**Notice of Intent**

**SQC Report**

**School of [Name]**

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

**Notice of Intent:**

The SQC reviews notices of intent for new programs to ensure all aspects of the notice of intent template are effectively addressed and that the program being proposed aligns with the School’s strategic direction. The SQC may also provide recommendations to the program champions on issues they should consider when developing the full proposal. The SQC should be satisfied that the notice of intent aligns with the following criteria:

* Clear purpose/rationale, including description of the profession/industry, primary reasons why the program is needed, alignment with provincial direction and BCIT’s mandate/Strategic Plan, and opportunities for certification/accreditation.
* Brief competitive scan, including competition for the program, relationship to other programs (internal or external), and risks to offering/not offering the program.
* Program description, including program aim and goals, clear rationale for the credential type, initial description of the program structure and length, plans for delivery methods and location, and a description of potential students and entry requirements.
* An appropriate school working group is identified.
* Reasonable milestone dates are planned for program development/approval/launch

**Outcome of Notice of Intent 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 Instructional Development Consultant (IDC) on the School Working Group). The Dean will approve the program prior to forwarding the notice of intent to the Office of the VP Academic (VPA) along with any additional comments as appropriate.

1. **Purpose/Rationale**
	1. [ ]  **Description of profession/industry (***Clear description of profession/industry included)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Primary reasons why the program is needed (***Clear statement about primary reason why the program is needed)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Alignment with provincial direction (***Aligns with current BC Labour Market Outlook)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Alignment with Mandate and Strategic Plan (***Alignment with BCIT mandate and Strategic Plan & school plans)*

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| SQC Comments: | Program Response: |

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

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| SQC Comments: | Program Response: |

* 1. [ ]  **Graduate certification/program accreditation (***Outline of certification/accreditation options included)*

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| SQC Comments: | Program Response: |

1. **Brief Competitive Scan**
	1. [ ]  **Competition for the program (***Has competition for this program been assessed?)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Relationship to other programs (internal or external) (***Relationship to other programs is described)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Risks (***Are risks adequately addressed (offering/not offering)?)*

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| SQC Comments: | Program Response: |

1. **Program Description**
	1. [ ]  **Program aim (***Does the program aim clearly describe the overall program purpose and the needs it will meet?)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Program goals (***Are program goals clearly articulated, and appropriate to the credential level and industry?)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Rational for credential type (***Is the rationale for the credential type appropriate? Has an appropriate program name been identified?)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Structure of the program (***Does the program structure appear logical and appropriate, including overall length?)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Program length**

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| SQC Comments: | Program Response: |

* 1. [ ]  **Delivery methods and location (***Are the delivery methods appropriate for potential students, content, program goals?)*

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| SQC Comments: | Program Response: |

* 1. [ ]  **Potential students (***Has the target student audience been adequately described? Are the proposed entry qualifications appropriate?)*

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| SQC Comments: | Program Response: |

1. **School Working Group**

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| SQC Comments: | Program Response: |

1. **Expected Key Program Milestone Dates***Are the milestone dates identified and achievable?*

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| SQC Comments: | Program Response: |

**Formatting, Typography, and Grammar:***Grammar/spelling correct
Formatting consistent (e.g. page numbers, header/footers, etc.)*

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| SQC Comments: | Program Response: |

**Overall Comments:**

[Note: could add additional information.]

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| SQC Comments: | Program Response: |

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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 notice of intent for [credential & name of program]. |

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