**Degree Proposal** 

**SQC Report**

**School of [Name]**

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| Program Name and Credential (e.g. B.Sc., B.Eng., B. Tech, etc.): |  |
| 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 in the SQC Guidelines (<https://www.bcit.ca/files/apqa/pdf/school_quality_committee_guidelines.pdf>).

**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 Academic Planning and Quality Assurance (APQA) within 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** (*Key information summarized and clearly presented)*
	1. [ ]  **Institute Overview**

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| SQC Comments: | Program Response: |

* 1. **Proposed Credential**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Location**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Name of School**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Anticipated Program Start Date**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Anticipated Completion Time**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Summary of Proposed Program**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Institute Contact Person**

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| SQC Comments: | Program Response: |

1. **Degree Level Standard** (*The proposed program clearly meets the degree level standards in all 6 categories)*
	1. [ ]  **Depth and Breadth of Knowledge**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Knowledge of Methodologies and Research**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Application of Knowledge**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Communication Skills**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Awareness of Limits of Knowledge**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Professional Capacity/Autonomy**

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| SQC Comments: | Program Response: |

1. **Credential Recognition and Nomenclature**

*(There is clear evidence that the credential type and program name will be recognized by other post-secondary institutions, professional bodies, industry, etc.*

*As appropriate, there is evidence of alignment between the proposed program and any requirements outlined by accrediting/regulatory/licensing/professional bodies)*

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| SQC Comments: | Program Response: |

1. **Curriculum and Program Content**
	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. Program structure is logical, progression is evident. Work experience component (if any) clearly described and aligned with program goals.)*

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Course Work (Masters Only) (***appropriate design for research component, clear description of processes for thesis supervision and defence, clear graduate program structure)*

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Research (Masters Only)**

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Thesis and Defense (Masters Only)**

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Supervisors (Masters Only)**

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Research Management (Masters Only)**

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Thesis Committee (Masters Only)**

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Graduate Program Committee (Masters Only)**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Courses and Curriculum Requirements (***Alignment with BCIT Mission, Vision, Mandate & Strategic Plan. Courses support program goals (balance of theory/practical, prerequisite knowledge).)*

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Courses Descriptions**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Student Evaluation (***Student evaluation methods are appropriate for program)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **External Review (***External review information included (as much as currently available))*

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| SQC Comments: | Program Response: |

* + 1. [ ]  **External Panel Review**

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| SQC Comments: | Program Response: |

* + 1. [ ]  **Benchmarking (***Benchmarking provides full picture of similar programs)*

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| SQC Comments: | Program Response: |

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

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| SQC Comments: | Program Response: |

* 1. [ ]  **Program Delivery (***Delivery methodologies appropriate for program)*

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| SQC Comments: | Program Response: |

1. **Admission and Transfer/Residency**
	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. **Faculty**

*(Current faculty complement fully described (including academic and professional qualifications, industry experience, professional development and scholarly activities) and plans for any future additional faculty included.*

*Faculty qualifications appropriate for content & credential type)*

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| SQC Comments: | Program Response: |

1. **Program Resources**
	1. [ ]  **Facilities and Equipment (***Facilities & equipment described and appropriate to program)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Learning Resources (***Learning resources (including Library, Learning & Teaching Centre, etc.) adequately described and appropriate to program)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Program Service Requirements (***Program service requirements described and adequate to program)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Program Implementation (***Program implementation plan clearly described and achievable)*

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| SQC Comments: | Program Response: |

1. **Program Consultation and Needs Assessment**

*(External consultation documented & appropriate (industry & post-secondary)*

*Internal consultation documented & appropriate*

*Clear summary of needs assessment included*

*Alignment with current BC Labour Market Outlook)*

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| SQC Comments: | Program Response: |

1. **Program Review and Assessment**
	1. [ ]  **BCIT Program Review and Assessment (***BCIT Program Review processes adequately described)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Internal Review (***Process for ongoing internal and external review of program described and appropriate)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **External Review**

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| SQC Comments: | Program Response: |

1. **References**

*(All relevant references included and appropriately formatted)*

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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]* |  |  |