

6. PROTOCOL FOR PROGRAM CLOSURE

6.1 Definition

The protocol for a program closure includes the closure of degrees and degree programs including credit diplomas and certificates. There are several reasons for closing a program including low enrolment, changes in academic programs, and poor quality whether articulated in cyclical reviews or determined solely by the institution.

6.2 Proposal Brief

The Program Brief for a program closure will include the following criteria along with any other requirements that a Faculty may choose to add:

- a) Rationale for the closure including alignment with academic plans.
- b) Impact on other units that may utilize courses in their programs including inter-Faculty and inter-institutional agreements.
- c) Impact of closure on students currently enrolled in the program including an outline of the provisions for students to complete their programs, timelines, and availability to transfer credits to other programs.
- d) Impact on faculty members.
- e) General implications for the quality and diversity of academic programming.

6.3 Institutional Approval Process

The institutional process is abbreviated by not requiring the use of external reviewers; hence Sections 3.2.3 through 3.2.6 (inclusive) do not apply. Flow Chart 6.3 provides an overview of the protocol and approval process for the closure of degrees, and for-credit diplomas and certificates. Proposals follow a similar path to that set out for new program proposals. Once the Dean/Principal has provided a letter of support for the closure and a letter of confirmation is received from the Office of the VPA/Provost, the proposal goes through the Faculty governance process, and then proceeds to ASCP. ASCP forwards proposals that close undergraduate and graduate degree programs to APPRC. All other proposals for program closure (i.e., specializations, majors, certificates, diplomas) are forwarded directly from ASCP to Senate.

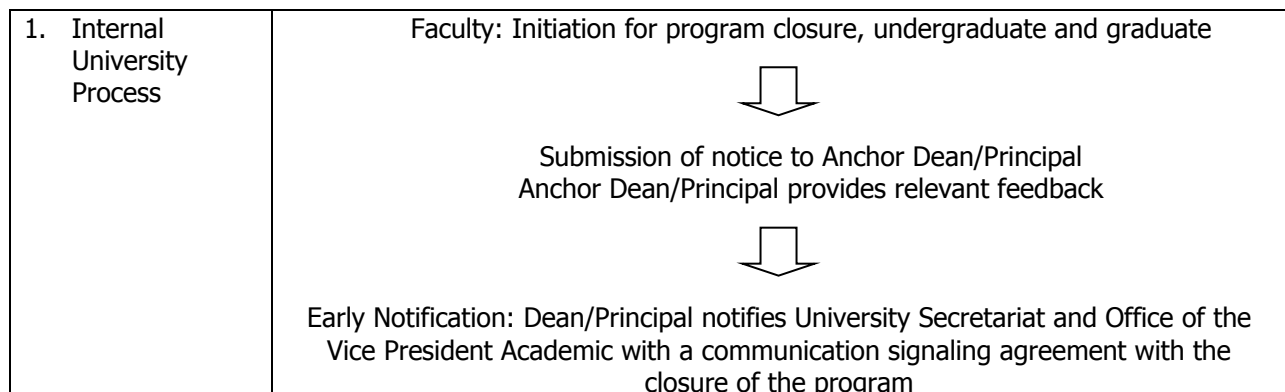
6.4 Annual Report to the Quality Council

Program closures are included in the Annual Report to the Quality Council by the Office of the Vice President Academic.

6.5 Subsequent MTCU Process

The Office of the Vice President Academic reports closure of degrees to the MTCU as part of the annual report.

Chart 6.3: Process for approval of program closures



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| | <p>Feedback provided by the Office of the Vice President Academic based on the Proposal Brief outline. Graduate programs receive special attention from the AVP Graduate/Dean of FGS.</p> <p style="text-align: center;">↓</p> <p>Faculty: Development of full brief Broad consultation with faculty members, students, other academic divisions, and external stakeholders</p> <p style="text-align: center;">↓</p> <p>Full letter of support for program closure from Anchor Dean/Principal required at this time followed by confirmation from Office of VPA/Provost for undergraduate and graduate program closures</p> <p style="text-align: center;">↓</p> <p>Faculty: Curriculum Committee approval</p> <p style="text-align: center;">↓</p> <p>Faculty Council approval</p> <p style="text-align: center;">↓</p> <p>Faculty submits proposal to Committee on Academic Standards, Curriculum, and Pedagogy (ASCP) for approval</p> <p style="text-align: center;">↓</p> <p>ASCP forwards approved proposals to Senate</p> <p style="text-align: center;">↓</p> <p>Office of the Vice President Academic: Reports closure to Quality Council in annual report</p> |
| <p>2. MTCU Process</p> | <p style="text-align: center;">↓</p> <p>University: Reports closure of degrees to MTCU as part of annual report</p> |