

NEW PROGRAM DEVELOPMENT CHECKLIST - Ministry Funded Diplomas and Certificates *(Current Schedule)*

March 17, 2025

IMPORTANT: New programs typically launch in September of the year following their approval. For example, a program launching in September 2026 must be approved by Academic Council by January 2025		Person(s) Responsible	Approx. Completion Time	Deadline	Complete
STAGE 1: STATEMENT OF INTEREST AND PROGRAM DEMAND RESEARCH ANALYSIS					
1.1	Academic Executive Team (AET) Approval	Dean	Allow 1-2 months to obtain approvals		
1.2	Complete Statement of Interest (SOI) in the Curriculum Information Management System (CIM), and submit through workflow to VPA for approval	Dean/AD			☐
1.3	Send approved SOI to Institutional Research (IR) for Program Demand Research Analysis	OAQ			☐
1.4	Assemble and consult with Steering Committee (SC), documenting SC feedback in minutes	Dean/AD			☐
1.5	Program Innovation Review Committee (PIRC) approval	Dean/OAQ			☐
1.6	Prepare Program Costing for Capacity Assessment Committee (CAC) approval	Dean/OAQ			
STAGE 2: CURRICULUM DESIGN, CONSULTATION AND COSTING					
2.1	Assemble Program Development Team	Dean/AD	Allow 3 months		☐
2.2	Develop proposed curriculum within CIM, including complete course outlines and detailed curriculum mapping	Team/AD			☐
2.3	Consult with interested and affected parties	Team/AD			☐
2.4	Obtain Steering Committee support in minutes and upload in CIM	Dean/AD			
2.5	Submit course outline proposals to workflow through CIM	Team			☐
STAGE 3: INTERNAL APPROVAL					
NOTE: Relevant program information must be submitted through CIM workflow at least three weeks in advance of each approval meeting.					
3.1	Submit completed Program Outline, Mapping and Tracking through CIM workflow to Academic Council	Team/AD/OAQ	Allow 1-2 months to obtain approvals		☐
3.2	Submit Briefing Note to Presidential Leadership Team (PLT) for approval	OAQ			☐
3.3	Submit Board Report to Board of Governors for approval	OAQ			☐
STAGE 4: EXTERNAL APPROVAL					
NOTE: External approvals can take up to six months.					
4.1	Submit CVS application to OCQAS (validation must be received before proceeding to next step)	OAQ	Allow 2 months		☐
4.2	Submit and secure MTCU funding approval	OAQ	Allow 4 months		☐
4.3	Establish Program Advisory Committee (usually evolves out of the Steering Committee)	Dean/AD			☐
STAGE 5: NOTIFICATION					
5.1	Notify Office of the Registrar, Dean/Associate Dean, Program Development faculty lead, PA/AO, and Coop (if relevant)	OAQ	1 day		☐
5.2	Submit program information to Marketing for Viewbook	Registrar	1 day		☐
5.3	Load program into Ontario College Application System (OCAS)	Registrar	1 day		☐
LAUNCH PROGRAM					

Master files stored electronically. All printed copies are for reference only.