**SQC Report**

**[School]**

**New Program Proposal [Degree-Level Programs]**

*[Note: section titles and criteria are based on template for Bachelor/Master’s degrees; some criteria will not apply to Graduate Certificate proposals]*

**Program Name:**

**Program Champion:**

**Date Reviewed:**

**Committee Members Present:**

| **Criteria & SQC Comments**  | **Program Response** |
| --- | --- |
| 1. ***Executive Summary***
* *Key information summarized and clearly presented*

SQC Comments: |  |
| 1. ***Degree Level Standard***
* *The proposed program clearly meets the degree level standards in all 6 categories*

SQC Comments: |  |
| 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*

SQC Comments: |  |
| ***4. Curriculum & Program Content**** *Program aim & goals clearly articulated and appropriate for credential level*
* *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*
* ***For Master’s programs only****: appropriate design for research component, clear description of processes for thesis supervision and defence, clear graduate program structure*
* *Alignment with BCIT Mission, Vision, Mandate & Strategic Plan*
* *Courses support program goals (balance of theory/practical, prerequisite knowledge)*
* *Student evaluation methods are appropriate for program*
* *External review information included (as much as currently available)*
* *Benchmarking provides full picture of similar programs*

SQC Comments: |  |
| ***5. Learning Methodologies and Program Delivery**** *Learning methodologies appropriate for program*
* *Delivery methodologies appropriate for program*

SQC Comments: |  |
| ***6. Admission & Transfer/Residency**** *Admission requirements clearly outlined & appropriate for credential type*
* *Transfer arrangements outlined*
* *Residency requirements described*

SQC Comments: |  |
| ***7. Faculty**** *Current faculty complement fully described (including academic and professional qualifications, industry experience, professional development activities) and plans for any future additional faculty included*
* *Faculty qualifications appropriate for content & credential type*

SQC Comments: |  |
| ***8. Program Resources**** *Facilities & equipment described and appropriate to program*
* *Learning resources (including Library, Learning & Teaching Centre, etc.) adequately described and appropriate to program*
* *Program service requirements described and adequate to program*
* *Program implementation plan clearly described and achievable*

SQC Comments: |  |
| ***9. Program Consultation & Needs Assessment**** *External consultation documented & appropriate (industry & post-secondary)*
* *Internal consultation documented & appropriate*
* *Clear summary of needs assessment included*
* *Alignment with BC Jobs Plan*

SQC Comments: |  |
| ***10. Program Review & Assessment**** *BCIT Program Review processes adequately described*
* *Process for ongoing internal and external review of program described and appropriate*

SQC Comments: |  |
| ***11. References**** *All relevant references included and appropriately formatted*

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: |  |
| ***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*

SQC Comments: |  |

[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]* |  |  |