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## **PROGRAM REVIEWS**

### **New Programs**

Units planning to develop new degree programs are advised to consult with the Dean/Associate Dean of the Faculty of Graduate Studies at an early stage.

**Senate requests that proposals intended for implementation at the beginning of the Fall term should be completed and submitted to the Secretary of Senate no later than December 1<sup>st</sup> of the preceding year.**

The proposal must be submitted to the Dean/Associate Dean using the Senate APBC forms for new proposals (available at <http://senate.dal.ca/>, Policies and Forms), and must include a review of library resources. New program proposals must address scholarship funding. Any proposal that is likely to draw on resources of another institution in the system must be developed in conjunction with that institution. Similarly, if the program is likely to affect another Dalhousie unit, that unit must be consulted.

Once these conditions have been met, Faculty Council will establish a review committee to examine the proposal. The review committee will meet with the Dean/Associate Dean of the unit to appoint an external reviewer or external reviewers from a list nominated by the unit and/or the Dean. Occasionally, and depending on the nature of the new program, the Dean in consultation with the review committee may require a site visit by the external reviewer(s). Once reports from the internal review committee and external reviewer(s) have been received, the proposal will be considered by the APCC. APCC in turn will bring the proposal to Faculty Council. Unit representatives will be invited to the relevant APCC and FC meetings to answer questions concerning the proposal. If approved by Council, the proposal will be forwarded through Senate APBC to Senate, to the Board of Governors, and ultimately to MPHEC.

### ***Review Committee.***

The review committee, selected by Faculty Council, will meet with the Dean/Associate Dean and review the procedures and examine a list of possible external appraisers, identified by the unit proposing the program. The committee will prepare a report with consideration of a report by the external appraiser(s) and a report on library resources and services by the Libraries. The report should address the suitability of the following factors:

- objectives of the program,
- demand for the program,
- relationship to other programs,
- admission requirements,
- facilities,
- program components

- contribution to the intellectual development of the student,
- quality of faculty.

***External Reviewer(s).***

The external reviewer’s report should evaluate the following aspects as well as any other elements deemed relevant:

- the teaching and research expertise of the faculty,
- admission standards,
- student support,
- library resources,
- adequacy of other facilities,
- curriculum,
- availability of related or overlapping programs in other units at Dalhousie or at other institutions, in particular institutions in the Maritimes.

***Recommendations.***

The recommendations will be circulated to the graduate unit for written comment before being considered by APCC and Faculty Council. Once approved by Faculty Council, the proposal and its assessment will be sent to Senate APBC.

**SHORTEST TIMELINE IMAGINABLE FOR NEW PROGRAMS**

<b>Time Frame</b>	<b>Step</b>
December 1	Approved proposal to Senate
November, 4 <sup>th</sup> week	Approval by Faculty Council
November, 2 <sup>nd</sup> week	Approval by APCC
November 1	Complete proposal submission to FGS to include: <ul style="list-style-type: none"> <li>• unit’s response</li> <li>• external review</li> <li>• internal committee’s report</li> <li>• library review</li> <li>• full proposal</li> </ul>
Mid October	Internal and external reports to academic unit
	Internal and external reports to FGS
October 1	External report received and sent to Internal committee
August- September	Internal committee meets External reviewer receives proposal and a possible site visit is arranged
July, 4 <sup>th</sup> week	Dean/Associate Dean meets with internal committee and

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	external reviewer is chosen
July, 4 <sup>th</sup> week	Faculty Council approves internal committee
July, 2 <sup>nd</sup> week	Internal committee nominated and contacted by Associate Dean
July 1	Full proposal received by FGS and reviewed by Associate Dean

**NOTE:** This of course runs over the summer months and so is not entirely practical!! Also, this timeline leaves NO room for delays, which are often beyond the control of FGS, and assumes that there are no problems with the proposal at the APCC and Faculty Council level in November. So, departments **MUST** take that into account when beginning the process. Also, submissions received after November 1 will likely not get on the agenda for APCC and thus cannot be forwarded to the Secretary of Senate by December 1. Units planning to develop new degree programs are advised to consult with the Dean/Associate Dean of the Faculty of Graduate Studies at an early stage of program development.

### **Major Program Modifications**

A program is considered modified when the program name and/or credential do not change but 25 percent of the existing academic program content has been modified, including revisions that have a significant effect on one or several of the following:

- the program structure; e.g., duration, entrance requirements, focus, faculty/department,
- the program form; e.g., integrated, sequential, change to co-op (mandatory or optional), interdisciplinary,
- the target clientele,
- the program priority; e.g., continuation of a term/pilot program, or
- the costs.

Major modifications including the addition or deletion of a thesis stream in a Master's program, a combination of existing programs to shorten the total time in program, etc. are first considered by the Academic Planning and Curriculum Committee. APCC can recommend to Faculty Council that an ad hoc review committee be established to study the proposal more fully; that the modification be accepted with or without change; or that the modification be rejected. Depending on the nature of the program modification, the proposal may need to be submitted to Senate APBC and possibly to MPHEC.

The following are examples when the MPHEC's assessment and approval are required and when not:

- Proposals for a reciprocal agreement are subject to review only if the proposals meet the definition of a new, modified, or articulated program (for definition, see <http://senate.dal.ca/>, Policies and Forms, Program Proposal Forms).
- Proposals for a name change or new credential must be submitted either as a modified or a new program, depending on the type of changes occurring within the program.

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- Proposals for full-cost recovery programs, if the proposals meet the definition of a new, modified, or articulated program.
  - Any revisions to inter-institutional agreements are only assessed if the agreements do not cover already approved programs.
  - Proposals incorporating a block credit transfer into an already approved program and credential, with no changes to the program are not subject to further review by the MPHEC.

### ***Health Programs.***

If the program proposal is for a **new or significantly modified health program**, the program must first be approved by the Atlantic Advisory Committee on Health Human Resources, prior to submission to Senate (refer to *Form for New and Modified Health Programs for AACHHR Review*).

### **Minor Program Modifications**

Minor program modifications may include changes in core course requirements (but no changes in total course requirements), program sequence, or any other changes listed above, which modify an existing academic program by less than 25%. Minor program changes must be submitted to the APCC for approval.