**Certificate/Diploma Proposal**

**SQC Report**

**School of [Name]**

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| Program Name: |  |
| Program Champion(s): |  |
| Date Reviewed: |  |
| Committee Members Present: |  |

**Proposal:**

In providing a critical and objective review of the proposal for the credential being sought, the committee should be satisfied that a new program proposal meets the criteria outlined below.

**Educational Integrity**

* The program is at the level appropriate to the credential being sought (benchmarked with other programs and BCIT credential standards).
* The program aims and goals are clearly articulated, realistic, and achievable.
* The program content (course outlines) flows from the program aims and goals.
* Teaching, learning, and assessment methods facilitate the achievement of the program aims and goals.
* The program has educational integrity (an integrated, coherent learning experience that builds on prerequisite knowledge).
* There is an appropriate balance of theory and practice.
* The program documentation and program map are clearly presented.

**Industry Relevance**

* There is evidence that the program reflects the current and emerging needs of industry.
* There is evidence that the program has the support of the relevant professional and accreditation bodies (as appropriate).
* The program prepares students with transferable knowledge and skills.
* Teaching and learning strategies used to achieve “employability skills” are identified, realistic, and achievable.
* There is evidence of adequate justification for the program.

**Institutional Issues**

* The program fits with the strategic direction of both the School and Institute.
* Communication and consultation across the Institute about the new program is evident.
* The program makes appropriate use of other expertise and resource departments at the Institute and avoids academic duplication within BCIT.

**Resources**

* The human and capital resources needed to run the program have been clearly identified.
* Faculty qualifications are appropriate for the level of credential.

**Format**

* The program proposal uses the relevant proposal template (as approved by EdCo), adheres to the guidelines and meets all requirements of the BCIT Program Development & Credentials Policy & Procedures (5401) for this specific credential. Templates are on the Academic Planning & Quality Assurance website.

**Accuracy**

* The information contained in the program proposal is consistent and accurate (for example, credit calculations are accurate and there is consistency between the body of the proposal, the program map and course outlines).

**Outcome of Proposal Review**

The Chair will provide a report of the committee’s findings/recommendations to the Dean and the program champion. This report will be included with the Development Report (created and maintained by the IDC on the School Working Group). The Dean will approve the program prior to forwarding the proposal to the Office of the VP Academic (VPA) along with any additional comments as appropriate. Note: The SQC can be a valuable resource for developers of proposals at all stages of program development. It is recommended that on-going communication/consultation occur between the program developers and the SQC, via the Chair of the SQC, throughout the development process.

1. **Executive Summary** 
   1. **Proposed Credential and Rationale for the Program (***Key information clearly presented)*

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| SQC Comments: | Program Response: |

* 1. **Labour Market Demand and Student Supply**

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| SQC Comments: | Program Response: |

* 1. **Program Structure and Key Components**

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| SQC Comments: | Program Response: |

* 1. **Program Contact Information**

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| SQC Comments: | Program Response: |

1. **Program Description**
   1. **Rationale for the Credential Type (***Clear information regarding credential type, school, any collaborations)*

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| SQC Comments: | Program Response: |

* 1. **Primary Reasons why the Program is Needed (***Clear rationale for proposed program provided)*

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| SQC Comments: | Program Response: |

* 1. **Program Alignment with BCIT’s Mandate and Strategic Plan (***Alignment with BCIT & School Strategic Plan)*

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| SQC Comments: | Program Response: |

* 1. **Program Alignment with BCIT’s Learning and Teaching Framework**

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| SQC Comments: | Program Response: |

* 1. **Target Student Audience(s) and Demand (***Needs assessment summarized (target student audience & demand, labour market demand, industry support))*

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| SQC Comments: | Program Response: |

* 1. **Labour Market Demand for the Program (***Alignment with current BC Labour Market Outlook)*

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| SQC Comments: | Program Response: |

* 1. **Implementation Plan (***Implementation plan outlined)*

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| SQC Comments: | Program Response: |

1. **Curriculum**
   1. **Program aim (***Program aim & goals clearly articulated and appropriate for credential level)*

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| SQC Comments: | Program Response: |

* 1. **Program goals**

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| SQC Comments: | Program Response: |

* 1. **Program Structure and Length (***Program structure clearly described and appropriate to credential)*

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| SQC Comments: | Program Response: |

* 1. **Courses and Curriculum Requirements (***Courses support program goals (balance of theory/practical, prerequisite knowledge). Work experience component (if any) clearly described and aligned with program goals))*

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| SQC Comments: | Program Response: |

* 1. **External Standards, Certification, and Accreditation (***Curriculum supports relevant accreditation/external standards)*

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| SQC Comments: | Program Response: |

1. **Program Delivery**
   1. **Learning Methodologies (***Learning methodologies appropriate for program)*

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| SQC Comments: | Program Response: |

* 1. **Delivery Methodologies (***Delivery methodologies appropriate for program)*

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| SQC Comments: | Program Response: |

* 1. **Student Assessment (***Assessment methods appropriate for program)*

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| SQC Comments: | Program Response: |

* 1. **Safety and Risk Management Factors (***Safety and risk management factors identified (if any))*

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| SQC Comments: | Program Response: |

1. **Admission and Transfer**
   1. **Admission Requirements (***Admission requirements clearly outlined & appropriate for credential type)*

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| SQC Comments: | Program Response: |

* 1. **Transfer Arrangements (***Transfer arrangements outlined)*

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| SQC Comments: | Program Response: |

* 1. **Residency Requirements (***Residency requirements described)*

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| SQC Comments: | Program Response: |

1. **Program Resources**
   1. **Faculty (***Faculty qualifications appropriate for content & credential type)*

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| SQC Comments: | Program Response: |

* 1. **Facilities and Equipment (***Facilities & equipment described and appropriate to program)*

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| SQC Comments: | Program Response: |

* 1. **Program Service Requirements (***Program service requirements described)*

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| SQC Comments: | Program Response: |

1. **Program Consultations**
   1. **Consultations with Post-Secondary Institutions (***External consultation documented & appropriate (industry & post-secondary))*

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| SQC Comments: | Program Response: |

* 1. **Other External Consultations (**

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| SQC Comments: | Program Response: |

* 1. **Internal Consultations (***Internal consultation documented & appropriate)*

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| SQC Comments: | Program Response: |

* 1. **Benchmarking (***Benchmarking with other programs outlined)*

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| SQC Comments: | Program Response: |

1. **Quality Assurance and Control**
   1. **Program Advisory Committee (***Potential PAC members & their industry affiliations listed)*

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| SQC Comments: | Program Response: |

* 1. **Ongoing Program Review and Evaluation (***Ongoing process for review of program described)*

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| SQC Comments: | Program Response: |

1. **Other Information**

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| SQC Comments: | Program Response: |

**Appendices** (*All required appendices included & complete)*

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| SQC Comments: | Program Response: |

**Formatting, Typography, and Grammar:**

(*Required template used for credential type*

*Grammar/spelling correct*

*Formatting consistent (e.g. table of contents, page numbers, header/footers, etc.)*

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| SQC Comments: | Program Response: |

**Course Outlines:**

*(Credits calculated correctly*

*Course learning outcomes match rigour indicated by course numbers, and are stated in measurable/observable language*

*Credit counts consistent on program map, course outlines, etc.*

*Prerequisites consistent on course outlines)*

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| SQC Comments: | Program Response: |

**Overall Comments:**

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| SQC Comments: | Program Response: |

[Note: could add additional information, e.g. detailed comments on individual course outlines]

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| **School Quality Committee Recommendations:**  The issues and concerns itemized above need to be considered and addressed, and a response submitted by the Program Champion.  The SQC endorses the Proposal for a [credential & name of new program]. |

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| Prepared by: |  | Date: |  |
|  | *School Quality Committee Chair* |  |  |
|  |  |  |  |
| Approved by: |  | Date |  |
|  | *Dean School of [name]* |  |  |