2.5 Steps in the Approval Process for New Programs

Steps	Description	Documentation Required for Auditing Purposes
Step 1	In-Principle Approval by PPG and Working Group	• PPG Minutes • Initial Proposal
Step 2	Development of Full Program Proposal and Appendices using Template • Consultation – faculty, academic units, Decanal Councils • Budget – in consultation with Dean(s) and Finance Office • Program Objectives, Program-Level Learning Outcomes and Curriculum Mapping • New Course Development and Course Syllabuses Collection • CVs – Collection of Faculty CVs • Library – Statement of Support – requested from University Librarian	• Program Proposal and Appendices
Step 3	Dean Sign-Off on Program Proposal and Appendices	• Dean Signature on Proposal
Step 4	Nomination, Ranking and Selection of External Reviewers • Nomination and Ranking • Declaration of Arm's Length • Letter of Invitation	• Nomination Form • Declaration of Arm's Length • Letters of Invitation
Step 5	USC/GSC Review – of Program Proposal and Appendices	• USC or GSC Minutes
Step 6	AP&B Initial Review – of Program Proposal and Appendices	• AP&B Minutes
Step 7	Site Visit and Instructions	• Site Visit Schedule • Reviewer Instructions
Step 8	External Reviewers' Report	• External Reviewers' Report
Step 9	Working Group's Response to External Reviewers' Report	• Working Group's Response
Step 10	Dean's Response to External Reviewers' Report	• Dean's Response
Step 11	AP&B Final Review – of Program Proposal, External Reviewers' Report, Working Group's Response, Dean's Response; AP&B recommends program to Senate	• AP&B Minutes
Step 12	Senate for Approval and Faculty Board for Information	• Senate Minutes • Faculty Board Minutes
Step 13	Submission and Approval by Quality Council	• Quality Council Approval Letter
Step 14	Follow-Up and Reporting • Post Program Description to Website • Verbal Update to Senate • Report to Board of Governors (BoG) • Add to Schedule of Reviews	• Link to program description • BoG Annual Report • Year of First Cyclical Review
Step 15	Implementation Window and Monitoring Report to AP&B	• AP&B Minutes • Monitoring Report