New Program Proposal Template

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# EXECUTIVE SUMMARY

Note: This will be used in as a summary presentation of the project to the Commission d’évaluation des projets de programmes (CEP).

# PROGRAM IDENTIFICATION

### Degree awarded:

### Discipline:

### Program Title:

* + - Official title of the program
    - What will appear on the students' diploma (e.g. master's degree in "name of discipline", with concentration in X or Y)

### Administrative location:

* + - Institution(s), unit(s) responsible for oversight of the program, and the location(s) where the program is offered.

# FIELD OF STUDY AND RELEVANCE

### Field of study

* + - Provide a brief presentation of the field of study and its evolution
    - Describe the relevance of the program: its uniqueness from related programs, theoretical approaches, links with other fields or disciplines, and potential future developments

### Areas(s) of expertise

* + - Describe the specific features of the program and how it is situated within the field
    - If applicable, describe the main components of the program: concentrations, profiles, options, streams of specialization, etc.

# PROGRAM RATIONALE

### Socio-economic and socio-cultural opportunities

Note: The assessment of socio-economic or socio-cultural opportunities is based on the needs that the program aims to meet. It is understood that these needs are in alignment with the program purpose and objectives and the societal needs identified by the university.

* + - Societal need
      * Economic, social and cultural needs that justify the creation of a new program
      * Explain how these needs justify the creation of a new program rather than updating an existing program
      * Describe the evolution of the field in Quebec over recent years.
      * Provide results of needs studies, surveys, market analyses, as applicable.
      * Provide student enrolment forecasts for the first five years
      * Clarify how the program title reflects the purpose of the program
    - Future prospects for graduates
      * Identify the main opportunities for program graduates (including employment, self-employment, or creative work).
      * Describe professional mobility within the field as well as any opportunities to pursue further advanced studies in Quebec, Canada and North America
      * Identify the contributions that graduates of the program will make to Quebec society as a whole, as well as the specific contributions that graduates will make in response to the issues identified by the needs analysis
      * Describe the employment prospects in the targeted sector (please see surveys carried out by the MES: <http://www.education.gouv.qc.ca/references/recherches/enquetes-relance/>)
      * List any relevant professional associations or orders, private or public bodies or ministries, and indicate if the proposed program would be recognized under these bodies
      * Describe the legislative and regulatory framework for professional practice in Québec, as applicable to the proposed program.
      * Describe the impact of the proposed program on workforce trends, particularly in Quebec

### Systemic Relevance and Opportunity

Note: Systemic opportunity is defined by how the program is situated within the university sector, and by the contributions it makes within the framework and policies of the Quebec university system. The systemic opportunity is assessed by taking into account similar or related programs offered by other academic establishments.

* + - Similar programs internationally and in Canada
      * Describe any similar or related programs elsewhere in Canada or internationally, and offer a comparison of the programs, as applicable.
    - Similar programs in Quebec
      * Describe any similar or related programs in the Quebec university system;
      * Describe how these related programs are situated with regard to recruiting students from within the Quebec population in particular
      * Describe the impact that the implementation of the proposed program will have on existing programs.
      * Describe the distinctive character or specific contribution of the proposed program in the Quebec context; and how it is situated in relation to the programs already offered (duplication, new contribution, etc.); provide a comparison of the proposed program with these existing programs
      * Describe whether the relationship between the proposed program and other similar existing programs in Quebec will be competitive or complimentary, including those at the college level, with particular focus on those within the same region
      * If applicable, note any relevant work carried out by the committees and subcommittees of the Commission d’évaluation des projets de programmes (CEP) in the sector concerned, as well as any applications of the *Politique québécoise à l’égard des universités* to the general area of training, and other relevant policies of government, professional orders, or associations.
    - Partnerships and collaborations
      * Describe any collaborations between universities and the relevance of these collaborations in the Quebec university sector
      * Where applicable, describe the foreseeable links between the proposed program and related programs
      * Describe the relevance of international research collaborations
      * Describe the student mobility between the various opportunities available to them

### Institutional Relevance and Opportunity

Note: Institutional opportunity is based on how the proposed program is situated in relation to other programs offered within the institution, as well as the achievements of the unit hosting the program, the existing regulations and policies of the university, and the feasibility for the university to support the program.

* + - Integration of the program into institutional development plans (faculties, schools, location for the program)
      * Integration of the program in relation to the mission of the institution, to its plan and strategic objectives
    - Status of the program in relation to other programs offered by the institution
      * The status of the program in relation to similar or related programs already offered by the institution, and the evolution of enrolments and graduates from similar or related programs over recent years
      * Impact of the program implementation on the student enrolment of other programs within the university
      * The state of research, creation and teaching within the field at the university, according to level of study
      * Demonstration that the University has developed particular expertise in the field through existing related or complementary programs

# PROGRAM OBJECTIVES

### Output Profile

* + - Characteristics of graduates of the program (in relation to the purposes of the program)
    - Appropriateness of the level of study of the program

### General and specific program objectives

* + - Identification of the program objectives

# REGULATORY FRAMEWORK

### Admission Requirements and Processes

* + - Admission requirements (general requirements, and specific requirements such as language requirements, preparatory schooling or refresher courses that may be required, etc.)
    - Minimum and maximum program capacity, as applicable
    - Admission on the basis of recognition of prior learning, equivalences, gateways, etc.
    - Criteria and selection procedures
    - Description of the case analysis process

### Commitment and structure of the program

* + - Total mandatory and optional credits
    - Full-time and/or part-time studies, as applicable
    - Duration of the program according to the structure and course schedule

### Program oversight

* + - Leadership and composition of the Program Committee
    - Note any specific study regulations, as applicable
    - Describe any collaborative arrangements between different teaching and research units, departments, faculties, or with other partner institutions, as applicable

# PROGRAM STRUCTURE

### Activities

* + - Identify the mandatory and optional courses and activities (provide a list of the course codes and catalogue numbers, titles, number of credits/hours for laboratories and tutorials, etc.)
    - Describe the activities (courses, laboratories, seminars, internships, research activities, thesis, dissertation, etc.) and their evaluation methods. Detailed lesson plans and descriptions should be provided in the appendices
    - A clear distinction must be made between new and existing courses and activities.
    - If the program is accredited by a professional order or provides students with access to a license to practice, identify the particular courses and activities required by the order, and indicate whether they must be taught by a member of the order, or any other requirements

### Pedagogical approaches

* + - Describe the pedagogical approaches for the different courses and activities (theoretical training, practical training, experiential learning, creation, etc.)
    - Identify any Cooperative Education options
    - Identify the mode of instruction: face-to-face, distance learning, mixed mode
    - Describe community development activities, where appropriate

### Typical student path

* + - Describe the typical pathway (full-time and part-time), as well as exceptional cases (for example, pathways for accelerated admission to more advanced degree programs), and the planned distribution of courses and course sections to accommodate the various student pathways
    - Describe the pathways for specific streams or areas of specialization, as applicable
    - For professional programs, describe the proportion of practical versus theoretical activities

### Feedback and evaluation

Describe the feedback and evaluation processes for any training, internship, or professional components:

* + - * Describe the internship placement procedures, and the location of the internship placements
      * Indicate whether the expected number of available internships meets the student demand and enrolment
      * Describe supervision and evaluation requirements for the internship, including the roles of the professor(s), the supervisor, and the internship coordinator; describe any remote supervision processes, or multi-site supervision, etc.
      * Describe the criteria and procedures for evaluating any other relevant activities

Describe the feedback and evaluation processes for the research component of the program:

* + - * Composition of the evaluation committees (supervisory committee; examination committee; dissertation or thesis evaluation committee, etc.)
      * Options for co-supervision or collaborations
      * Evaluation content, criteria and procedures, including the comprehensive examination, dissertation, and thesis.
      * Criteria and procedures for evaluating any other activities
      * Any applicable university regulations

### Alignment of activities, skills and program objectives

Note: This is the central element in the evaluation of the program quality.

* + - Demonstrate how the courses and learning activities support students in achieving the intended skills; describe the means for achieving the program objectives
    - Provide a curriculum map showing the alignment between the skills that the program aims to deliver, the learning objectives and the learning activities (courses, laboratories, internships, etc.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Competency profile or general objectives** | | | | **1** | | | **2** | | | **3** | | | |
| **Specific sub-competencies or objectives** | | | | **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** | **4** |
| **Course Code** | **Title** | **Credits** | **Term** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | X | X |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | X | X | X | X |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | X |

# SUPPORT FOR STUDENT SUCCESS

### Financial support

* + - Scholarships, course loads, funding opportunities, etc.

### Student Services

* + - Orientation and student engagement activities

### Academic and student life

* + - Factors that support the development of a sense of belonging, and commitment to the program
    - Opportunities to be involved in the community
    - Opportunities to be involved in associations within the university
    - Competitions and recognition activities

# RESOURCES

### Faculty Resources

* + - List the permanent full time faculty members, lecturers and other stakeholders who will participate in the program; their qualifications and expertise
    - The curricula vitae of faculty members must be provided as an appendix
    - Provide a summary table showing the research activities of the faculty members (APPENDIX: Table of Grants and Contributions to Research and Faculty Training)
    - Table indicating the faculty member who will teach each course or activity, or who will be responsible for managing it; demonstrating the links between the research activities of the faculty members and the specific courses or specializations available within the program.
    - Describe the experience of faculty members in supervising Master’s and PhD level students and postdoctoral fellows (in the case of graduate research programs)
    - Describe the supervisory regulations, as applicable
    - In the event that additional faculty members will be hired, specify the profile sought and the hiring plan/schedule
    - Indicate the institution's commitment to new faculty hires
    - Describe support measures for teachers (in-service training, pedagogical support, etc.).

### Administrative and support staff

* + - Non-faculty human resources available or required
    - In the event that administrative or support staff need to be hired, specify the profile

and hiring plan/schedule.

### Material, technological and library resources

* + - Available and required material, library, or technical resources, laboratories, equipment and spaces

# BUDGET ESTIMATES

* Summary budget table showing annual surplus or deficits based on anticipated revenues, the number of students recruited and the planned expenditures over 5 years (to be created in collaboration between the Office of the Provost, the Office of the Dean of the relevant faculty, and the academic unit.
* Provide a rationale for the estimated program expenses and enrolment figures
* The full budget document with the detailed financial analysis and notes may be included as appendix

# CONCLUSION [OPTIONAL SECTION]

## APPENDICES

Appendix 1: Material Safety Data Sheet

Appendix 2: Official description of the program

Appendix 3: Course outlines and descriptions

Appendix 4: Research protocols and agreements

Appendix 5: Needs Analysis, Surveys, Market Analysis, Environmental Scans

Appendix 6: Letters of Support

Appendix 7: Tables of Grants and Contributions to Research and Faculty Training

Appendix 8: Faculty CVs

Appendix 9: List of external persons consulted in the preparation of the program proposal

Appendix 10: Letters of employment

Appendix 11: Full detailed program expenses and revenues

Any other relevant documentation