# Proposal Template: New Certificate and Diploma Programs and Specializations and Non-Credential Programming

Complete this template for proposals for new certificate and diploma programs and non-credential programming or new specializations within existing programs.

Institutions should:

* ensure that submission content is concise. Any additional information may be appended;
* indicate “not applicable” when questions are not relevant to a particular proposal; and
* ensure that applicable supporting documents are attached to the proposal.

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| **SECTION A: PROPOSAL OVERVIEW** |

**Basic Information** *(Complete the table below)*

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| **Institution** |  |
| **Program Name** |  |
| **Specialization Name** |  |
| **Credential Awarded** |  |
| **Proposed Effective Date** |  |

1. **Type of Initiative** *(Answer the following questions)*

*This is a proposal for (select one from the drop-down menu):*

Choose an item.

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| 1. **Nomenclature** (Answer the following questions) |
| 1. What program and/or specialization name will appear on parchments and transcripts? (Should be the same as the program or specialization name identified above. If different please provide rationale.) |
| 1. Provide a brief rationale for the program and/or specialization name selected. |
| **Reviewer’s comment:** |

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| **SECTION B: OVERVIEW OF PROPOSED PROGRAM OF STUDY** |

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| 1. **Program Description** *(Answer the following questions)* |
| 1. Attach (as an appendix to this proposal) a concise program description document that includes:  * 3-4 sentence calendar description of the program; * a proposed program of study (including course names, descriptions, credits and prerequisites, by semester or year of study; * program location (i.e., campus locations and/or off-site locations), and delivery mode (i.e., face-to-face, online, or blended); and * program learning outcomes |
| 1. Does the program align with characteristics (e.g., credits, learning outcomes, etc.) associated with this credential? (Consult with the Ministry as necessary).   Yes;  No; or  Not Applicable |
| 1. Please explain if response to (b) above is No or Not Applicable |
| 1. Where applicable, identify any collaborations or potential collaborations with other post-secondary institutions or other organizations for this program. |
| **Reviewer’s comment:** |
| 1. **Program Requirements** *(Answer the following questions)* |
| 1. List primary admission requirements for the proposed program. |
| 1. List program completion requirements. |
| **Reviewer’s comment:** |
| 1. **Work Integrated Learning Placements** (If applicable, answer the following questions) |
| 1. Identify the number of placements required in the proposed program (including type of work setting and duration/timing of activities). |
| 1. Summarize communications with employers (append applicable letters of support, minutes of program advisory committee meetings, etc.) showing that sufficient placements will be available when needed. |
| 1. Comment on whether/how work integrated learning placements in other programs (at the institution and at other institutions within the Alberta Adult Learning System) may be impacted as a result of this program. |
| **Reviewer’s comment:** |
| 1. **Endorsement of and/or Support for Program** |
| 1. Indicate endorsement(s) from relevant professional organizations, regulatory bodies, advisory committees, employers, and/or industry, when applicable. |
| **Reviewer’s comment:** |

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| **SECTION C: LABOUR MARKET DEMAND AND ENROLMENT PLANNING** |

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| 1. **Demand for Program** *(Answer the following questions)* | |
| 1. Describe anticipated employment outcomes (including entrepreneurial and/or self-employment paths) for program graduates. | |
| 1. Provide evidence of labour market demand for graduates, detailing how such demand was forecasted and substantiated regionally and provincially. (Append supporting documentation, as appropriate.) | |
| 1. In cases where labour market demand is not the primary driver for creating the program, comment on social and/or community benefits. | |
| 1. Identify which stakeholder groups were consulted regarding demand/need for this program: | |
| Student/learners  Faculty  Program advisory committee  Regulator and/or accreditation bodies | Employers and professional associations  Community organizations  Other post-secondary institutions  Other (please identify) |
| 1. Briefly discuss the results of the identified consultations and attach supporting documentation (e.g., minutes of meetings, letters of support, etc.), when available. | |
| 1. Provide evidence of student demand for the program. (e.g., survey results, waitlists, demand in similar programs at other institutions etc.). | |
| 1. Comment on the overall sustainability of learner demand for this program over the longer term. | |
| **Reviewer’s comment:** | |

1. **Projected Student Enrolment** *(Complete the table below as applicable).*

*(NB: Proposals for non-credentials do not complete anticipated no. of graduates line or divide enrolments by year of study.)*

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| **Proposed Enrolment** | **1st Year of Implementation** | **2nd Year of Implementation** | **3rd Year of Implementation** | **4th Year of Implementation** | **Annual Ongoing** |
| **Total Headcount** | 0 | 0 | 0 | 0 | 0 |
| * 1st Year of Study | 0 | 0 | 0 | 0 | 0 |
| * 2nd Year of Study | 0 | 0 | 0 | 0 | 0 |
| * 3rd Year of Study | 0 | 0 | 0 | 0 | 0 |
| **Anticipated No. of Graduates** | 0 | 0 | 0 | 0 | 0 |
| **Reviewer’s Comment:** | | | | | |

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| 1. Indicate the percentage of international students in the enrolment projections and provide a brief rationale regarding how the percentage was established. |
| **Reviewer’s comment:** |

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| **SECTION D: QUALITY CONSIDERATIONS** |

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| 1. **Quality Assurance Considerations** *(If applicable, answer the following questions)*   *(NB: non-credential programs complete (a) only.)* |
| 1. What strategies did your institution use to foster program quality for the proposed program (e.g., curriculum mapping, use of expert panels, industry panels, or advisory panels, etc.)? |
| 1. Append a copy of independent academic expert review, when applicable. |
| 1. Append a copy of institution’s response to independent academic expert review, when applicable. |
| 1. Describe the institutional quality assurance process(es) that will be used to ensure the continuing high quality of the proposed program. |
| **Reviewer’s comment:** |

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| **SECTION E: FINANCIAL VIABILITY AND SUSTAINABILITY** |

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| 1. **Budget and Funding Sources** *(Answer the following questions)* |
| 1. Describe how the institution plans to finance the program, including the sources of any funds beyond tuition and Alberta grant funding: |
| 1. Discuss risk mitigation plans should full revenue(s) not be achieved or should costs exceed amounts budgeted. |
| **Reviewer’s Comment:** |

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| 1. **Tuition and Student Cost Considerations** *(Answer the following questions)* |
| 1. Document tuition and fee projections for students (specify domestic student tuition fees, international student tuition fees, compulsory student fees, and other costs likely to be incurred by students (texts, equipment etc.). Provide rationale where appropriate such as comparisons with similar programs. (Consult with the Ministry as needed.): |
| 1. Does the proposed program align with the Tuition and Fees Regulation?  Yes; or  No |
| 1. Please elaborate on above answer, if necessary. |
| **Reviewer’s Comment:** |

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| **SECTION F: INSTITUTIONAL IMPACT** |

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| 1. **Institutional Capacity** *(Answer the following questions)* |
| 1. Briefly describe how the proposed program aligns with the institution’s mandate and government priorities. |
| 1. To what extent does the program build on the institution’s existing programs, infrastructure, resources and experience from offering programs in related fields? |
| **Reviewer’s Comment:** |
| 1. **Internal Review and Approval** |
| 1. Indicate which internal governance body recommended approval and specify date of approval. |
| **Reviewer’s Comment:** |

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| **SECTION G: SYSTEM IMPACT** |

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| 1. **Program Duplication** *(Answer the following questions)* |
| 1. Does the proposed program potentially duplicate existing programming in the Alberta Adult Learning System?   Yes; or  No |
| 1. If yes, list these programs (including those offered by Private Career Colleges). |
| 1. If proposed program potentially constitutes program duplication, explain why such duplication is appropriate and beneficial in this circumstance. |
| **Reviewer’s Comment:** |
| 1. **Learner** **Pathways** *(Answer the following questions)* |
| 1. Which programs or learning activities in the Alberta adult learning system ladder/transfer into this proposed program? |
| 1. Into which programs in the Alberta adult learning system does this proposed program ladder or transfer? |
| **Reviewer’s Comment:** |

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| **SECTION H: OTHER CONSIDERATIONS** |

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| **Other considerations** |
| 1. Are there other factors or considerations the Ministry should take into account when reviewing this proposal? |
| **Reviewer’s Comment:** |

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| **RECOMMENDATION (FOR DEPARTMENT USE)** |
| **Recommendation(s):** |
| **Rationale for Recommendation:** |
| **Reviewer(s):** |
| **Date Completed:** |