# Proposal Template: New Bachelor’s Degree Programs and Specializations

# (Part A: System Co-ordination Review)

Complete this template for proposals for new bachelor’s degree programs or specializations. 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.
* when submitting the final proposal to CAQC (i.e., Part A and Part B), group all appendices together sequentially at the end of the proposal or include as a separate document.

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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** |  |

**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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| **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. Where applicable, identify planned collaborations with other post-secondary institutions, departments within the institution or other organizations that this program respectively facilitates or provides for. |
| **Reviewer’s Comment:** |
| 1. **Work Integrated Learning** *(If applicable, answer the following questions)* |
| 1. Identify the number of placements required in the 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 or at other institutions within the Alberta Adult Learning System) may be impacted as a result of this program. |
| 1. **Endorsement of and/or Support for Program** *(If applicable)* |
| 1. Describe endorsement(s) from relevant professional organizations, regulatory bodies, advisory committees, employers, and/or industry. |
| **Reviewer’s Comment:** |

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| **SECTION C: ENROLMENT PLANNING** |

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

| **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 |
| * 4th Year of Study | 0 | 0 | 0 | 0 | 0 |
| * 5th 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:** | |
| 1. **Learner and Labour Market Demand** *(Answer the following questions)* | |
| 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. 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 learner demand for this program. How was this demand determined? (Append supporting evidence, as appropriate e.g., survey results, waitlists, demand in similar programs at other institutions etc.) | |
| 1. Identify and discuss any additional factors that may impact learner demand for this proposed program. | |
| 1. Briefly describe how the enrolment plan aligns with the anticipated demand for this program, taking into account the identified labour market demand and other Alberta program providers. | |
| 1. Comment on the overall sustainability of learner demand for this program over the longer term. | |
| **Reviewer’s Comment:** | |

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| **SECTION D: GRADUATE OUTCOMES AND PATHWAYS** |

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| 1. **Employment Outcomes** *(Answer the following questions)* |
| 1. For what types of career paths (including entrepreneurial and/or self-employment paths) and employment opportunities does the proposed program/specialization prepare graduates? |
| 1. In cases of regulated professions, how was the regulatory body consulted and what feedback did it provide in terms of labour market factors? |
| 1. Identify existing or planned program or institutional supports that enable transition from post-secondary institution to work for graduates. |
| **Reviewer’s Comment:** |
| 1. **Learner** **Pathways** |
| 1. To what extent will learners be able to transfer credits to and from other post-secondary institutions? |
| 1. What types of further studies, if not within the same field, would graduates be most likely to pursue? |
| **Reviewer’s Comment:** |
| 1. **Societal and Community Benefits** *(if applicable)* |
| 1. In cases where labour market demand is not the primary reason for this program, identify anticipated benefits from implementation of the proposed program to the wellbeing of communities in Alberta, particular those that your institutions serves: |
| **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, (e.g. tuition, grants etc.): |
| 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/Specialization Duplication** *(Answer the following questions)* |
| 1. Does the proposed program/specialization potentially duplicate existing programming in the Alberta Adult Learning System?  Yes; or  No |
| 1. If yes, list these programs. |
| 1. If proposed program/specialization potentially constitutes program duplication, explain why such duplication is appropriate and beneficial in this circumstance. |
| **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:** |