
Program Development and Review

Policy Number:	1234
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
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POLICY STATEMENT

As part of its learning management mandate, New Brunswick Community College (NBCC) is committed to providing excellence in adult education by offering quality, relevant, and responsive programs that meet our strategic commitments to our learners, communities, and stakeholders.

The process of developing and reviewing programs is subject to a rational approach that incorporates not only program curriculum but also takes into account operational considerations that are affected by the delivery of programs.

PURPOSE

The purpose of this policy is to ensure quality in program development and review through the documentation of processes and procedures.

SCOPE AND LIMITATIONS

This policy refers to the development and review of NBCC programs.

1.0 DEFINITIONS

Curriculum Standard

- an approved document that contains all academic elements required for program delivery. It encompasses the information contained in the program profile, program structure, sequence of delivery, and course profiles.

Delivery Standard

- an approved document that contains all operational elements required for program delivery. It includes but is not limited to budgetary, facility and human resource requirements for delivery.

Internal Program Review (IPR)

- an annual process of evaluating program effectiveness and sustainability to determine curriculum, budgetary, and delivery requirements.

Major Revisions

- recommended updates that result in significant adjustments to a program that can be driven by IPR or be identified outside the annual IPR process. These adjustments can include, but are not limited to, program name changes, significant changes to program level outcomes and major curriculum changes, changes made with the intention of increasing flexibility and accessibility, length of program, start and end dates, and delivery methodology.

Program Progress Report (PPR)

- a report generated annually that informs stakeholders of the current status of each NBCC regular program. It incorporates four areas of program operations: attraction/ retention, program quality, employment, and community engagement. The PPR is intended to inform the IPR process.

2.0 IMPLEMENTATION

At NBCC, programming decisions are facilitated by gathering intelligence from:

- Student and faculty input
- Labour market analyses
- Consultation with Business, Industry, and Community Members
- Program Progress Reports

The specific tasks involved in program development and review are provided in supporting controlled documents.

2.1 Program Development (including Major Revisions)

Proposals based on research and consultations are submitted to request new program development or major revisions to existing programs. Proposals reviewed by the Dean will proceed for approval and development where program specifications and requirements are fully documented in the proposal and delivery standard, and financial estimates are provided.

Program development follows an established methodology, with clearly defined roles and responsibilities. Upon completion, the program is ready for full implementation and delivery and is subject to regular program reviews.

2.2 Program Review

When a program is implemented and delivered, it is subject to regular program review to ensure continuous improvement.

Each year, a Program Progress Report (PPR) is generated for each program. The results of this report are distributed to stakeholders to guide Internal Program Review (IPR) and identify programs or areas that are a priority for review and/or revision.

Approved minor revisions identified through IPR are applied to the curriculum and delivery standard for the next cohort of students.

Program review may result in proposals for major revisions. In these instances, proposals will be subject to the program development process for consideration.

3.0 OTHER RELATED DOCUMENTS

ADDIE Model (1234.5321)

Internal Program Review Process (1234.4848)

In-Year Program Review Decision Making Process (1234.4849)

Program Development Process (1234.4853)

Responsive Seat Usage Workflow (1234.4854)