**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]

|  |
| --- |
| **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]. |

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