



PROGRAM DEVELOPMENT: Operational and Service Groups Meeting

Before a new program or major changes to a program are implemented, an Operational and Service Groups meeting will be scheduled to discuss logistical issues. Once a new program or major changes to a program have been approved (see Policy/Procedures 5401), an Electronic Program Update Form must be completed to implement the new program or program changes.

The Operational and Service Groups meeting will be scheduled prior to the proposal being submitted for approval by Education Council or the Office of the VP Academic, depending on the credential (see Policy/Procedures 5401). Following this meeting, the program information coordinator will contact the program champion to complete the Electronic Program Update Form.

All information detailed below is required for the Operational and Service Groups meeting.

- Program title
- Program credential
- Program map (ensure any options in the program are clearly marked)
- Projected start date
- Which admission model the program will be using:
 - *Model 1: First qualified, first accepted* (Applicants will be assessed by Admissions and accepted to a program when the entrance requirements have been met.)
 - *Model 3: Competitive selection model – pooled applicants* (Applications will be assessed by Admissions for basic academic requirements until a deadline date. At the deadline date, all applications will be sent to the department for review. The program can then request additional information from applicants – discuss with Admissions.)
- Which of the 50% of coursework required by BCIT policy **must** be completed at BCIT (which courses will the program area **not** allow transfer credit)
- Courses for which Prior Learning & Recognition (PLAR) process can be used
- Courses where minimum required course grade is different from the BCIT policy of 50% (subject and course number)
- Maximum allowable transfer credit (BCIT policy default is 50%)
- Maximum number of years allowed for program completion (BCIT policy default is 7 years)
- Whether the program can be used to ladder into other programs, or if other programs ladder into this program
- Evidence that a marketing communication plan is being developed or is in place
- Details of applicant recruitment plan, including information sessions, etc.
- Whether or not graduates of this program will attend BCIT convocation ceremonies (programs eligible for convocation have 45 or more credits or are advanced credentials – see Policy 4113)



If the program will be **block registration** (full-time or part-time):

- Number of intakes per year
- Start date and end date of each intake
- Total training hours/weeks
- Start and end dates of each **level** of each intake
- Start and end dates of all breaks in study
- Capacity plus overage for each intake
- If the program is broken into a number of sets, indicate the number of students per set
- Whether or not there will be a marks review process at the end of each term
 - If no marks review process:
 - will grades be submitted to Records at the end of each term?
 - are students required to be successful in each course in one term before they are permitted to continue into the next term?
- Whether or not the program will permit provisional passes into next term courses
- Whether or not the program will accept advanced placement applicants
- Tuition cost, if program does not follow regular full-time tuition, and an explanation of why it does not follow regular tuition

If the program will be **course-by-course registration**:

- Application for program approval assessment – will there be any special considerations for this program? Will a Program Assessor be involved?

Financial Information

- Estimated costs for books and supplies (Student Financial Aid and Awards will request that the program head/chief instructor complete Student Aid BC cost sheets itemizing all costs)
- Whether or not the program is base budget funded, cost recovery, partnership, or has other source of funding (provide details including the name of any partnered organizations)
- Note: If tuition fee includes cost of materials such as computer hardware or software, camera equipment, tools, etc. this must be itemized in the fee breakdown section of the Electronic Program Update Form.

Library Information

- Completed checklist for Library Collections and Services (<http://www.bcit.ca/library/facultystaff/newprogram.shtml>)

Web Information

- Completed BCIT Web Site Information Submission document for information to be displayed on the corporate web site and in publications (include program map, department web site name, and URL if department has their own web site)