**SQC Report**

**[School]**

**New Program Proposal [Diploma/Certificate Programs]**

*[Note: section titles/criteria are based on template for Diploma/Certificate; for Industry Partnership Certificate proposals, additional criteria related to the industry partner will apply, as per the proposal template]*

**Program Name:**

**Program Champion:**

**Date Reviewed:**

**Committee Members Present:**

| **Criteria & SQC Comments** | **Program Response** |
| --- | --- |
| 1. ***Executive Summary***  * *Key information clearly presented*   SQC Comments: |  |
| ***2. Program Description***   * *Clear information regarding credential type, school, any collaborations* * *Clear rationale for proposed program provided* * *Alignment with BCIT & School Strategic Plan* * *Needs assessment summarized (target student audience & demand, labour market demand, industry support)* * *Alignment with BC Jobs Plan* * *Implementation plan outlined*   SQC Comments: |  |
| ***3. Curriculum***   * *Program aim & goals clearly articulated and appropriate for credential level* * *Program structure clearly described and appropriate to credential* * *Courses support program goals (balance of theory/practical, prerequisite knowledge)* * *Work experience component (if any) clearly described and aligned with program goals* * *Curriculum supports relevant accreditation/external standards*   SQC Comments: |  |
| ***4. Program Delivery***   * *Learning methodologies appropriate for program* * *Delivery methodologies appropriate for program* * *Assessment methods appropriate for program* * *Safety and risk management factors identified (if any)*   SQC Comments: |  |
| ***5. Admission & Transfer***   * *Admission requirements clearly outlined & appropriate for credential type* * *Transfer arrangements outlined* * *Residency requirements described*   SQC Comments: |  |
| ***6. Program Resources***   * *Faculty qualifications appropriate for content & credential type* * *Facilities & equipment described and appropriate to program* * *Program service requirements described*   SQC Comments: |  |
| ***7. Consultations***   * *External consultation documented & appropriate (industry & post-secondary)* * *Internal consultation documented & appropriate* * *Benchmarking with other programs outlined*   SQC Comments: |  |
| ***8. Quality Assurance***   * *Potential PAC members & their industry affiliations listed* * *Ongoing process for review of program described*   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: |  |
| ***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]* |  |  |