

2.2 Institutional Quality Assurance Authority

2.2.1 Senate Authority and Relationship to Faculty Councils

All proposals for the establishment of new graduate and undergraduate degree programs, diplomas and certificates, or for new fields, degrees, majors, options, streams or areas of concentration within existing programs – whether offered solely by the University or in cooperation with other institutions -- require the approval of Senate. Similarly, all major revisions, restructuring, or closure of graduate and undergraduate degree programs, diplomas and certificates require the approval of Senate. Normally only proposals that have been approved by the applicable Faculty Council(s) shall be considered by Senate and its committees.

2.2.2 Authority for York University Quality Assurance Policy

Authority for Institutional Quality Assurance Policy is vested with the Joint Sub-Committee established by Senate's Academic Policy, Planning and Research Committee and the Academic Standards, Curriculum and Pedagogy Committee.

2.2.3 Role of the Joint Sub-Committee

On behalf of Senate, the Joint Sub-Committee will ensure compliance with the Quality Council's protocols, respond to audit reports conducted by the QC proposing changes as may be needed, and oversee the cyclical review of programs.

2.2.4 Composition of the Joint Sub-Committee

The Joint Sub-Committee is composed of the following members:

- two members of the Academic Policy, Planning and Research Committee
- two members of the Academic Standards, Curriculum and Pedagogy Committee
- the Vice Provost Academic and Associate Vice-President Academic
- the Associate Vice-President Graduate and Dean of the Faculty of Graduate Studies

2.2.5 Eligibility for Membership on the Joint Sub-Committee

At least one member from each of the parent committees shall hold an appointment in the Faculty of Graduate Studies.

2.3 Administration of Processes

The Office of the Vice President Academic and Provost is responsible for the publication of documents as required by the COU protocols, and shall maintain a Website for the purpose. The Office of the Vice President Academic and Provost will ensure compliance with protocols before reporting to the QC. Within the Office of the Vice President Academic and Provost, the Vice Provost Academic shall have oversight for the cyclical review process and shall have responsibility for establishing a Rota of reviews, which shall be submitted annually to the Joint Sub-Committee. The Vice Provost Academic shall provide advice to proponents and facilitate processes covered by this policy. Graduate programs will receive special attention from the Associate VP Graduate/Dean of FGS.

3. PROTOCOL FOR NEW DEGREE PROGRAM APPROVALS

3.1 Definition

The **Protocol for New Degree Program Approvals** applies to any degree, degree program or program of specialization currently approved by Senate which has not been previously approved by the Quality Council (or other intra-institutional approval processes with similar responsibility). Examples of new programs include:

- undergraduate degrees
undergraduate honours specializations and majors (for which a similar specialization/major is not already approved)
- graduate degrees
- dual credential degrees (when a new parent program at York is being proposed)
- collaborative degrees (when a new parent program at the University is being proposed)
- combined degrees (when a new parent program at the University is being proposed)

A change of name, only, does not constitute a new program; nor does the inclusion of a new program of specialization where another with the same designation already exists (e.g., a new honours program where a major with the same designation already exists). A new program is brand-new and has substantially different program requirements and substantially different learning outcomes from those of any existing approved programs offered by the institutions.

3.2 Initial Institutional Process

The approval process for the introduction of new undergraduate and graduate degree programs follows the **New Degree Program Approvals Protocol** set out below (see Chart 3.2).

3.2.1 Early Notice of Intentions

Prior to the development, review and approval at any stage of a proposal that is subject to the York University Quality Assurance Process, proponents shall notify the office of the Dean(s) / Principal in the respective faculties/schools of their intentions. It is understood that the respective faculties/schools in this instance refer to the faculties/schools where a program is anchored (i.e., the faculties/schools from which the program will receive resources). The Deans/Principal shall notify the University Secretariat and the Office of the Vice-President Academic and Provost including a statement from the Dean(s)/Principal signaling their agreement with the development of the proposal. The purpose of this required step is to: 1) provide input from the Office of the Vice-President Academic and Provost (graduate programs receive special attention from the Associate Vice-President Graduate/FGS Dean); and 2) facilitate consultations among interested parties at the earliest opportunity and make possible preliminary assessments of academic resource requirements and consistency with academic plans. Authorization to proceed with a proposal does not constitute formal support.

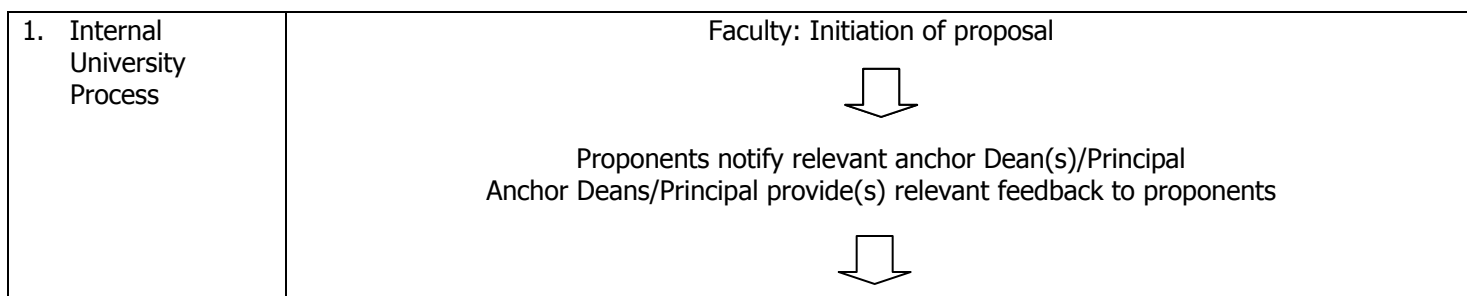
3.2.2 Development of the New Program Brief

Upon submission of the early notice of intention from the anchor Dean(s)/Principal, the Office of the Vice Provost Academic:

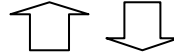
- responds to queries in consultation with other Associate Vice-Presidents and the VP Students as needed to facilitate proposal development with respect to academic resource planning, students, and approval processes (the Associate VP Graduate/FGS Dean provides a response in the case of all graduate programs);
- facilitates consultations among interested parties; and
- ensures consistency with academic plans.

The Faculty then proceeds to develop the new program brief with oversight from the Office of the Dean/Principal. Programs that are interdisciplinary or multidisciplinary, and/or have cognate programs at Keele and Glendon must have an identified lead administrative Faculty/School responsible for the coordination with the Office of the Vice Provost Academic and ensuring that the Proposal Brief (and associated reports and internal responses) are complete. The Brief is forwarded to the Faculty Dean(s) who provides a full statement of support subject to revision pending the review of the proposal. The Dean(s) ensure(s) compliance with the evaluation criteria (Section 3.3) and is/are responsible for ensuring that appropriate consultations have been/are conducted with the Office of the Vice Provost Academic. The Office of the Vice President Academic provides a full statement of support at this time subject to revision pending the review of the proposal and the new program brief is submitted to the Faculty Council Curriculum Committee(s) for approval to proceed.

Chart 3.2: Process for approval of new undergraduate and graduate degree programs



Early Notification: Dean notifies University Secretariat and Office of the Vice President Academic with a communication signaling agreement with the development of the proposal
Vice Provost Academic responds with relevant input
(response is requested from AVP Graduate/FGS Dean for all graduate programs)



Faculty: Development of New Program Brief
Broad consultation with faculty members, students, other Faculties and relevant academic units, the Registrar's Office and external stakeholders



Full statement of support (subject to revision pending review of the program) required at this time
From Dean(s)/Principal and Office of the Vice President Academic



Faculty: Curriculum Committee approval



Faculty: External appraisal commissioned (new)



Faculty and Office of the Vice President Academic: Internal response to appraisal (from proposing academic unit and the relevant deans)/ modify statements if necessary



Faculty Council approval



Faculty submits proposal to Committee on Academic Standards, Curriculum, and Pedagogy (ASCP) for approval



ASCP forwards proposal to the Academic Policy, Planning and Research Committee (APPRC) for concurrence and then ASCP forwards to Senate






Office of the Vice President Academic: Submits proposal to Quality Council



2. Quality Council Approval Process

Appraisal Committee Review and Recommendation
(normally within 45 days of receipt of the institution's submission)



	Quality Council approval to commence
3. MTCU Process	 Office of the Vice President Academic: Submission to MTCU where required
4. Follow-up Process	 Ongoing program monitoring by the institution  Cyclical review within 8 years of first enrolment

3.2.3 External Review of New Program Proposals

External reviews of new undergraduate degrees, undergraduate specializations or majors (where no similar specialist/major has been approved) and graduate degrees are a requirement of the QAF and will normally be conducted following approval of proposals by the Curriculum Committee of Faculty Councils but before consideration of the proposals by Faculty Councils. The Vice Provost Academic is responsible for commissioning the initial external appraisal of proposed new degree programs in consultation with the faculties/schools. There will be at least one reviewer for new undergraduate programs and two for new graduate programs. External review of new graduate program proposals requires an on-site visit. External review of new undergraduate program proposals will normally be conducted on-site, but may be conducted by desk audit, video-conference or an equivalent method if the external reviewer is satisfied that the off-site option is acceptable.

3.2.4 External Reviewers

External reviewers will normally be associate or full professors, or the equivalent, with program management experience, a strong track record as academic scholars and previous academic administrative experience. They will be at arm's length from the program under development. Arm's length means that external reviewers are not close friends, current or recent collaborators, former supervisors, advisors or colleagues – that is, reviewers should not be chosen who are likely, or perceived to be likely, to be predisposed, positively or negatively, about the program. Examples of potential conflicts include a previous member of the program or department under review (including being a visiting professor); a graduate of the program; regular co-author and research collaborator with a member of the program within the past eight years; relative; close friend; and a doctoral supervisor of one or more members of the program (these examples have been drawn from the Council of Quality Assurance Guide).

3.2.5 Appraisal Report

Excepting occasions when two languages are used or when contrary circumstances apply, the reviewers will normally provide a joint report (see template on the Quality Assurance website) that appraises the standards and quality of the proposed program (addressing the criteria set out in Section 3.3) including the faculty members associated with the program and the material resources. They will also be invited to acknowledge any clearly innovative aspects of the proposed program together with recommendations on any essential or otherwise desirable modifications to it. The report will normally be due within two weeks of the site visit.

3.2.6 Internal responses

Responses to the Appraisal Report and recommendations are required from both the proposing academic unit and the relevant deans or their delegates. The proponents may modify the program at this time. The Dean(s)/Principal and/or Office of Vice President Academic may modify their statements of support if necessary based on the appraisal and the response from the proponents. Depending on the extent of any such modifications, the Faculty Council(s) may deem it appropriate to have the revised proposal return to the Curriculum Committee(s) for review or proceed directly to Faculty Council(s).

3.2.7 Institutional approval

Based on the Proposal Brief, the Appraisal Report(s) and the internal responses to both, the proposal proceeds to Faculty Council and then to the Senate Committee on Academic Standards, Curriculum and Pedagogy (ASCP) for approval. In accordance with YUQAP, ASCP determines whether the proposal meets the program evaluation

criteria and is thus acceptable or needs further modification or additional information. Existing Faculty rules / procedures governing the review of curriculum proposals remain in effect.

Upon approval by ASCP, proposals are forwarded to the Senate Academic Policy, Planning and Research Committee (APPRC) for concurrence and then forwarded to Senate by ASCP. The institution may stop the whole process at any point.

3.2.8 Quality Council Secretariat

Following Senate's approval of the proposal, the Office of the Vice President Academic confirms that the New Program Brief is complete, and submits the Proposal Brief, together with all required reports and documents, to the Quality Council Secretariat. The submission template requires information on whether or not the proposed program will be a cost-recovery program. The same standards and protocols apply regardless of the source of funding. No curriculum proposal shall be reported to the Quality Council without an institutional commitment from the relevant Faculty (normally through the Dean(s) / Principal) and the University (as reported through the Office of the Provost).

3.2.9 Announcement of new programs

Following Senate's approval of a new program and the submission of the New Program Brief to Quality Council, and subject to approval by the Office of the Vice-President Academic and Provost, the University may announce its intention to offer the new undergraduate or graduate program in advance of approval by the Quality Council. In such instances, prospective students are advised that offers of admission to a new program may be made only after the University receives confirmation that the Ontario Universities Council on Quality Assurance has approved the program.

3.3 Evaluation Criteria

Proposal Briefs prepared by the faculties and academic units for new undergraduate degree programs, undergraduate specializations or majors (where no similar specialist/major has been approved) and graduate degree programs must address the evaluation criteria set out in the Quality Assurance Framework as follows:³

3.3.1 Objectives

- a) Consistency of the program with the institution's mission and academic plans.
- b) Clarity and appropriateness of the program's requirements and associated learning outcomes in addressing the institution's own undergraduate or graduate degree structure and Degree Level Expectations.
- c) Appropriateness of degree nomenclature.

3.3.2 Admission requirements

- a) Appropriateness of the program's admission requirements for the learning outcomes established for completion of the program.
- b) Sufficient explanation of alternative requirements, if any, for admission into a graduate, second-entry or undergraduate program, such as minimum grade point average, additional languages or portfolios, along with how the program recognizes prior work or learning experience.

3.3.3 Structure

- a) Appropriateness of the program's structure and regulations to meet specified program learning outcomes and degree level expectations.
- b) For graduate programs, a clear rationale for program length that ensures that the program requirements can be reasonably completed within the proposed time period.

3.3.4 Program content

- a) Ways in which the curriculum addresses the current state of the discipline or area of study.

³ Proposal briefs prepared by the faculties and academic units for new undergraduate degree programs, undergraduate specializations or majors (where no similar specialist/major has been approved) and graduate degree programs must also address any other criteria that the academic division chooses to apply.

- b) Identification of any unique curriculum or program innovations or creative components.
- c) For research-focused graduate programs, clear indication of the nature and suitability of the major research requirements for degree completion.
- d) Evidence that each graduate student in the program is required to take a minimum of two thirds of the course requirements from among graduate level courses.

3.3.5 Mode of delivery

Appropriateness of the proposed mode(s) of delivery) to meet the intended program learning outcomes and Degree Level Expectations.

3.3.6 Assessment of teaching and learning

- a) Appropriateness of the proposed methods for the assessment of student achievement of the intended program learning outcomes and Degree Level Expectations.
- b) Completeness of plans for documenting and demonstrating the level of performance of students, consistent with the institution's statement of its Degree Level Expectations ().

3.3.7 Resources for all programs

- a) Indication of whether the new program is a professional program and/or a full cost recovery program
- b) Adequacy of the administrative unit's planned utilization of existing human, physical and financial resources, and any institutional commitment to supplement those resources, to support the program.
- b) Participation of a sufficient number and quality of faculty members who are competent to teach and/or supervise in the program.
- c) Evidence that there are adequate resources to sustain the quality of scholarship produced by undergraduate students as well as graduate students' scholarship and research activities, including library support, information technology support, and laboratory access.

3.3.8 Resources for graduate programs only

- a) Evidence that faculty members have the recent research or professional/clinical expertise needed to sustain the program, promote innovation and foster an appropriate intellectual climate.
- b) Where appropriate to the program, evidence that financial assistance for students will be sufficient to ensure adequate quality and numbers of students.
- c) Evidence of how supervisory loads will be distributed, and the qualifications and appointment status of faculty members who will provide instruction and supervision.

3.3.9 Resources for undergraduate programs only

Evidence of and planning for adequate numbers and quality of: (a) faculty members and staff to achieve the goals of the program; or (b) of plans and the commitment to provide the necessary resources in step with the implementation of the program; (c) planned/anticipated class sizes; (d) provision of supervision of experiential learning opportunities (if required); and (e) the role of adjunct and part-time faculty members.

3.3.10 Quality and other indicators

- a) Definition and use of indicators that provide evidence of quality of the faculty members (e.g., qualifications, research, innovation and scholarly record; appropriateness of collective faculty members' expertise to contribute substantively to the proposed program).
- b) Evidence of a program structure and faculty members' research that will ensure the intellectual quality of the student experience.

3.4 Initial Appraisal Process by the Quality Council

3.4.1 Secretariat check

The Quality Council Secretariat will confirm that the Proposal Brief and associated reports and internal responses to them (as set out in Section 3.3 above) are complete. If there is missing information or defects of substance, the Secretariat will return the Proposal Brief to the institution for revision or amendment and resubmission. Otherwise the Proposal Brief and accompanying documents will be forwarded directly to the Quality Council Appraisal Committee.

3.4.2 Appraisal Committee reviews and recommends

The Quality Council's Appraisal Committee reviews and appraises the complete file. This committee may seek further information from the institution, in which case it provides reasons for its requests to the institution. In rare instances, the Appraisal Committee may invite further input from an external expert, either through desk audit or site visit. If no further information is required, the Appraisal Committee, through the Quality Council, will advise the institution of its proposed recommendation, including a brief explanation of its reasons. This assessment includes one of the following recommendations:

- a) Approval to commence;
- b) Approval to commence, with report (This typically refers to some provision or facility not currently in place but planned for later implementation, often two to three years in the future. The with report condition implies no lack of quality in the program at this point, does not hold up the implementation of the new program, and is not subject to public reference, whether on the web or elsewhere);
- c) Deferral for up to one year during which time the university may address identified issues and report back; or
- d) Against approval.

This step will normally be completed within forty-five days of receipt of the institution's submission, provided that the submission is complete and in good order, and that no further information or external expert advice is required. Where additional information is required by the Appraisal Committee, one of the four possible recommendations (see above) to the Council will be made within a further thirty days of its receipt.

3.4.3 Institution may consult/appeal to Committee

When the recommendation is one of b), c) or d) in 3.4.2 above, the proposing university may, within sixty days, make an appeal to, or request a meeting with, the Appraisal Committee for reconsideration. Normally, the grounds for seeking reconsideration are that the institution will be providing new information, or that there were errors of fact in the Appraisal Committee's commentary, or there were errors of process. Following such communication, the Appraisal Committee revisits and may revise its assessment. It will convey its final recommendation to the Quality Council.

3.4.4 Institution may appeal to Council.

Having received and considered the Appraisal Committee's final assessment and recommendation, any additional comments from the institution on the assessment, and further, having heard any requested appeal from the institution on matters of fact or procedure, the Council makes one of the following decisions:

- a) Approved to commence;
- b) Approved to commence, with report;
- c) Deferred for up to one year, affording the institution an opportunity to amend and resubmit its proposal brief; or
- d) That the program proposal is declined.

When the Quality Council chooses option c), then the Appraisal Committee suspends the assessment process until the institution has resubmitted its Brief. After this, the Appraisal Committee reactivates its appraisal process (see Section 3.4.2 above). When the Appraisal Committee does not receive a response within the specified period, it considers the proposal to have been withdrawn.

3.4.5 Council reports decision

The Quality Council conveys its decision to the institution through the designated institutional contact, and reports it for information to OCAV and to the Ministry of Training, Colleges and Universities (MTCU). The Quality Council and the institution post information about decisions on approval to commence new programs on their respective websites, together with a brief description of the program. Only at this point may institutions make offers of admission to the program.

3.4.6 Waiting period before resubmission

To allow time for revisions to proposals, any institution declined permission to proceed at this stage (3.4.2) of the process, or following a denied appeal of the decision (3.4.4), will normally wait until one year has elapsed from the date of the Quality Council's decision before resubmitting a revised version of its proposal. The same waiting period normally applies when a university does not resubmit a deferred program proposal within the specified period.

3.4.7 Subsequent with report appraisal

When an institution has been given approval to commence a program with report, the Appraisal Committee reviews the subsequently submitted report, conducts whatever consultation it requires, and then makes one of the following recommendations to the Council. That:

- a) The program be approved to continue without condition;
- b) The program may continue accepting admissions but the Council requires additional follow-up and report within a specified period, prior to the conduct of the initial cyclical review. On the Council's receipt of that required report, the procedure returns to this same step in the appraisal process (i.e., 3.4.8).
- c) The program be required to suspend admissions for a minimum of two years. The Quality Council will then specify the conditions to be met in the interim in order for admissions to the program to resume.
- d) The institution may appeal, to the Quality Council, the proposed recommendation of the Appraisal Committee to suspend admissions to the program (3.4.7 c), on the same terms as are set out in Framework Section 3.4.3 above (i.e., the institution will be providing new information; and/or there were errors of fact in the Appraisal Committee's commentary; and/or there were errors of process).

3.4.8 Council hears with report appeal.

Having received and considered the Appraisal Committee's recommendation, and the institution's appeal, if any, the Quality Council may decide either:

- a) To approve the program without condition, or
- b) To approve the program continuing admissions with a further report, or
- c) To require the program to suspend admissions for a minimum of two years. This decision is final. The Quality Council conveys its decision to the institution, and reports it to OCAV and to MTCU for information.

3.5 Subsequent Process

3.5.1 Ministry of Training, Colleges and Universities (MTCU) funding approval for new undergraduate and graduate degrees. The MTCU approves BIU funding for new degree programs. The approval process occurs several times each year. Proposals are submitted to MTCU as required by the Office of the Vice President Academic once Quality Council approval has been received.

3.5.2 Monitoring of new programs
New programs are expected to be monitored by the academic unit and respective Dean(s)/Principal responsible for delivering the program including an assessment of expected enrolment targets and adequate course offerings. The Undergraduate or Graduate Program Director, as relevant, has specific responsibility for reviewing the annual data that will be considered as part of the quality assurance cyclical review.

3.5.3 First cyclical review
The first cyclical review for any new program must be conducted no more than eight years after the date of the program's initial enrolment and normally in accordance with York University's program review schedule (the Rota).

3.5.4 Implementation window
After a new program is approved to commence, the program will begin within thirty-six months of that date of approval; otherwise the approval will lapse.

3.6 Quality Council Audit Process

At least one undergraduate program and one graduate program selected for the sample for each institutional audit (See YUQAP Section 8) will be a New Program or a Major Modification to an Existing Program approved within the period since the conduct of the previous audit. The audit cannot reverse the approval of a program to commence.

4. PROTOCOL FOR NEW PROGRAMS FOR EXPEDITED APPROVALS

4.1 Definition

The **Protocol for New Programs with Expedited Approvals** applies to new: