**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]* |  |  |