**SQC Report**

**[School]**

**Notice of Intent**

**Program Name:**

**Program Champion:**

**Date Reviewed:**

**Committee Members Present:**

| **Criteria & SQC Comments** | **Program Response** |
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| ***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: |  |

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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 a [credential & name of new program]. |

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