

---

## Program Development Process

---

The process begins with the submission of new program ideas or major revisions to existing programs and results in the recommendation of program changes to the NBCC Enrolment Plan.

### Stage 1:

Program ideas or requests for major revisions to existing programs are submitted to the Dean of the respective School for analysis and consideration. Submissions can happen at any time of the year and can result from:

- Ideas from individual stakeholders
- Internal Program Review recommendations
- Dean recommendations
- Requests from Professional and Part-time Learning
- Requests from external stakeholders
- Findings from Program Innovation Days

Submissions are required to include a preliminary evaluation against the Data Collection Framework to ensure a level of viability to warrant further analysis and consideration. The individual or group who brought the submission forward is responsible for this data collection via the [Program Intelligence Template](#). A recommendation for additional data collection can be made with the program idea submission.

### Stage 2:

Deans work with the Director of Academic Planning and Evaluation and consult with internal and external stakeholders to evaluate submitted ideas for their Schools. This work will include:

- Reviewing submitted program ideas and intelligence
- Conducting a gap analysis to identifying gaps in data needed to evaluate a program idea
- Recommending whether the program should move ahead, and if so, its potential structure and content. Making recommendations for next steps. Program ideas not supported by collected data will **not be developed**.

***Note** - Identified gaps in data can result in delays. For example, if a labour market study is required to meet data requirements it can take 3-4 months to complete. Alternatively, sourcing, and compiling data using available external sources may require additional weeks.*

### Stage 3:

Program ideas recommended for further consideration are then subject to a detailed evaluation of delivery standard requirements. A [template](#) is used for data collection. This includes but is not limited to:

- Program outcomes
- Mode of delivery
- Classroom and lab/shop requirements
- Equipment requirements
- Technology requirements
- Certification level and admission profile
- Accreditation requirements

The Dean will work with the Director of Academic Planning and Evaluation and other stakeholders as required to collect supporting delivery standard data and update the template as required.

The Dean will sign off on completed delivery plans and complete financial estimates based on established requirements. Signed documents (Proposal, delivery plan, and financial estimates) are sent to the Director, Academic Planning and Evaluation.

**Stage 4:**

Program ideas with supporting delivery standard requirements are then subject to a detailed evaluation by internal stakeholders to determine if delivery standards can be met. This includes input from Academic and Research, Finance, Facilities, IT, Marketing, Recruitment, Human Resources, and Student Development.

- Program ideas that cannot be supported will **not go forward**
- Deans will work with the Director, Academic Planning and Evaluation to make recommendations for programs under consideration

Sourcing and compiling this data may be completed in two to four weeks, depending on the availability and nature of the information required.

**Stage 5:**

- Where applicable, programs supported by external and internal data will be added to the Enrolment Plan or be scheduled for delivery by Professional and Part-time Learning. The Curriculum team will assign an LDC to work with the Dean to build the curriculum.