

How to Develop Your New Program

Getting Started

If you are reading this page, you are already thinking about proposing a new educational program for inclusion in BCIT's program profile. This is the first in a series of "how to" documents that will help you develop your new program, including a persuasive proposal that will – with your due diligence – move your proposed program smoothly through the review and approval processes set out in the [BCIT's Program Development and Credentials Policy and Procedures \(5401\)](#).

You will be building the program and the proposal at the same time. Your efforts will result in two end products:

- 1 A complete proposal that both explains and promotes your proposed program
- 2 An educationally sound program design, ready for implementation upon approval

School operational plans

School operational plans and budgets are required to describe any proposed new program. The description is simply one or two paragraphs that provide a general idea of the level, title, and purpose of the program – the concept. If your Dean has not mentioned your proposed new program in the School's Operational Plan, please check with your Dean on whether or not to get started.

Policy and Procedures 5401: your primary reference source

All new program proposals, to varying degrees of scrutiny, will be approved by the parties involved in developing BCIT's program development and credentials policy and procedures. The policy reflects both Ministry guidelines, where applicable, and BCIT institutional requirements as set out by the VP Academic, the Education Council, and the Board of Governors.

There are differences among the proposal formats, in the depth of evidence required, and in the number of review and approval steps, depending on the type of program you propose. Review the policy and procedures carefully, specifically the sections that apply to your program type, for example:

- Degrees
- Graduate Certificate
- Diploma/Certificate
- Industry Partnership Certificate

If you are unsure which credential would best suit your new program, please contact the Academic Planning and Quality Assurance Office (APQA).

Templates, references, and guidelines

Take a moment to scroll through the APQA program development web page (<http://www.bcit.ca/apqa/program-dev/>), noting the resources available to assist you with preparing your program proposal, such as templates, guidelines, and relevant links.

Documentation required for new program proposals

Program	Notice of Intent	Business Forecast and Business Plan	Needs Assessment Report	Program Map	Course Outlines
Master's Degree	X	X	X	X	X
Graduate Certificate	X	X	X	X	X
Bachelor's Degree	X	X	X	X	X
Post-baccalaureate Certificate/ Diploma	X	X	X	X	X
Advanced Certificate/ Diploma	X	X	X	X	X
Diploma	X	X	X	X	X
Other Certificates	X	X	*	X	X

- * Program champions need to check with their Dean about whether a Needs Assessment Report is required for the type of certificate they are proposing.

Available support and assistance

New program development is a collaborative venture at BCIT with many stakeholder departments involved. Please contact your [LTC School Liaison](#). You will be connected with an Instructional Development Consultant, who will help guide you through the program proposal development process.