

## **POLICY**

As reflected in the priorities of its current Strategic Plan, Yukon College is committed to offering high-quality, relevant programs that meet the educational and vocational needs of the people of the Yukon. When developing new programs, the College will make decisions that enhance its ability to implement the Strategic Directions and Goals emerging from the Strategic Plan.

This policy outlines the principles and procedures to be followed to systematize program development and approval for both credit and non-credit programs.

## **BOARD GOVERNING POLICIES**

Board Policies as outlined in the Board Policy Handbook

Yukon College Strategic Plan 2008-2013

## **GOVERNING LEGISLATION AND RELEVANT DOCUMENTS**

College Act

Letter of Understanding – Minister of Education and YC Board of Governors

Program Outline Template

Yukon College Academic Regulations and Procedures

## **PURPOSE OF PROGRAM DEVELOPMENT PROCESS**

- To assist the College in creating high-quality, relevant programs
- To introduce new programs to the College based on findings and recommendations from the process described in this policy

## **PROCEDURES**

New programs may be proposed by a variety of stakeholders, including:

- College Staff
- Board of Governors
- Community Campus Committees
- Program Advisory Committees
- First Nation Governments
- Yukon Government
- Students

Staff ideas for new programming must be submitted to the Dean or Director of the appropriate programming area. If the Dean or Director receives such an idea, she or he will submit it to the Vice-President Education and Training. All other stakeholders should submit their ideas directly to the Vice-President Education and Training.

If the Vice-President Education and Training deems that the suggested program warrants additional investigation, the appropriate Dean or Director shall be so advised. The Dean or Director shall:

- investigate the feasibility of the program as per the criteria listed below
- interact with appropriate stakeholders external to the College. This may be through the creation of an ad hoc program development committee
- if necessary, undertake a detailed study of the proposed program and/or course(s)

## **Criteria**

- Relevance
  - student demand and community need
  - student availability
  - emerging or continued employment and/or education opportunities
  - transferability
  - impact on other program offerings within the College
  - ability to attract new students to Yukon College with niche programming

- Accessibility
  - evidence of linkages to existing College programming
  - ability of program to be delivered on-site or through distributed learning
- Successful Student Transitions
  - evidence of how the program will enhance opportunities for successful transitions for students entering or exiting the program
- Efficient Use of Resources
  - evidence that no duplication of services will occur within Yukon College
  - evidence of participation and support from community partners
  - evidence of use of cross-divisional expertise and/or resources
  - proposed revenue sources
  - proposed operating costs
  - proposed capital costs
  - proposed space requirements
  - proposed service and program support costs
- Cultural Inclusion
  - evidence of how the proposed program reflects the social and cultural fabric of the Yukon
- Evaluation and Accountability
  - assess the skills, competence and knowledge requirements of students entering and exiting the program
  - articulate clear processes to evaluate students
  - describe how the program will be evaluated by students and stakeholders

The Deans or Directors shall be responsible for:

- reviewing the program proposal as per the procedures and criteria
- reporting their recommendations to the Vice-President Education and Training

The Vice-President Education and Training will report to the President.

The President will make the final decision as to whether a new program will be developed.



## REVIEW AND APPROVAL PROCESS FOR NEW PROGRAM PROPOSALS

	Deans Directors	Vice-President Education and Training	President
NEW PROGRAM PROPOSALS	R	R	D

R – Recommend

D – Decide

## CREDENTIALS

Any new programs shall require the approval of Academic Council. Approved new programs will follow the steps for assignment of credit for a course and certification of a program as per Yukon College’s Academic Regulations and Procedures.

Review and approval of program development shall occur according to the following approval procedures:

## REVIEW AND APPROVAL PROCESS FOR NEW PROGRAMS

Review and approval of program development shall occur according to the following approval procedures:

	Academic Council	Registrar
NEW PROGRAM DEVELOPMENT	A	C

A – Approve Credential

C – Consult



## DEFINITIONS

A **program** is an orderly sequence of courses leading to certification or other documentation of program completion.

**New programs** are programming activities yielding new or different certification and/or requiring additional capital and operating funds. New programs may emerge from the creation, replacement, or revision of a program.

**Relevance** means the ability to provide programming that meets the needs of the people of the Yukon and other identified markets.

**Accessibility** means the delivery and support structures must facilitate successful transitions for students.

**Successful student transitions** means opportunities for further learning, including transferability to other postsecondary institutions and/or employment upon completion.

**Efficient use of resources** means the use of cross-divisional expertise and resources as well as the use of community resources and partnerships. All resource allocation and use will be consistent with accepted budget principles.

**Cultural inclusion** means recognizing the unique cultural milieu of the Yukon and integrating it into the program.

## AUTHORIZATION

Approved by the President  (signature)

Date of Approval January 8, 2010

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Revised: November 20 2009  
Original date: 04/10/06  
Next Review: October 2010  
Policy Holder: President's Office