Submission Checklist Template for New Program and Expedited Approval Submission Program

Faculty/Department

Program name (as it will appear on the student's transcript)

Degree designation(s) (e.g., BA, MEng, MSc, EdD, etc.)

For system-wide analysis only: Professional Program   ☐ Yes   ☐ No   Cost Recovery Program   ☐ Yes   ☐ No

Brief description of the proposed program[1]:

For All:

Date of Institutional Approval:

Proposed Start Date:

External Reviewer Information (as appropriate)

Please provide below a brief commentary on the external reviewers selected to review the proposed new program in regard to the degree of their expertise in content and program delivery, teaching and learning, new program development, and appropriate connections to industry (where applicable). CVs may be provided, if that is preferable.

FORMATTING NOTE:

Please submit documents as a single, clearly bookmarked PDF file, arranged in the order noted below. As appropriate, CVs (including those of the external reviewers), course outlines, and any other supporting documentation can be provided as appendices.

The submitted file should reflect the most updated information on the new program. In order to allow the Appraisal Committee to fully understand the submission, please ensure that the submission includes a Summary of Changes – a document that lists any key changes made to the proposal in response to the external reviewers' recommendations and/or the internal responses to these recommendations. Please include page references to where in the proposal each of these changes can be found.

Checklist of required elements, to be arranged in the order below:

☐ External reviewers' report
☐ Program's response (with date)*
☐ Dean's response (with date)*
☐ Summary of changes
☐ Final, revised proposal – clean copy with no tracked changes
☐ CVs, course outlines, and other supporting material, where applicable (as appendices)

* The program's response and the Dean's response may appear on one document or as separate documents. If they are presented together in one document, it is essential that the Dean's response and the program's response are clearly distinguished.

Sample: Summary of Key Changes

Below is a summary of changes that have been made since the original proposal was submitted to the external reviewers. These changes are a result of… [*the external reviewers' recommendations*; *internal responses; additional review of the document; feedback received from other individuals, etc*...]

Note to university*: Where appropriate, please indicate which of the external reviewers' recommendations or internal responses the change addresses.*

1. Updated the admission requirements to include …. as per external reviewers' recommendation x (*section/page/appendix ref*)

2. Revised the following Program Learning Outcomes, as per the program's response to recommendation x; note that these changes are reflected throughout the proposal and relevant appendices:

    a. **(PLO #):** "(Original LO wording)." changed to "(Revised LO wording)."

    b. **(PLO #)**: "(Original LO Wording." changed to "(Revised LO wording)."

    c. Etc.

3. Updated enrollment numbers to reflect the combined enrollment of domestic and international students and … (*section/page/appendix ref*)

4. In response to the external reviewers' informal recommendation stated on p. x of their report, more details have been added regarding the role of the …. (*section/page/appendix ref*)

5. Revised the names of course "groupings" as follows (note that these changes are reflected throughout the proposal and relevant appendices):

    a. "XXX courses" changed to "YYY courses"

    b. "XXX courses" changed to "YYY courses"

    c. Etc.

6. *Curriculum map updated to include the PLO changes and to… (section/page/appendix ref)*

7. As per the Dean's response to recommendation x, a table indicating clearly who will be hired when (hiring plan) has been added to support the implementation of the program (*section/page/appendix ref*)