

# BCIT Program Development Checklist

## Concept and Approval to Develop:

- School Deans establish an annual School Operating Plan, including a prioritized list of new program development.
- School Deans establish funding to support prioritized new program development in the School's operating budget.

Responsible  
Person(s)  
School Dean

## Planning Sessions and Reviewing Resources:

- Associate Dean (AD) connect with [Learning and Teaching Centre one term in advance](#) to inform them of your upcoming program initiative. This will ensure that an Instructional Design Consultant (IDC) is assigned to your project.
- Form working group responsible for drafting the notice of intent (NOI) and final program proposal (typically comprised of a program champion, assigned subject matter experts, AD, and an IDC). The program champion is the primary author of the NOI and proposal and represents the School.
- Inform the Academic Planning and Quality Assurance (APQA) Office that you will be launching a new program development project. An APQA Manager will host a Kick-Off meeting and share resources with your team.
- Attend a Kick-Off Meeting, discuss the proposed program, ensure alignment with institute policy/process, and review APQA website for resources. There are additional requirements for some new programs (e.g. degree programs and health programs), the APQA lead will review these during the kick-off meeting.

Responsible  
Person(s)  
Working group

## Write and Submit Notice of Intent:

- Develop the NOI or Program Brief (PB)\* using the [template on the APQA website](#). \*The PB is only used for new associate certificates that are based primarily on existing courses (i.e., 75% or more).
- Submit NOI to SQC for review. SQC reviews and submits SQC report to School Dean.
  - Program Champion may need to revise NOI based on SQC/Dean feedback.

NOI goes through the following internal process (working group does not need to be involved unless there is feedback to be incorporated).

- Dean reviews NOI and SQC report, and oversees the business overview ([template for non-degree](#)) or forecast ([template for degree](#)). Dean takes the NOI to Deans Council for discussion, awareness, and endorsement.
- If endorsed, the School Dean submits the NOI, development report, and business overview/forecast to the Office of the VPA (specifically to the APQA lead).
- Office of the VPA (VPAO) review. For degrees, APQA reviews, provides feedback and forwards NOI to Education Council Programming for review. For all other credentials, VPA provides final approval of the NOI and forwards to Education Council (EdCo) Programming Committee for awareness.
- EdCo approval. For degrees, EdCo Programming forwards the NOI to EdCo for approval. For all other credentials, EdCo reviews for information purposes only.
- Board of Governors (BOG) approval. The Ministry requires BoG approval for all degree concepts prior to proposal development.

Responsible  
Person(s)  
Working group

## Stakeholders Meeting:

- APQA lead will organize a stakeholders' meeting for information sharing (PB or NOI and program map are distributed to Stakeholders prior to the meeting). Stakeholders from within the BCIT community are invited and have the opportunity to hear further detail about the proposed program, its intent, general content, and its proposed implementation.
- The Program Champion will be asked to provide a brief summary of the proposed program at this meeting.
- Stakeholders may provide advice on academic considerations and may assist in identifying/resolving any potential operational and implementation issues.

# Proposal Development & Consultation\*

\*School working group to respond to feedback and make necessary edits after each review/consultation

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## Write and Submit Full Proposal:

- The working group develops the full proposal, using the template on the [APQA website](#). There is extensive consultation (internal and external) that occurs at this stage.
- Program Champion submits proposal to the SQC for peer review and discussion. The SQC Chair submits the SQC report to the Dean for consideration of approval to proceed.

Responsible  
Person(s)  
Working group

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## Ministry Stage 1 Review (Degrees Only): The VPA Office will coordinate this review.

- The Ministry requires a “Stage 1” review to assess whether the proposal meets criteria related to the institution’s mandate and strategic plan; system consultation and coordination; labour market need; and student demand.
- The VPAO will post the Stage 1 document for peer review on the Ministry’s proposal review system (PSIPS). Other BC institutions have an opportunity to review and provide feedback over a 30-day period. The School working group is provided with this feedback, adjusts the proposal accordingly, and responds to the comments via the VPAO.
- The working group incorporates Ministry feedback, if any.

Responsible  
Person(s)  
APQA lead

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## Internal Review Panel (Degrees and Grad Certificates Only):

- The VPAO establishes an internal review panel (made up of representatives from all Schools who are experienced with the degree or graduate certificate program development and/or delivery process) to obtain feedback on the proposal.

Responsible  
Person(s)  
APQA and  
working group

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## External Review Panel (Degrees Only):

- The VPAO, with input from the working group for potential candidates, establishes an external review panel (ERP) for independent, third-party assessment of the proposed program.

Responsible  
Person(s)  
APQA and  
working group

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## Dean Review, Operational/Service Meeting, VPA:

- Dean reviews the proposal, SQC report, internal panel report, external panel report (as needed), and development report.
- Dean forwards proposal, development report and business plan to VPAO by the pre-established APQA submission deadline that aligns with dates of EdCo and BOG meetings.
- The VPAO facilitates the pre-scheduled **operational and service group meeting** for feedback and discussion. This is the final check-in for operational departments to have all the information needed for the successful launch and implementation of the new program.
- The APQA lead reviews all documents, and when ready, forwards the proposal and development report to the EdCo Programming Committee.
- Business plan:** The VPA Office, Institutional Research and Planning Office, and Financial Services Department review the business plan. When ready, the business plan is approved by VPA and VP Finance, then submitted to the BOG Audit & Finance Committee for approval.

Responsible  
Person(s)  
APQA and  
working group

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## Final Approvals:

- EdCo Programming Committee reviews proposal and development report. May request changes for School working group to complete. Once any issues are addressed, the committee recommends the proposal to EdCo.
- EdCo reviews the proposal for approval. If approved, the proposal is forwarded to the BoG for consideration.
- BoG reviews proposal and business plan as final stage of approval for non-degree programs.

## For Bachelor’s and Master’s Degrees only:

- VPA will post the degree proposal for peer review on PSIPS. Other BC institutions may review and provide feedback over a 30-day period. The School working group is provided with this feedback, adjusts the proposal accordingly, and responds to the comments via the VPA Office.
- VPA submits full final proposal to the Ministry for review/approval. For Master’s degrees, the review involves the Degree Quality Assessment Board process. BCIT has exempt status for Bachelor’s degrees, so some elements of the Ministry approval process are waived.
- Ministry approval. Once approved, the Ministry sends an approval letter to BCIT’s President and VP Academic.

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## Implementation of Program:

- With final approval, the school may deliver the program **as approved**.

**Congratulations! You have now completed your new program development!**