Proposal Template: New Master’s and Doctoral Degree Programs

(Part A: System Co-ordination Review)

Complete this template for proposals for new master’s and doctoral degree programs or specializations.

Institutions should:

* ensure that submission content is concise. Any additional information may be appended;
* indicate “not applicable” in cases where questions are not relevant to the particular proposal; and
* ensure that applicable supporting documents are attached to the proposal.
* when submitting the final proposal to CAQC (i.e., Part A and Part B), group all appendices together sequentially at the end of the proposal or include as a separate document.

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| **SECTION A: PROPOSAL OVERVIEW** |

**Basic Information** *(Complete the table below)*

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| **Institution** |  |
| **Program Name** |  |
| **Specialization Name** |  |
| **Credential Awarded** |  |
| **Proposed Effective Date** |  |

1. **Type of Initiative** *(Answer the following questions)*

*This is a proposal for (select one from the drop-down menu):*

Choose an item.

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| **SECTION B: OVERVIEW OF PROPOSED PROGRAM OF STUDY** |

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| 1. **Program Description** *(Answer the following questions)* |
| 1. Attach (as an appendix to this proposal) a concise program description document that includes:  * 3-4 sentence calendar description * whether the program is course-based or thesis-based * a proposed program of study including course names, descriptions, credits and prerequisites, by year of study, * program location (i.e., campus locations), and delivery mode (i.e., face-to-face, online, or blended); and * program learning outcomes. |
| 1. Identify any special requirements for accreditation/certification of the program. |
| 1. Where applicable, identify any collaborations with other institutions/organizations and whether there are synergies with other graduate programs at your institution. |
| **Reviewer’s Comment:** |
| 1. **Work Integrated Learning (WIL) (e.g. internships, clinical placements)** *(If applicable, answer the following questions)* |
| 1. Specify which program learning outcomes map into WIL components of the program. |
| 1. Identify the number of placements required in the program (including evidence that placements will be available when needed). |
| 1. Comment on whether/how WIL placements in other programs may be impacted as a result of this program. |
| **Reviewer’s Comment:** |

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| **SECTION C: ENROLMENT PLANNING** |

1. **(a) Projected Student Enrolment** *(Complete the table below as applicable).*

| **Proposed Enrolment** | **1st Year of Implementation** | **2nd Year of Implementation** | **3rd Year of Implementation** | **4th Year of Implementation** | **5th Year of Implementation** | **Annual Ongoing** |
| --- | --- | --- | --- | --- | --- | --- |
| **Total Headcount** | 0 | 0 | 0 | 0 | 0 | 0 |
| * 1st Year of Study | 0 | 0 | 0 | 0 | 0 | 0 |
| * 2nd Year of Study | 0 | 0 | 0 | 0 | 0 | 0 |
| * 3rd Year of Study | 0 | 0 | 0 | 0 | 0 | 0 |
| * 4th Year of Study | 0 | 0 | 0 | 0 | 0 | 0 |
| * 5th Year of Study | 0 | 0 | 0 | 0 | 0 | 0 |
| * 6th Year of Study | 0 | 0 | 0 | 0 | 0 | 0 |
| **Anticipated No. of Graduates** | 0 | 0 | 0 | 0 | 0 | 0 |
| **Reviewer’s Comment:** | | | | | | |

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| 1. Indicate the percentage of international students in the enrolment projections and provide a rationale regarding how the percentage was established. | |
| 1. Briefly comment upon whether the program is primarily designed to: | |
| 1. cater to graduates of your institution |  |
| 1. to meet a local demand |
| 1. to meet a national demand |
| 1. meet an international demand |
| **Reviewer’s Comment:** | |
| 1. **Learner and Labour Market Demand** *(Answer the following questions)* | |
| 1. Provide evidence of labour market demand for graduates, detailing how such demand was forecasted and substantiated regionally and provincially. (Append supporting documentation, as appropriate.) | |
| 1. Identify which stakeholder groups were consulted regarding demand/need for this program: | |
| Student/learners  Faculty  Program advisory committee  Regulator and/or accreditation bodies | Employers and professional associations  Community organizations  Other post-secondary institutions  Other (please identify) |
| 1. Summarize the results of the identified consultations and attach supporting documentation (e.g., minutes of meetings, letters of support, etc.), when available. | |
| 1. Provide evidence of student demand for the program. (e.g., survey results, waitlists, demand in similar programs at other institutions etc.). | |
| 1. Identify and discuss any additional factors that may impact student demand for this proposed program. | |
| 1. Comment on the overall sustainability of learner demand for this program over the longer term. | |
| 1. Describe how the enrolment plan takes into account relevant labour market demand and societal benefit factors. | |
| **Reviewer’s Comment:** | |

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| **SECTION D: GRADUATE OUTCOMES AND PATHWAYS** |

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| 1. **Employment Outcomes** *(Answer the following questions)* |
| 1. Are the majority of graduates expected to enter directly into the labour market upon graduation or continue on to further study? (Elaborate as needed). |
| 1. What types of academic/professional positions does the proposed program prepare graduates for? |
| 1. Identify program supports that assist graduates to successfully transition from university to employment. |
| **Reviewer’s Comment:** |
| 1. **Societal Benefits and Pathways** *(Answer the following questions)* |
| 1. In cases where labour market demand is not the primary reason for this program, identify anticipated social and community benefits (in addition to employment outcomes) within local, national or international contexts. |
| 1. Comment on how the program creates opportunities for graduates in areas such as entrpreneurship, innovation, and/or social/community development. |
| 1. Indicate whether the proposed program offers new or expanded pathway opportunities for students in the Alberta Adult Learning System. (Elaborate as needed). |
| **Reviewer’s Comment:** |

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| **SECTION E: FINANCIAL VIABILITY AND SUSTAINABILITY** |

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| 1. **Budget and Funding Sources** *(Answer the following questions)* |
| 1. Describe how the institution plans to finance the program, including any applicable sources of funds such as tuition, grants etc.: |
| 1. Discuss risk mitigation plans should full revenue(s) not be achieved or should costs exceed amounts budgeted. |
| **Reviewer’s Comment:** |
| 1. **Financial Aid and Support for Students** *(If funding support is provided to students, answer the following questions)* |
| 1. Indicate the percentage of students who are likely to receive funding (fully-funded, partially funded, or un-funded)? |
| 1. Estimate the typical level of funding provided to students admitted into the proposed program. (Indicate if there is a minimum). |
| 1. Identify external awards (e.g., SSHRC or NSCHRC fellowships) that students are eligible for and can reasonably expected to be awarded. |
| **Reviewer’s Comment:** |
| 1. **Tuition and Student Cost Considerations** *(Answer the following questions)* |
| 1. Document tuition and fee projections for students (specify domestic student tuition fees, international student tuition fees, compulsory student fees, and other costs likely to be incurred by students (texts, equipment, equipment, travel for research or conference etc.). Provide rationale where appropriate such as comparisons with similar programs. (Consult with the Ministry as needed.): |
| 1. Does the proposed program align with the Tuition and Fees Regulation?  Yes; or  No |
| 1. Please elaborate on above answer, if necessary. |
| **Reviewer’s Comment:** |

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| **SECTION F: INSTITUTIONAL IMPACT** |

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| 1. **Institutional Mandate, Strategy Alignment, and Capacity** *(Answer the following questions)* |
| 1. Briefly describe how the proposed program aligns with the institution’s mandate and government priorities. |
| 1. To what extent does the program build on the institution’s existing programs, infrastructure, resources and experience from offering programs in related fields? |
| **Reviewer’s Comment:** |
| 1. **Internal Review and Approval** |
| 1. Indicate which internal governance body recommended approval and specify date of approval. |
| **Reviewer’s Comment:** |

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| **SECTION G: SYSTEM IMPACT** |

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| 1. **Impact on Alberta Adult Learning System** *(Answer the following questions)* |
| 1. How does this program support provincial priorities for the Alberta post-secondary system? |
| 1. Describe what distinguishes the proposed program from similar or related programs in the Alberta Adult Learning system. |
| 1. If proposed program/specialization potentially constitutes program duplication, explain why such duplication is appropriate and beneficial in this circumstance. |
| 1. Summarize the outcomes of consultations with other institutions offering related programs. (Attach copies of relevant documents – e.g. letters, meeting summaries, etc.). |
| **Reviewer’s Comment:** |

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| **SECTION H: OTHER CONSIDERATIONS** |

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| **Other considerations** |
| 1. Are there other factors or considerations the Ministry should take into account when reviewing this proposal? |
| **Reviewer’s Comment:** |

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| **REVIEW COMPLETE: RECOMMENDATION (FOR DEPARTMENT USE)** |
| **Recommendation(s):** |
| **Rationale for Recommendation:** |
| **Reviewer(s):** |
| **Date Completed:** |