  |
| 3. Program contact person and role: |  |
| 4. What are the proposed changes? |  |
| 5. What is the anticipated implementation date? |  |
| 6. Background (any relevant information such as rationale for context) |  |
| 7. What consultation that has been done so far? |  |