

PROGRAM RENEWAL CHECKLIST - Ministry Funded Diplomas and Certificates

March 17, 2025

STEPS TO COMPLETE RENEWAL		Person(s) Responsible	Deadline	Complete
STAGE 1: PREPARATION FOR PROGRAM RENEWAL				
1.1	Identify and SWF Curriculum Team	Dean/AD	Ahead of renewal semester	☐
1.2	Prepare Institutional Research report based on Program Renewal Schedule	IR		☐
1.3	Meet with Office of Academic Quality (Manager, Curriculum Processes and Curriculum Advisor)	OAQ		☐
STAGE 2: CURRICULUM RENEWAL				
2.1	Meet with Program Advisory Committee/Faculty Team	Dean/AD	Sep-Nov for Fall renewals	☐
2.2	Conduct complete analysis of program, including curriculum	Team		☐
2.3	Conduct current state curriculum mapping with OAQ Curriculum Advisor	OAQ		☐
2.4	Consult with relevant internal stakeholders (i.e. Dean, Liberal Arts; Registrar; Coop; Library; etc.)	Faculty		☐
2.5	Develop proposed curriculum changes within the Curriculum Information Management System (CIM)	Team		☐
2.6	Review financial implications and complete Program Costing – Changes/Renewal if necessary; VPA to schedule Capacity Assessment Committee meeting if necessary	VPA/Dean/AD	Jan-Apr for winter renewals	☐
2.7	Complete final proposed state curriculum mapping with OAQ Curriculum Advisor	Team		☐
2.8	Submit all renewal documentation to workflow within CIM (including program and course outlines) for OAQ review	Faculty		☐
STAGE 3: APPROVAL PROCESS				
NOTE: Relevant documents must be submitted through CIM at least three weeks in advance of the Academic Council meeting				
3.1	Obtain Program Advisory Committee support for renewed curriculum (motion required)	Dean/AD		☐
3.2	Submit renewal through CIM workflow to Dean/Associate Dean for final approval	Faculty		☐
3.3	Submit renewal through CIM workflow to Academic Council for approval	Dean/AD		☐
STAGE 4: STAKEHOLDER NOTIFICATION				
4.1	Renewed program submitted to Marketing for Viewbook/loaded into OCAS	Registrar		☐
STAGE 5: PROGRAM DELIVERY				
5.1	Design assessment, plan instruction, develop syllabi	Faculty		☐
LAUNCH RENEWED CURRICULUM				
Renewed curriculum launches the following academic year. For example, if a renewal is approved in June of 2020, the new curriculum launches Fall of 2021.				

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