

## THE FORMAL PROGRAM PROPOSAL

Institution Submitting the Formal Program Proposal: \_\_\_\_\_

Title of Proposed Program: \_\_\_\_\_

Faculty/Department in which the Proposed Program will be located: \_\_\_\_\_

Name of Person(s) responsible for the Program: \_\_\_\_\_

Credential to be Offered: \_\_\_\_\_

Date of Program Implementation: \_\_\_\_\_

\_\_\_\_\_  
President.s/Rector.s Signature

\_\_\_\_\_  
Date

Date Received by Council on Post-Secondary Education: \_\_\_\_\_

**SECTION I: Program Description**

1. Describe the program, including each area of concentration, as it would appear in a catalogue.

*Be as descriptive and non-technical as possible in describing the program.*

2. Where possible, list the courses (title, number, semester credit hours, and catalogue description) that would constitute the requirements and other components of the proposed program. Indicate which courses are currently offered and which will be new.

3. Outline the educational objectives of the program.

*What does the program hope to achieve?*

4. Describe the expected learning outcomes in terms of skills, knowledge, attitudes or other attributes which students will accrue as a result of their involvement in the proposed program.

*In a broad sense, what do you hope the students will take away with them as a result of their participation in the program?*

5. If applicable, describe any selective admissions policy or specific criteria for students selecting this as a major field of study.

6. Describe the extent to which this program is central to the institutional mission and planning priorities of the campus.

7. If a similar program exists or is in the process of being developed elsewhere in the province, describe the similarities or differences in the credential to be awarded, the area(s) of specialization, and the specific academic content of the program or course of study.

*Reference those programs that are not only similar in terms of curricula, but also those which, although offered through different mechanisms, achieve the same outcomes.*

**SECTION II: Market Need and Market Demand for the Program**

1. Where possible, state the specific local or provincial needs for graduates of the proposed program for the next 3 to 5 years. This should include projections of both ongoing and future demand in regions throughout Manitoba; as well as evidence and supporting data of market need for the program.

*Include recent employer and professional association surveys, interviews with graduates in same or similar programs, and any other appropriate research findings.*

*Again, the Council recognizes that specific references to job opportunities for program graduates are more appropriate for some programs than others.*

2. What are the probable employment destinations of program graduates?

*Will graduates be able to find work in Manitoba, or are we training graduates for other labour markets?*

3. Where appropriate, did industry, business and/or any other pertinent groups play a role in the development of this program and/or commit resources to its future?

*Private sector involvement helps ensure that programs are reflective of real market needs.*

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

*How relevant is the program to the needs and goals of Manitoba?*

5. What potential does this program offer in terms of job creation and research and development?

*What are the program's spin off benefits?*

**SECTION III: Student Demand for the Program**

1. What students is the program intended to serve?

*For example, graduate students, professional upgrading, etc.*

2. What is the evidence that provincial students are not being adequately served within existing program offerings in Manitoba?

*Are there no other programs that students can take to achieve similar outcomes?*

3. Provide evidence of student interest and demand for the program.

4. What are the projected enrolments for the program?

5. Which programs currently offered by the institution are projected to lose enrolment to this program?

6. What are the proposed growth limits and minimum enrolments?

*Is it anticipated that enrolment caps will need to be set now or in the future because of resource, student demand or market need shortages?*

7. Project the number of graduates for the first 3 to 5 years of the program and, where appropriate, the anticipated number of program majors (full-time and part-time) for each of the first five years of the program.

8. What steps have been taken to ensure participation and success in the program by under-represented groups, such as women, the disabled, minorities and aboriginal students?

9. Will the program be available to part-time learners?

**SECTION IV: Faculty Requirements**

1. Provide a list of current faculty by rank and areas of expertise who will teach in the program.
2. Will the program involve the hiring of new faculty or staff? If yes, indicate which additional faculty are to be hired and describe their qualifications.

**SECTION V: Cooperative Arrangements**

1. Describe the cooperative arrangements with other institutions and organizations that may be used to offer this program.

*Specify the nature of such agreements and attach any formal statements of agreement that have been developed.*

2. Will the credits of the proposed program be fully transferable (in terms of both the credit as well as the grade) to other institutions in Manitoba?

*Every effort should be made to ensure that all credits for the proposed program are fully transferable ( in other words, allocated credits).*

3. Does the program have an internship or practicum component? What attempts have been made to ensure that this program has both theoretical and applied modules?

4. What provisions will be made in the program to enable students to receive credit for relevant learning previously achieved outside of the Manitoba post-secondary education system?

*Will the program include a mechanism for prior learning assessment?*

**SECTION VI: Learning Technologies**

What use will be made in the program of modern learning technologies?

*Will attempts be made to introduce students in the program to new modes of learning, for example, through the Internet, independent study, distance education, and so forth?*

**SECTION VII: Resource Requirements**

<p>1. Describe the adequacy of existing library resources to support the proposed program. Indicate how the institution will overcome any deficiencies.</p> <p>2. Are existing computer facilities adequate to support the new program?</p> <p>3. How will the proposed program impact on the use of existing infrastructure and equipment?</p> <p>4. Describe any additional facilities, facility modifications, and equipment that may be required for the proposed program.</p>	<p><i>This description should include both quantitative and qualitative evaluations of library holdings.</i></p> <p><i>Can the institution easily absorb the establishment of the new program?</i></p> <p><i>Will the program require the construction of new buildings or the purchase of new equipment? Be specific.</i></p>
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**SECTION VIII: Financial Considerations**

<p>1. What are the total financial resources required to offer this program? Include estimated initial and ongoing funding requirements.</p> <p>2. Of the financial resources required to offer this program, how much will come from a reallocation of existing funds and how much from new funds?</p> <p>3. Discuss the internal reallocations of financial resources which will occur to support this program.</p> <p>4. What percentage of program costs will be accrued through tuition fees?</p> <p>5. Discuss the impact of the program's estimated enrolment on the institution's overall tuition revenues.</p> <p>6. How will the proposed program be funded if enrolment projections are not met?</p>	<p><i>Provide a detailed budget breakdown of all costs associated with the program, both indirect and direct costs.</i></p> <p><i>Be explicit in terms of any faculty, staff, or equipment reallocations.</i></p>
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**SECTION IX: Program Consultations and Evaluation**

<p>1. What consultations have occurred with professional associations, employers, graduates of similar programs, and other educational institutions regarding this program?</p>	<p><i>Attach all comments received, including those not in support of the program.</i></p>
<p>2. Please provide evidence of academic quality by submitting reports from two similar institutions as well as from the relevant professional association(s), if appropriate.</p>	<p><i>Attach all documents received.</i></p>
<p>3. Describe the procedures for institutional evaluation of the program during and subsequent to implementation.</p>	<p><i>What is the mechanism for ongoing review of the program, in terms of desired outcomes, continued market need, academic quality, and so forth?</i></p>