

UNIVERSITY COUNCIL  
**PLANNING AND PRIORITIES COMMITTEE**  
**FOR INFORMATION ONLY**

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**PRESENTED BY:** Bob Tyler, Chair, Planning and Priorities Committee

**DATE OF MEETING:** November 18, 2010

**SUBJECT:** **Template for Notice of Intent for New Programs**

**COUNCIL ACTION:** For information only

**CONTEXT AND BACKGROUND:**

In January, 2000, Council adopted a staged process for the submission and approval of program proposals. A notice of intent for the new program is to be submitted to the Planning and Priorities Committee for their review and comments, followed by review of the program proposal by the relevant college program committee, and the College of Graduate Studies and Research for a graduate-level program, prior to submission of the program proposal to the Academic Priorities Committee. The final authority to approve new programs rests with Council.

**DISCUSSION SUMMARY**

On October 27, 2010, the Planning and Priorities Committee approved a revised template for the Notice of Intent for New Programs, as attached. The revised template provides greater clarity regarding the fit of a proposed new program with the University's integrated plan, the timeline involved, program demand, and the resources required and available to support the program. A flow chart outlines the process for submission and approval of the program proposal. Submission of the Notice of Intent early in the program development process is encouraged to allow the proponent(s) the opportunity to consider the feedback and guidance provided by the Planning and Priorities Committee as the program proposal is developed. Normally, the Notice of Intent should be submitted to the Planning and Priorities Committee no later than the end of October if it is envisioned that the proposed program will be available to students in September of the following year.

**ATTACHMENTS:**

## Planning and Priorities Committee of Council

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### **Notice of Intent for New Programs**

#### **Purpose of the Notice of Intent**

The Notice of Intent provides an early indication of the nature and aspirations of a proposed program, which will assist the Planning and Priorities Committee of Council (the Committee) in understanding and evaluating the fit of the proposed program with the priorities and strategic directions of the University. The Notice of Intent also provides the Committee an opportunity to comment on the merit of the proposed program, and to provide input and guidance to the proponent regarding the development of the full proposal. It is generally in the interest of all concerned that the Notice of Intent be submitted, and that the Committee's review is completed, prior to development of the full proposal. Subsequent to its review of the Notice of Intent, the Committee will share its perspective on the proposed program with the proponent, the Academic Programs Committee of Council, the Provost's Committee on Integrated Planning (PCIP) and the Office of the Registrar. Any issues which the Committee thinks should be addressed by the proponent during development of the full proposal will be highlighted.

#### **Process for Submission of Proposals for New Programs**

A staged process for the submission and approval of program proposals has been adopted by University Council (Figure 1). The first step in the process is the submission of a Notice of Intent to the Planning and Priorities Committee. Once the Committee has reviewed and commented on the Notice of Intent, the proponent, *i.e.* the department, college or school committee, develops and receives college or school approval for the full proposal, which is then submitted to the Academic Programs Committee of Council for its consideration and approval. If the proposal is a graduate level program, the proposal requires approval by the College of Graduate Studies and Research prior to submission to the Academic Programs Committee. The final stage in the process is presentation of the proposed program by the Academic Programs Committee to University Council for approval.

The Notice of Intent is to be submitted to the secretary of the Planning and Priorities Committee of Council, along with a covering letter, which is to include the signature of the appropriate dean, associate dean or executive-director. If the program is a graduate program, the covering letter should indicate that the dean or associate dean of the College of Graduate Studies and Research is aware of, and supports in principle, the development of the program. The Notice of Intent is to be submitted a minimum of three months prior to the anticipated submission of the full proposal to the Academic Programs Committee. This enables the college or school to respond effectively to any issues identified by, and to any input received from, the Planning and Priorities Committee.

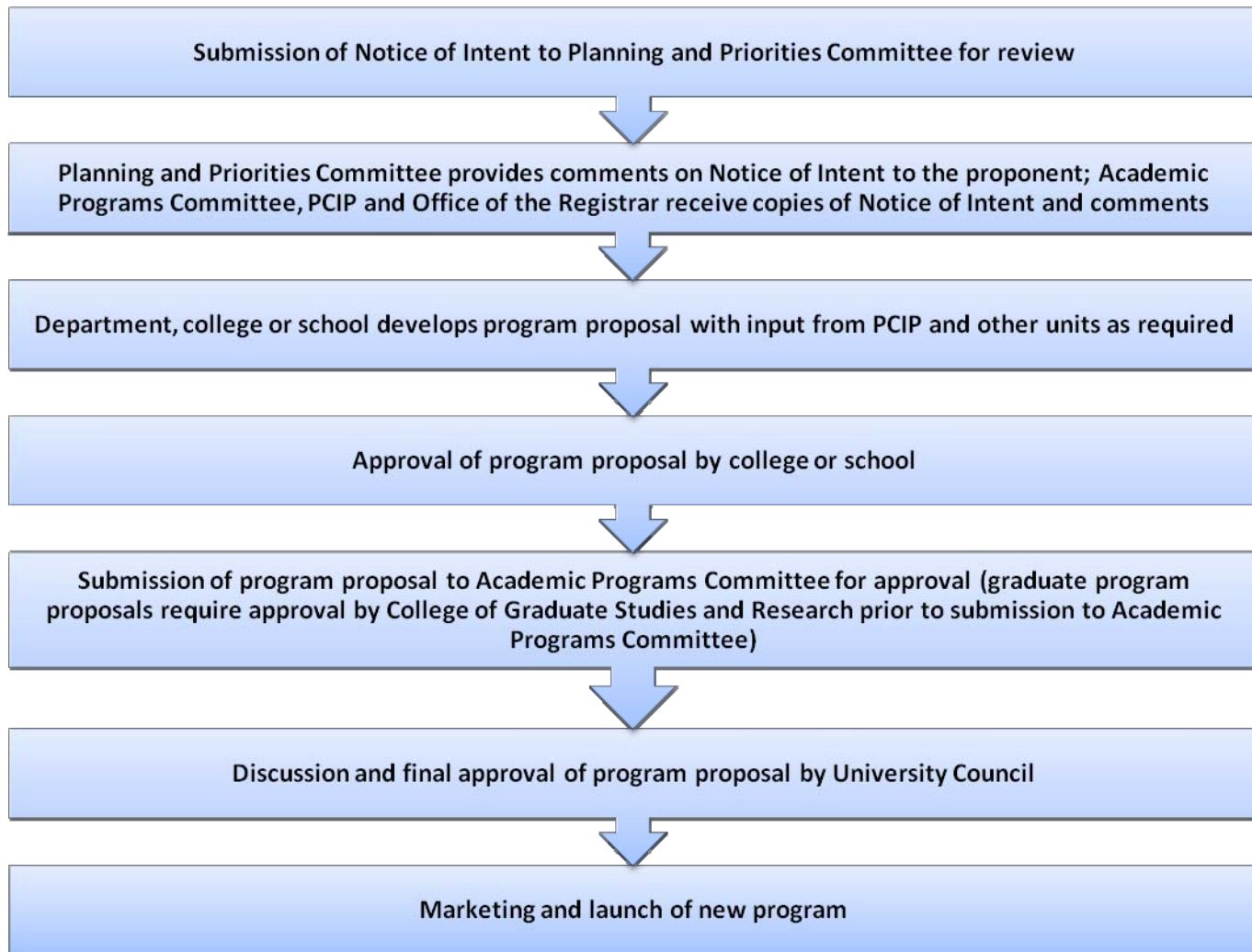
Normally, the Notice of Intent should be submitted to the Planning and Priorities Committee no later than the end of October if it is envisioned that the proposed program will be available to students in September of the following year.

## **Substance of the Notice of Intent**

The Notice of Intent should attempt to address the following questions. If a question cannot be fully addressed at the time of submission, an explanation should be provided. An inability to answer a question or questions fully should not deter the proponent from submitting the Notice of Intent, as its purpose is to provide an early indication of program development.

1. What is the motivation for proposing this program at this time? What elements of the University and/or society support and/or require this program?
2. What is the anticipated student demand for the program? Does the program meet a perceived need, particularly within a national context? How have these needs been assessed?
3. How does this proposal fit with the priorities of the current college or school plan and the University's integrated plan? If the program was not envisioned during the integrated planning process, what circumstances have provided the impetus to offer the program at this time?
4. What is the relationship of the proposed program to other programs offered by the college or school and to programs offered elsewhere (interactions, similarities, differences, relative priorities)? Is there justification to proceed regardless of any perceived duplication? Will a program be deleted as a result of offering the new program?
5. Does the college or school possess the resources required to implement and support the program (faculty teaching, administrative and other support, student funding, classroom space, infrastructure)? Will additional university resources be required, for example, library resources, IT support? Has the Provost's Committee on Integrated Planning (PCIP) been involved in any discussions related to resources?

**Figure 1. Flowchart for program approvals**



Template for Notice of Intent for New Programs