Policy Name	**Program Implementation**		
Policy #	**120**	Category	**Academic**
Policy Sponsor(s)	**Associate Vice-President, Learning and Teaching**	Previous Revision Date	**July 1, 2019**
Policy Approved by	**President & CEO**	Revision Date	**April 4, 2024**
Procedures Approved by	**Provost and Vice President, Academic**	Review Date	**April 4, 2029**

See the related POLICY.

DEFINITIONS

Program: A defined set of credit courses and other requirements leading to a credential in a specific field of study. Definitions and requirements of program credentials are contained in the Credential Qualification Framework.

Implementation: The decision and related development processes leading to delivery of a new program.

PROCEDURES

1.   Approval Required

The level of approval authority required for new program implementation is documented in Policy #101 Academic Authorities Grid and related procedures.

2.   Criteria

New program implementation proposals will be assessed against a variety of evaluative criteria:

a)   **Benefits to stakeholders** will be assessed based on evidence gathered from secondary sources, including Province of Saskatchewan plans and publications.

b)   **Alignment to strategic direction** will be based on the current strategic plan and related documents, with alignment to be documented in the concept paper and feasibility study.

c)   **Industry and labour market need** will be established by needs assessment research, to be documented in the feasibility study.

d)   **Projected student demand** will be established via needs assessment research, to be documented in the feasibility study.

e)   **Resources required** will be detailed in a cost and resource estimate, to be documented in the feasibility study.

f) **Alignment to established quality standards** will be guided by Saskatchewan Polytechnic's policies and frameworks, including the Credential Qualification Framework and Curriculum Framework, and related accreditation and/or degree standards, to be documented in the implementation proposal.

3. Process

The following steps outline the process for the implementation of new programs:

A. Concept Paper

I.   The dean discusses and obtains approval from the vice-provost on any new program proposals being considered prior to developing the concept paper.

II.   The program head (PH)/academic chair (AC) and program development consultant (PDC) complete the concept paper and forward it to the dean's office for endorsement (template for concept paper in POP Manual).

III. The dean's office submits the endorsed concept paper to the Office of the Special Advisor to the Provost, with a cc to the vice-provost and executive assistants (EA) for review.

IV.   The Office of the Special Advisor to the Provost undertakes a thorough review and provides feedback to the dean's office (cc vice-provost and EAs). The deans' office coordinates with the PH/AC and PDC to revise the concept paper and resubmits it to the Office of the Special Advisor to the Provost. This is repeated until all outstanding questions and concerns of the concept paper are adequately addressed. The vice-provost may provide high-level feedback (where needed).

V.   The vice-provost may convene with the Office of the Special Advisor to the Provost for a preliminary recommendation (if necessary).

VI.   The vice-provost provides a recommendation to the provost for approval. The provost reviews and returns the concept paper to the dean's office with a decision (cc Office of the Special Advisor to the Provost and vice-provost and EAs):
- If approved, the dean's office proceeds with developing the feasibility study. Meanwhile, the dean's office, in coordination with the Office of the Special Advisor to the Provost, brings forward the approved concept paper to the Senior Academic Leadership Team (SALT) for information.
- If not approved, the provost provides an explanation behind the decision which may warrant an opportunity for the dean's office to further develop the concept paper or no longer pursue it.

B. Feasibility Study

I.   Based on the approval of the concept paper, the PH/AC and PDC complete the feasibility study and forwards it to the dean's office for endorsement (the template for the feasibility study is in the POP Manual entitled Advanced Education New Program Approval Template).

II.   The dean's office submits the endorsed feasibility study to the Office of the Special Advisor to the Provost (cc vice-provost and EAs) for review.

III. The Office of the Special Advisor to the Provost undertakes a thorough review and provides feedback to the dean's office (cc vice-provost and EAs). The dean's office coordinates with the PH/AC and PDC to revise the feasibility study and resubmits it to the Office of the Special

Advisor to the Provost. This is repeated until all outstanding questions and concerns of the feasibility study are addressed.

IV.   The vice-provost may convene with the Office of the Special Advisor to the Provost for a preliminary recommendation (if necessary).

V.   The vice-provost provides a recommendation to the provost for endorsement. The provost reviews and returns the feasibility study to the dean's office with a decision (cc Office of the Special Advisor to the Provost, vice-provost, and EAs):
- If endorsed, there will be further levels of review and approval (see next steps).
- If not endorsed, the provost provides an explanation behind the decision which may warrant an opportunity for the dean's office to further develop the feasibility study or no longer pursue it.

VI.   The dean's office, in coordination with the Office of the Special Advisor to the Provost, brings forward the provost-endorsed feasibility study to SALT, which will include the following attachments as part of the SALT endorsement package:
- SALT issue sheet
- Ministry of Advanced Education New Program Approval template
- Labour market or industry needs assessment (if available)
- Student demand assessment (if available)
- Letters of support
- Other supporting documentation

VII.   SALT changes, decisions, and action items are recorded. Minutes are distributed to SALT members.

VIII.   The provost brings forward the final version of the feasibility study to Senior Leadership Council (SLC) for approval (the dean's office prepares the SLC issue sheet). If approved by SLC, the new program is included in the Multi-Year Business Plan, and the provost's office submits the new program feasibility study to the president's office for submission to the Ministry of Advanced Education for approval.

IX.   Once the feasibility study has received Ministry of Advanced Education approval, the dean's office proceeds with the development of the new program implementation proposal for Academic Council endorsement and SLC approval.

C. Implementation Proposal

I.   Based on the approved concept paper and feasibility study, the PH/AC and PDC complete the following implementation proposal package and forward it to the dean's office for endorsement:
- Program Implementation Template
- Academic Council Report for Program Implementation
- Supporting Documentation

II.   The dean's office submits the endorsed implementation proposal to the Quality Assurance (QA) Working Group (c/o Office of the AVP Learning and Teaching).

III.   The QA Working Group reviews the implementation proposal. Recommendations are recorded in the Quality Assurance Report and provided to the dean's office.

IV.	After incorporating the recommendations made by the QA Working Group, the dean's office submits the following documents to Academic Council (c/o Office of the Vice-Provost):
- Academic Council issue sheet
- Academic Council Report for Program Implementation
- Program Implementation Template
- Quality Assurance Report and Template feedback
- Supporting documentation

V.	Academic Council changes, decisions, and action items are recorded. Minutes are distributed to Academic Council members.

VI.	The Provost's Office provides a Consent Agenda to SLC regarding the implementation proposal.

VII.	The Provost's Office communicates the SLC program decision to the Office of the Vice-Provost.

VIII.	The Office of the Vice-Provost communicates the SLC decision to the dean's office and forwards the program implementation information to the director of enrolment services and registrar.

RELATED DOCUMENTS
Academic Authorities Grid 101
Credential Qualification Framework Curriculum Framework