New Program and Course Approval

Number:	2.4.6
Responsible Executive:	President
Approval Authority:	Senior Leadership Team (with recommendation from Academic Council)
Effective Date:	July 10, 2025
Next Review Date:	July 9, 2030
Revised Date:	
Category:	Academic

PURPOSE

The purpose of this policy is to establish a structured and transparent process for the proposal, development, and approval of new academic courses and programs at Coquitlam College.

SCOPE

This policy applies to all employees of the College participating in the development of new post-secondary courses and programs.

POLICY STATEMENTS

1. Coquitlam College is committed to academic excellence, innovation, and relevance in its course and program offerings.

2. All new course and program proposals must undergo a review and approval process to ensure academic integrity, strategic alignment, financial sustainability, and regulatory compliance (where applicable).

3. Proposals must be supported by evidence-based research and align with provincial and institutional quality standards.

4. The College engages in internal and external consultation and appropriate levels of internal governance and external compliance in the approval process.

PROCEDURES

A. New Program Proposal

5. The Senior Leadership Team will identify the strategic or educational need for a new program.

6. The Chief Academic Officer will lead a comprehensive program viability analysis, which will include the following areas of research and evaluation:

   Market Research
   - Labour Market Demand, e.g. BC Labour Market Outlook, WorkBC
   - Student Demand, e.g. surveys, focus groups, enrollment trends
   - Competitive Landscape, e.g. comparison of existing programs at other institutions
   - Transfer Opportunities, e.g. BC Transfer Guide review

Financial Viability
- Cost estimates for development and delivery
- Projected revenue and enrollment forecasting
- Sustainability and break-even analysis

Regulatory and Accreditation Considerations
- Approval requirements, e.g. DQAB
- Alignment with provincial program standards, e.g. EQA

Institutional Capacity Review
- Faculty and staffing requirements
- Infrastructure readiness, e.g. space, labs, IT
- Strategic fit with College priorities

7. The Chief Academic Officer will present findings and a recommendation to the Senior Leadership Team. If endorsed by Senior Leadership Team, the Chief Academic Officer will present the proposal to Academic Council for review and feedback.

8. The President will submit the final proposal, along with Academic Council and Senior Leadership Team recommendations and a financial analysis, to the Board of Governors.

9. The Board of Governors will provide final approval for the development and implementation of the new program and credential.

10. New degree programs must be approved by the Degree Quality Assessment Board (DQAB). The Registrar manages the DQAB review process.

B. **New Course Proposal**

11. Any member of the College community may identify the need for a new course and submit the following information to the Department Head:
    - Course Description
    - Rationale for the development of a new course, including how the new course will support:
      - departmental goals
      - existing academic programs
      - student success and graduate outcomes
      - the College's mission and vision
    - Information on the potential transferability to at least two BC research universities (SFU, UBC-Vancouver, UBC-Okanagan, UNBC, UVic), including whether the transfer is direct or indirect.

12. The Department Head will conduct internal and external consultations and conduct research regarding the courses' necessity, alignment with the College's strategic direction, and financial viability.

13. The Department Head will present their recommendation for a new course along with all documentation to the Chief Academic Officer, who is responsible for authorizing the development of a detailed course outline.

14. The Curriculum Development and Approval Policy 2.4.1 guides the development of new courses.

DEFINITIONS

Articulation: The process of determining course transferability and equivalency with other institutions.

BC Transfer Guide: A publicly available guide that shows how courses transfer between BC post-secondary institutions.

Direct Transfer: A course accepted by a receiving institution as an exact equivalent to one of its own.

Indirect Transfer: A course accepted for credit by a receiving institution, though not equivalent to a specific course.

Program Viability Analysis: A comprehensive review of the need, feasibility, and sustainability of a proposed academic program.

RELATED RESOURCES

    2.4.1   Curriculum Development and Approval Policy

    2.4.2   Program Review Policy