

PROGRAM EXPANSION FORM

Institution Submitting the Program Expansion: _____

Title of Program: _____

Faculty/Department in which the proposed Program Expansion is located:

Name of Person(s) responsible for the Program:

Credential Offered: _____

Date of Implementation of Program Expansion: _____

President's/Rector's Signature

Date

Date Received by the Council on Post-Secondary Education: _____

PROGRAM EXPANSION FORM

Post-secondary institutions frequently submit proposals for the expansion of existing programs to the Council on Post-Secondary Education. As much of the program detail has previously been presented on the original program proposal, a shorter version of the form has been developed for requests to expand programs. The new request will outline why the program needs to be expanded, market need and demand, student demand, additional requirements, use of learning technologies, and financial costs.

Explain Program Expansion

Why is there a need to expand the program?

Market Need and Demand

Provide updated projections of both ongoing and future market demand in regions throughout Manitoba; and evidence and supporting data of market need for program expansion.

How does the program expansion correspond with the province's economic, social and cultural priorities?

Student Demand

What are the projected enrollments for the program expansion?

What is the student retention rate in the program? What strategies are being used to retain students in the program?

Are any programs currently offered by the institutions projected to lose enrolment due to expansion of this program?

How will the participation and success of under-represented groups such as women, those with disabilities, minorities, and Aboriginal students be ensured as a result of program expansion?

Additional Requirements

What additional resources may be required to expand the program? This includes faculty, library resources, facilities, infrastructure and equipment.

Learning Technologies

How will learning technologies be used as part of the program expansion?

Financial Considerations

What are the total financial resources required to expand this program? Include the estimated initial and ongoing funding requirements, internal reallocations of financial resources, percentage of costs accrued through tuition fees, the impact of enrollment on tuition revenue, as well as how the expansion will be funded if enrollment projections are not met.