**SQC Report**

**[School]**

**New Program Proposal (International Partnership Credential)**

**Program Name:**

**Program Champion:**

**Date Reviewed:**

**Committee Members Present:**

| **Criteria & SQC Comments** | **Program Response** |
| --- | --- |
| ***1. Executive Summary***   * *Clear rationale for proposed program provided*   SQC Comments: |  |
| ***2. Program Description***   * *Proposed credential and who will be awarding the credential clearly outlined* * *Alignment with BCIT & proposed partner mandates evident* * *Target student audience & anticipated annual enrolment outlined* * *Implementation plan outlined*   SQC Comments: |  |
| ***3. Assessment of Proposed International Partner***   * *Clear description of international partner, including institution’s standing in national educational system and partner’s scope of programming* * *Recognition of partner institution’s graduates outlined* * *Faculty member qualifications clearly described* * *Description included of any other international agreements held by partner institution*   SQC Comments: |  |
| ***4. Curriculum***   * *Structure of existing domestic program described* * *Proposed modifications to existing program clearly explained and appropriate rationale provided* * *Issues related to language of instruction fully described* * *Description of any relevant certifications and/or industry standards included*   SQC Comments: |  |
| ***5. Program Delivery***   * *Learning methodologies described and compared to domestic program* * *Delivery methodologies described, including description of any related infrastructure needs to support delivery methodologies* * *Student assessment methods described and compared to domestic program*   SQC Comments: |  |
| ***6. Admission & Transfer***   * *Admission requirements and process clearly outlined* * *Transfer arrangements outlined* * *Residency requirements described*   SQC Comments: |  |
| ***7. Program Resources***   * *Faculty qualifications required for teaching the program are clearly outlined; summary qualifications of faculty who will be teaching the proposed program included (for both partner institution and domestic program faculty)* * *Facilities & equipment described* * *Program services offered by partner institution described*   SQC Comments: |  |
| ***8. Quality Assurance & Quality Control***   * *Description included of activities by both partner institution and BCIT to ensure currency/relevancy of curriculum* * *Description included of how program will be evaluated on an ongoing basis by BCIT (all aspects in template addressed)*   SQC Comments: |  |
| ***9. Other Information***  SQC Comments: |  |
| ***Appendices***   * *All required appendices included & complete*   SQC Comments: |  |
| ***Format & accuracy***   * *Required template used for credential type* * *Grammar/spelling correct* * *Formatting consistent (e.g. table of contents, 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 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]* |  |  |