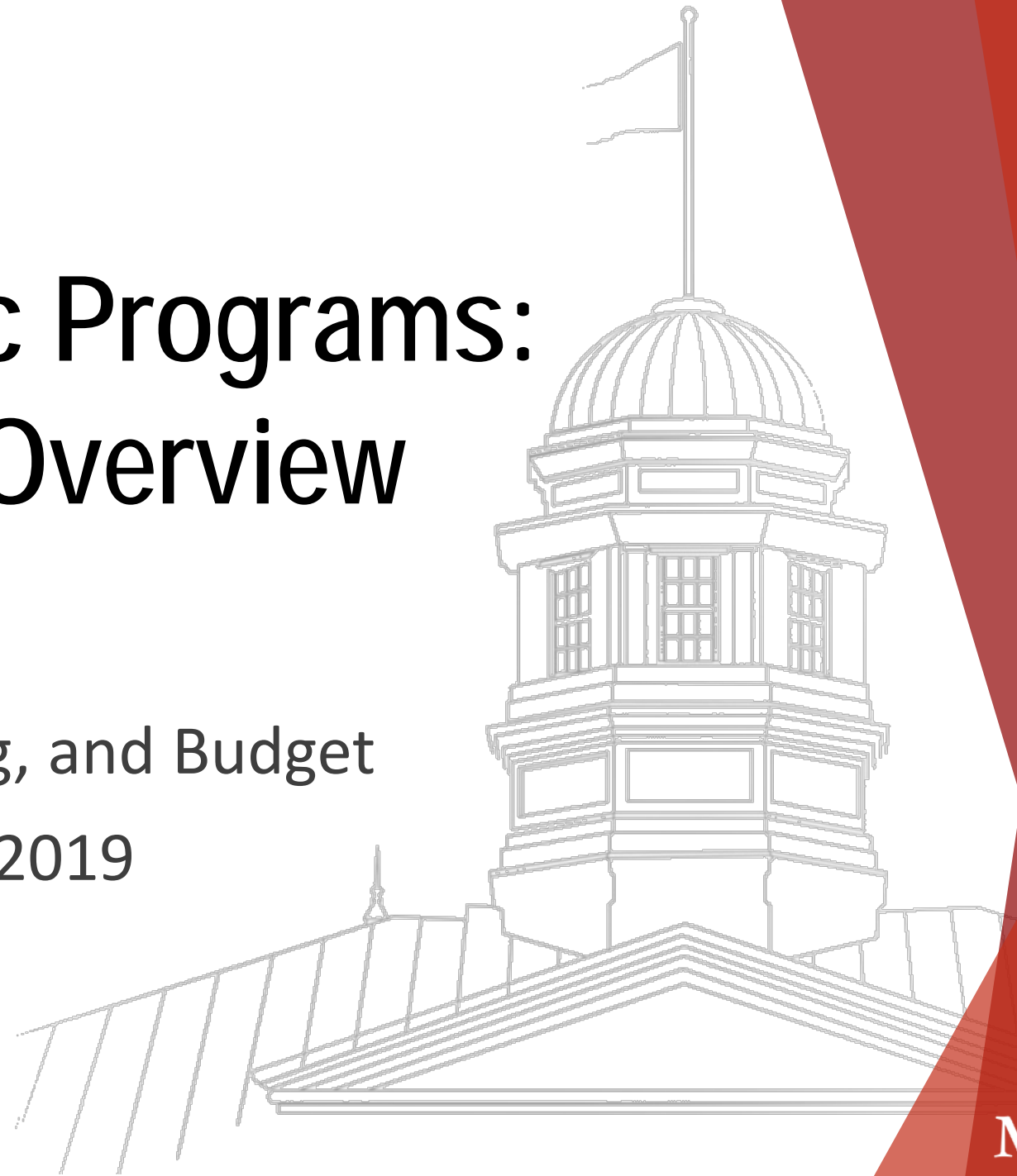# New Academic Programs: A Process Overview

Analysis, Planning, and Budget

October 2019

Academic Programs and Funding Models

Academic Programs are divided into three main types:

▶ **Degree Credit Programs:**

　　▶ E.g., BA, BSc, BSc(AgEnvSc), BEng, MA, MBA, MSc, MSc(A), PhD

▶ **Non-Degree Credit Programs:**

　　▶ Certificate, Diploma, Graduate Certificate, Graduate Diploma

▶ **Non-Credit Programs:**

　　▶ Programs offered in Continuing Studies and Professional Development Certificates for Continuing Education Units (CEUs)

Academic Programs and Funding Models

There are two funding models for Degree Credit Programs:

▶ Regulated

    ▶ In addition to tuition and fees, the University receives enrolment-based government grants that support financing the program.

▶ Self Funded

    ▶ The program is _completely_ financed through student tuition and other fees.

Regulated

▶ Revenue

  ▶ In the case of a regulated, academic program, revenue is received by the University

  ▶ The Faculty receives an Enrolment Driven Allocation and possibly bridge funding

  ▶ Additionally, there could be centrally provided resources such as faculty lines

▶ Overhead

  ▶ Overhead and contingency are calculated as a percentage of total expenses (25% and 15% respectively) to ensure the program can be sufficiently profitable and contribute to other University exigencies (utilities, central services, etc.)

Self Funded

▶ Revenue

  ▶ In the case of a self funded, academic initiative, revenue is received by the University, the appropriate overhead is taken (see rates below), and the remainder is transferred to the fund identified by the Faculty.

▶ Overhead

  ▶ Overhead for self-funded programs is calculated as follows based on delivery mode:

    ▶ On line (less than 25% delivery on main campuses—Downtown/Macdonald):   15.0%

    ▶ 25% to 60% delivery on main campuses or summer delivery (1 May to 31 August):   22.5%

    ▶ More than 60% delivery on main campuses: 30.0 %

Internal McGill Process (6-12 months)

► **For All New Degree Credit Programs, Concentrations, and Non-Degree Programs (6-12 months)**

  ► Faculty member(s) have an idea for a new program

  ► Consult with colleagues both inside and outside department

  ► All new program proposals use the New Program Proposal Form (sample on p. 7; https://mcgill.ca/sctp/guidelines)

  ► If an undergraduate program, initial meeting with Provost's Program Working Group (PWG) core members consisting of the Chair, the Course and Program Administrator, and the Academic Program Officer.

   ► Proposers should come to this meeting having completed the New Program Proposal Form

  ► If a graduate program, initial meeting with the Graduate and Postdoctoral Studies Academic Affairs Officer (chloe.garcia@mcgill.ca)

McGill — New Program/Concentration Proposal Form

(2019)

1.0 Degree Title
Please specify the two degrees for concurrent degree programs

2.0 Administering Faculty or GPS

1.1 Major (Subject/Discipline) (30-char. max.)

Offering Faculty & Department

1.2 Concentration (Option) (30 char. max.)

3.0 Effective Term of Implementation
(Ex. Sept. 2019 or 201909)
Term

1.3 Complete Program Title (info from boxes 1.0+1.1+1.2+5.2)

4.0 Rationale and Admission Requirements for New Program/Concentration

5.0 Program Information
Indicate an "x" as appropriate

5.1 **Program Type**	5.2 **Category**	5.3 **Level**
Bachelor's Program	Faculty Program (FP)	Undergraduate
Master's	Major	Dentistry/Law/Medicine
M.Sc.(Applied) Program	Joint Major	Continuing Studies (Non-Credit)
Dual Degree/Concurrent Program	Major Concentration (CON)	Collegial
Certificate	Minor	Masters & Grad Dips & Certs
Diploma	Minor Concentration (CON)	Doctorate
Graduate Certificate	Honours (HON)	Post-Graduate Medicine/Dentistry
Graduate Diploma	Joint Honours Component (HC)	Graduate Qualifying
Professional Development Cert	Internship/Co-op	
Ph.D. Program	Thesis (T)	**5.4 Requires Centrally-Funded**
Doctorate Program	Non-Thesis (N)	**Resources**
(Other than Ph.D.)	Other	Yes ___ No ___
Self-Funded/Private Program	Please specify	
Off-Campus Program		
Distance Education Program		
Other (Please specify)		

6.0 Total Credits or CEUs (if latter, indicate "CEUs" in box)

7.0 Consultation with

Related Units	Yes	No
Financial Consult	Yes	No

Attach list of consultations.

8.0 Program Description (Maximum 150 words)

9.0 List of proposed new Program/Concentration

If new concentration (option) of existing program, a program layout (list of all courses) of existing program **must** be attached.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit Weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

Internal McGill Process (6-12 months)

▶ Draft initial version of proposal addressing at least the following factors:

   ▶ Level (Undergraduate or Graduate);

   ▶ Degree or Non-Degree;

   ▶ Regulated or Self-Funded;

   ▶ Target Audience;

   ▶ Business Case;

   ▶ High-level Budget (not required for new concentration or regulated, non-degree programs).

▶ ***NB: Enrolment in the new program must be <u>incremental</u>; i.e., it will grow overall University enrolment, and not simply substitute for a reduction or redirection of students in existing programs***.

Internal McGill Process (6-12 months)

▶ Obtain Departmental support for the proposal

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▶ Consult and/or meet with PWG core members or GPS as needed

▶ Prepare final version of the proposal

▶ Submit proposal to Department Curriculum Committee (or equivalent)

▶ Submit proposal to Faculty Curriculum Committee (or equivalent)

Internal McGill Process (6-12 months)

▶ Submit proposal to Faculty Council (or equivalent)

▶ Submit proposal to CGPS (if graduate program) (https://mcgill.ca/gps/about/council)

▶ Obtain budget and resource allocation approval from Analysis, Planning and Budget

▶ Submit proposal to SCTP (https://mcgill.ca/sctp/)

▶ Submit proposal to APC (https://www.mcgill.ca/apc/)

    ▶ *Note that APC is final approval for minors, new concentrations, and major revisions, although the government must be advised*

▶ Submit proposal to Senate (https://mcgill.ca/senate/)

External Approval Process (Additional 12-24 months)

After Senate approval, next steps will depend on what type of funding model is being used:

▶ Regulated programs undergo a process that will involve the *Commission d'évaluation des projets de programmes (CEP)* of the *Bureau de coopération interuniversitaire (BCI)* and the *Comité des programmes universitaires* (CPU) of the *Ministère de l'Enseignement supérieur* (MES).

▶ All Self-funded programs (degree and non-degree regardless of level) require a letter from the PVPA to the Ministry requesting approval for the University to offer the program.

External Approval Process: Regulated Programs

▶ Full dossier (in French and English) is prepared and submitted to the CEP to be considered for academic merit

▶ CEP typically will request supplementary information from the University

▶ University provides supplementary information and a site visit is arranged by the BCI, in collaboration with the University. ***The University (via the Office of the OPEVPA) assumes the cost for the site visit***

▶ The one-day site visit takes place which involves three external reviewers (chosen by the BCI), the OPEVPA, Dean of the Faculty, Dean of GPS (if applicable), Chair of the Department, the proposers of the new program, departmental students, and a BCI staff member

External Approval Process: Regulated Programs

▶ External Reviewers submit their report, including any recommended conditions to CEP

▶ CEP produces their *Avis*:

  ▶ If Negative: proposal is sent back to the University with reasons for the rejection. University can submit the proposal a second time, but if rejected the proposal is no longer feasible and cannot be submitted again

  ▶ If Positive: *Avis* will typically contain conditions and suggestions obtained from the external reviewers and members of CEP to which the University must provide satisfactory responses

▶ We then submit the proposal to the CPU at the Ministry

External Approval Process: Regulated Programs

▶ The CPU assesses the proposed program for relevance according to the four general criteria given below (they will normally request further information from the university):

- ▶ socioeconomic relevance

- ▶ relevance to the Quebec university network

- ▶ relevance to the proposing university

- ▶ accessibility for Quebec students

▶ The CPU produces their *Avis*:

- ▶ If negative: proposal is sent back to the University with reasons for rejection. The University may be able to negotiate solution to issues raised

- ▶ If positive: the proposal is forwarded to the Minister, who will sign the letter received by the Principal

▶ The Minister sends the approval letter to the Principal and the OPEVPA

▶ This letter **must** be received **before** the University can advertise or recruit for the new program

External Approval Process: Self-Funded Programs

▶ The OPEVPA will write a letter to the Ministry indicating the University's intention to offer the new program. This detailed letter will contain an overview of the proposed program and include certain details such as rationale, the curriculum and will have a minimum of five letters of support appended to it.

▶ Self-funded proposals **must** conform to the following five criteria from the Ministry's *Règles budgétaires* and the Ministry will judge proposals on the basis of these criteria:

▶ Have characteristics corresponding to specialized education. The specialized nature of the education is analyzed in the light of the purpose of the program, the educational objectives or the proposed pedagogical activities

▶ Be a priority for a given social or economic sector of activity, as demonstrated by letters of support from public, private or non-governmental organizations or by data driven needs based studies.

▶ Not have a negative impact on the student population of the applicant's other programs or other Quebec universities.

▶ Guarantee the accessibility of Quebec students enrolled in the program, if the program is given in Quebec. This criterion is analyzed according to the student population targeted by the program.

▶ All students must be charged the same tuition fee. All cohorts must be composed entirely of students paying the full cost of their education.

External Approval Process: Self-Funded Programs

▶ The Ministry will review the proposal and normally will request further information or clarification

▶ Upon completion of its review, the Minister will send a letter to the Principal and the OPEVPA giving permission (or not) to offer the program.

▶ A positive letter **must** be received **before** the University can advertise or recruit for the new program.

Relations with the Professional Orders

▶ If applicable, it is imperative to check with your relevant professional order(s) *early in the process* to ensure that it will recognize the new program, if approved (N.B., some orders, e.g., CEAB, will only accredit programs after the first cohort has graduated).

▶ According to Quebec law, when a unit changes the name of a currently existing accredited program, recognition of the name change by the order must be obtained prior to submitting the proposal to the Faculty Council.

Abbreviations

- APB – Analysis, Planning and Budget section of the Office of the Provost and Vice-Principal (Academic)

- APC – Academic Policy Committee of Senate (Chair: Provost and Vice-Principal [Academic])

- BCI – *Bureau de coopération interuniversitaire*

- CEAB – Canadian Engineering Accreditation Board

- CEP – *Commission d'évaluation des projets de programmes*

- CGPS – Council of Graduate and Postdoctoral Studies (Chair: Dean of Graduate and Postdoctoral Studies)

- CPU – *Comité des programmes universitaires*

- GPS – Office of Graduate and Postdoctoral Studies

- MES - *Ministère de l'Enseignement supérieur*

- OPEVPA – Office of the Provost and Executive Vice-President (Academic)

- PWG – Provost's Program Working Group

- SCTP – Subcommittee on Courses and Teaching Programs of APC (Chair: Deputy Provost, Student Life & Learning)

Questions?
Comments?

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https://www.mcgill.ca/apc/approval-courses-teaching-programs

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