**SQC Report**

**[School]**

**Notice of Intent**

**Program Name:**

**Program Champion:**

**Date Reviewed:**

**Committee Members Present:**

| **Criteria & SQC Comments** | **Program Response** |
| --- | --- |
| ***Purpose & Rationale**** *Clear description of profession/industry included*
* *Clear statement about primary reason why the program is needed*
* *Alignment with the BC Jobs Plan*
* *Alignment with BCIT mandate and Strategic Plan & school plans*
* *Outline of certification/accreditation options included*

SQC Comments: |  |
| ***Brief Competitive Scan**** *Has competition for this program been assessed?*
* *Relationship to other programs is described*
* *Are risks adequately addressed (offering/not offering)?*

SQC Comments: |  |
| ***Program Description**** *Does the program aim clearly describe the overall program purpose and the needs it will meet?*
* *Are program goals clearly articulated, and appropriate to the credential level and industry?*
* *Is the rationale for the credential type appropriate?*
* *Has an appropriate program name been identified?*
* *Does the program structure appear logical and appropriate, including overall length?*
* *Are the delivery methods appropriate for potential students, content, program goals?*
* *Has the target student audience been adequately described?*

*Are the proposed entry qualifications appropriate?*SQC Comments: |  |
| ***Key Program Milestones**** *Are the milestone dates identified and achievable?*

SQC Comments: |  |
| ***Format & accuracy**** *Grammar/spelling correct*
* *Formatting consistent (e.g. page numbers, header/footers, etc.)*

SQC Comments: |  |

|  |
| --- |
| **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 a [credential & name of new program]. |

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