



Procedure Name	New Program Development			<i>New</i>
Procedure Number	AP 1.1	Effective Date	January 29, 2025	
Parent Policy	AP 1.0 Program Framework			
Procedure Authority	Director, Teaching and Learning			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

1. PURPOSE

Medicine Hat College (MHC) is responsive and accountable in establishing, reviewing, and renewing our program mix. A comprehensive program mix supports students and the region. Consideration of new programs (certificate, diploma, and baccalaureate degree) allows exploration of new, innovative ideas while remaining strategic in our program offerings.

2. PRINCIPLES

2.1 New program development aligns with MHC’s institutional plans and capacity while being flexible to respond to government funding calls in short turnaround period.

2.2 MHC makes data-driven decisions while taking appropriate risks.

2.3 The development process is flexible and iterative. Student, community, industry, and/or external stakeholder engagement occurs at each stage in the process to establish demand and strengthen the program application. Opportunity for faculty involvement exists at each stage in the process.

2.4 MHC actively encourages and welcomes innovative ideas for new program offerings.

2.5 Any new program proposed through this process will be considered in the context of institutional plans and capacity, including financial, facilities, and human resources.

3. New Program Development Tracking and Documentation

3.1 New program development is tracked for institutional planning over a five-to-ten-year period. It captures programs at all stages: exploration, proposal, development, and staged launch of all years.

3.2 A tracking document will be maintained by the Vice-President, Academic and Provost’s office. This document is evolving, flexible and accommodates the addition and deletion of new programs and the alteration of timelines. It is essential for pursuing funding opportunities that arise with short notice. It will be reviewed (at a minimum) at the Senior Academic Leadership Team (SALT) meeting closest to:

- (a) September 1
- (b) December 1
- (c) March 1
- (d) June 1

4. Opportunity Identification and Consideration of Emergent Ideas

- 4.1 The dean provides their respective school with parameters for developing new programs.
- 4.2 Any individual or group (program idea initiator) can bring an emerging idea to the associate dean who will work with them to review and forward the proposed idea to the dean.
- 4.3 The dean acts as the sponsor of new program ideas and forwards to SALT for consideration. Summaries should be one page and include a preliminary gap analysis with student and labour market demand.
- 4.4 SALT will review all ideas, evaluating the compatibility with institutional plans, gap analysis, and institutional capacity to develop and deliver proposed programs. The existing new program development tracking documentation will guide SALT's decision making.
- 4.5 SALT will decide whether to request a New Program Concept Form and determine associated timelines. A preliminary decision will be made to develop the proposed program as a credit program or whether to pilot it as a non-credit program through Continuing Studies.

5. New Program Concept Form Completion and Validation

- 5.1 The program idea initiator completes the New Program Concept Form, with guidance from the associate dean as well as input and active contribution from internal and external sources. A working group should be convened to inform this work, comprising of faculty (internal and external to the school), employees, and student members. Center for Innovation in Teaching Excellence (CITE) and Program Excellence and Institutional Research (PEIR) are key resources in this process.
- 5.2 The completed form will be presented at a meeting with SALT members and Executive Directors (EDs). Program ideas are evaluated against labour market demand, student demand, program duplication, and potential post-secondary collaborations and pathways. Meeting members will determine whether to move the proposal to the Executive Committee (EC) for validation. This group will confirm whether the program will be developed as a credit program or whether it will be piloted as a non-credit program through Continuing Studies. SALT and EDs may request more information before deciding.
- 5.3 EC reviews the form and determines whether to proceed with the Provider and Program Registry System (PAPRS) proposal.

6. Proposal Development: Completion of the Government of Alberta proposal template provided by PAPRS

- 6.1 A program development steering committee will be formed. The dean remains as the sponsor and oversees the work of the committee. The overall function of the committee is to complete the PAPRS proposal and documents for internal approvals. The composition of the committee is not prescribed; the recommendation is four to six members. Committee members will access the required resource people and contributors in the development process, as needed. These include faculty from throughout the college, employees, and students. CITE and PEIR are key resources. Input from community, industry, and/or external stakeholders will inform the program proposal development.

- 6.2 The committee will update financial information on course development and costing that was provided with the New Program Concept Form (to augment Financial Viability and Sustainability section). EC will be provided with updated financial information.
- 6.3 In collaboration with the committee, the dean determines whether the program curriculum will be developed internally, brokered, or purchased.
- 6.4 The dean will initiate work with College Advancement on the development of a program learner profile (Persona).
- 6.5 The PAPRS proposal will be developed in parallel with the MHC Curriculum Change Form for internal approval (next section).
- 6.6 Program development is an iterative process, with allowance for multiple cycles of development and review. The final documents will be reviewed by the Dean of Student Services and Registrar and the Vice-President, Academic and Provost.

7. Proposal Development: MHC New Program Proposal (Internal Approval)

- 7.1 The MHC Curriculum Change Form will be reviewed by SALT. Once approved, the proposal will move through existing internal approval channels.
- 7.2 The MHC Curriculum Change Form will be approved sequentially by General Academic Council (GAC) Curriculum Committee, GAC, and the MHC Board of Governors. Normally, the Board of Governors' approval will precede submission to the Government of Alberta.

8. Government of Alberta Proposal Approvals (External Approval)

- 8.1 The PAPRS proposal must be submitted to the Government of Alberta by January 1. This is for launch the following Fall semester. Example of optimal timeline: Government of Alberta submission by January 1, 2025; approval Spring/Summer 2025; program open for applications October 2025; program registration Spring 2026; launch of program Fall 2026.

9. Course Development

- 9.1 Under the direction of the dean, the associate dean will lead subject matter experts (SME's) in the development of new courses. If available, the program coordinator will be part of this process. SMEs may be internal or external to the college community.

ORIGINAL COPY SIGNED

Nancy Brown
Vice-President, Academic and Provost
Date: January 29, 2025

Additional Information	Location
New Program Development Pipeline Document	Vice-President, Academic and Provost's Office
New Program Concept Form	Vice-President, Academic and Provost's Office
PAPRS Proposal Template	Vice-President, Academic and Provost's Office
AP 1.2 Course Development Procedure	MHC Website and Policy SharePoint