

(NON-DEGREE PROGRAM PROPOSAL TEMPLATE)

Full Program Proposal

Program Name  
  
**UNIVERSITY OF THE FRASER VALLEY**  
Department  
Faculty  
  
  
  
  
  
  
Submitted to: (e.g., name of committee)

Date:

*©name of PWG*

*This material is for internal distribution and use only*

Table of Contents

Institution, Program and Credential Identification

Executive Summary

Program Description

Curriculum

Program Consultation and Evaluation

Admission and Transfer

Appendices

Appendix 1:

Appendix 2:

Appendix 3:

Appendix 4:

Appendix 5:

Appendix 6:

Appendix 7:

Institution, Program and Credential Identification

**Name of Institution:**

University of the Fraser Valley

**Faculty/College:**

**Credential to be awarded:**

**Number of credits**

**Program length:**

**Proposed start date:**

**Rationale for the credential:**

|  |  |
| --- | --- |
| **Chair, Program Working Group:** | **Title:** |
| **Phone:** | **Email:** |
| **Dean:** | **Email:** |

**Institutional contact person:[[1]](#footnote-1)**

Executive Summary

* *Summarize the purpose of the proposal, and outline the key objectives and outcomes of the proposed program in one or two pages (500 words maximum).*

Program Description

**Institutional Mandate and Strategic Priorities**

* + *State the goals and objectives of the new program.*
  + *Explain how the proposed program supports UFV’s mandate to serve the post-secondary educational needs of the Fraser Valley region.*
  + *Describe how the proposed program will contribute to UFV’s current academic and strategic plans. Consult UFV’s key planning documents* *(i.e.,* [*Vision, Mission, Values*](https://www.ufv.ca/about/vision-mission-values/)*,* [*Integrated Strategic Plan - IYAQAWTWX (House of Transformation)*](https://www.ufv.ca/media/assets/strategic-planning/UFV-integrated-strategic-plan-2021-2026.pdf)*,* [*EDI Action Plan*](https://www.ufv.ca/president/presidents-task-force-on-equity-diversity-and-inclusion/equity-diversity-and-inclusion-action-plan/)*, etc.).*
  + *Explain how the program will contribute to UFV’s Indigenization goals. Consult* [*Lálém ye mestíyexw: Re-envisioning a Structure for Indigenization*](https://www.ufv.ca/media/assets/indigenous-affairs-office/Lalem-ye-mestyexw-Consultation-Feb-2019.pdf).

**Student Demand**

* + *Identify the student audience the program will most likely attract, and indicate where the target students will most likely come from.*
  + *Provide an estimate of the annual program enrolments needed to sustain the program.*
  + *Summarize the evidence gathered to demonstrate student demand (attach enrolment data and/or student surveys in appendices).*

**System Coordination / Program Duplication**

* *List programs at other British Columbia post-secondary institutions that contain similar content, or have similar objectives.*
* *Briefly describe what will differentiate the proposed program from other related programs in the province, and/or provide a brief rationale explaining why UFV should establish a program similar to others currently available in the province (particularly in the Lower Mainland).*
* *Describe how the proposed program builds on and/or complements existing UFV programs, or provide a brief rationale for establishing a completely new program.*
* *Indicate if the program will ladder with existing UFV programs.*

**Labour Market Outlook**

* *Identify the anticipated employment opportunities available for graduates of the proposed program.*
* *Provide evidence of labour market demand. (This information will vary depending on the goals and purpose of the program and could range from a comprehensive labour market analysis, a survey of current job openings, or letters of support from potential employers.*

Curriculum

**Learning outcomes**

* *Identify the program learning outcomes and briefly explain how they address the program’s goals and objectives.*
* *Explain how the program learning outcomes will support students in meeting UFV’s institutional learning outcomes.*
* *Explain how the outcomes provide the knowledge and competencies graduates will need to pursue their employment, professional and/or educational goals.*

**Program/course structure**

* *Present the program and course structure (a grid showing the courses per semester is sufficient here.*
* *Provide calendar copy for the program in the appendices.*

**Provincial, national and/or international certifications and standards**

* *If applicable, identify the provincial, national and/or international certifications and standards achieved in the new program. If the program proposal is aimed at putting students into practice, and that practice requires a license for which the students qualify directly from the program (or from an examination directly after the program), indicate whether you are in contact with the appropriate accrediting body, and whether or not you are seeking accreditation.*

Program Consultation and Evaluation

**System consultation[[2]](#footnote-2)**

* *List the provincial post-secondary institutions consulted about the program, and provide details such as key areas of discussion, dates, and individuals involved.*

**Other Consultation**

* *Provide a list and summary of the nature of all other consultations**, including professional associations, municipal councils, employers, post-secondary institutions in other jurisdictions, trade groups, etc. Include any written comments in an appendix.*
* *If applicable, describe the composition of the industry advisory committee created for the program. Describe how the committee will help ensure the program remains up-to-date and meets employer and student needs in future years.*

**Student Loan Eligibility**

* *State whether the program meets the eligibility requirements for the StudentAid BC program. See Chapter 2: Program Eligibility,* [*StudentAid BC Policy Manual*](https://studentaidbc.ca/sites/all/files/school-officials/policy_manual.pdf) *(Ministry of Advanced Education).*

**Program Review**

* *Indicate the policies/procedures for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented.*

**Safety and Risk Management**

* *Indicate whether safety and other risk management factors have been addressed where appropriate.*

Admission and Transfer

* *Outline how students’ will be able to access the program through transfer-in of credits from other post-secondary institutions (course to course or block/program transfer), including reference to any possible transfer from high school courses and programs.*
* *Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution.*
* *Indicate how students will be able to ladder into related degree-level programs, if applicable.*

Other

* *Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal.*

Appendices

* *Compile all appendices required for the proposal in a separate document. Below are some of the most frequently used appendices; there may be others relevant to your proposal.*
* *Please list appendices in the order they are referenced in the body of the proposal.*
* Calendar Copy
* Full Course Outlines (for new and significantly revised courses if not already published in the UFV Academic Calendar)
* Budget Analysis (if applicable)
* Library Assessment (contact the library for this) – does not necessary apply to short certificates
* Comparable Programs
* Labour Market Information
* Student Surveys
* Institutional and Program Learning Outcomes Map
* Letters of Support

1. *Applies only for programs submitted for external peer review through online Post-secondary Institution Proposal System/PSIPS.* [↑](#footnote-ref-1)
2. *Note: ALMD (Advanced Education and Labor Market Development) should be consulted on Health-related programs: The provincial government is the key employer in the health field, and as such, it is important that ALMD be consulted with regard to the development/implementation of non-degree programs in this field. ALMD works with post-secondary institutions to respond to British Columbia’s Health Human Resources (HHR) Plan with health program expansion, and therefore needs to endorse any related proposals prior to implementation.* [↑](#footnote-ref-2)