

**NEW PROGRAM PROPOSAL**

**[PROGRAM]**

**[DATE]**

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COMPLETING THE NEW PROGRAM PROPOSAL DOCUMENT

This New Program Proposal template is structured to correspond with the evaluation criteria outlined in McMaster’s Policies, Procedures and Guidelines: <https://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/AcademicProgramReview.pdf>. For additional information, contacts or guidebooks, departments can visit the IQAP website https://mi.mcmaster.ca/iqap/ or email iqap@mcmaster.ca.

***Please ensure that your department refers to the New Program Proposal Guidebook for clarification and further information on the types of evidence required and, where applicable, what resources are available to assist in retrieval or interpretation of the information required for this proposal.***

# PROGRAM

## **PROGRAM DESCRIPTION**

## **PROPOSAL PREPARATION AND CONSULTATION PROCESS**

## **CONSISTENCY WITH MCMASTER’S MISSION AND ACADEMIC PLAN**

1. **McMaster’s Strategic Mandate Agreement:**

Refer to the Provost & Vice-President (Academic) – Current Priorities website for the most up to date Strategic Mandate Agreement:

<https://www.mcmaster.ca/vpacademic/priorities.html>

**Please be sure to identify and then explain which area(s) of institutional strength the proposed program addresses. The currently identified institutional program strengths are outlined below**. **For more detail, refer to the Strategic Mandate Agreement 2017-2020.**

* Medical Education and Research
* Health and Society
* Engineering and Sustainability
* Science and Discovery
* Digital Economy
* Materials and Manufacturing
* Business and Economics
* Policy and Ethics in a Globalized World
* Human Behaviour, Culture, and Society
* The Arts and Creative Expression

**Please also be sure to identify and then explain which area of growth the proposed program addressed. The currently identified institutional program strengths are outlined below**. **For more detail, refer to the Strategic Mandate Agreement 2017-2020.**

* Health Sciences and the Broad Determinants of Health
* Fostering Robust Societies
* Business and Economics
* Science and Engineering
* Communications and Culture
1. **McMaster’s current priorities:**

Please refer to the Office of the President’s – Forward with Integrity website for current institutional priorities:

<https://president.mcmaster.ca/reports/fwi/>

*Programs are asked to elaborate specifically on how the new program will* ***align with each of the four priorities*** *outlined in the Forward with Integrity letter:*

* 1. The Student Experience
	2. Community Engagement
	3. Research
	4. Internationalization

## **PROGRAM LEARNING OUTCOMES**

## **CONSISTENCY WITH DEGREE LEVEL EXPECTATIONS**

|  |  |
| --- | --- |
| **Undergraduate DLEs** | **Graduate DLEs** |
| Depth and Breadth of Knowledge | Depth and Breadth of Knowledge |
| Knowledge of Methodologies | Research and Scholarship |
| Application of Knowledge | Application of Knowledge |
| Communication Skills | Communication Skills |
| Awareness of Limits of Knowledge | Awareness of Limits of Knowledge |
| Autonomy and Professional Capacity | Autonomy and Professional Capacity |

## **DEMAND FOR PROGRAM**

1. Evidence of Societal/Labour Market Need
2. Evidence of Student Demand
3. Justifiable Duplication

## **DEGREE NOMENCLATURE**

# ADMISSION & ENROLMENT

## **ADMISSION REQUIREMENTS**

## **ENROLMENT PLANNING AND ALLOCATIONS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Year** | **Cohort Year 1** | **Cohort Year 2** | **Cohort Year 3** | **Cohort Year 4** | **Cohort Year 5** | **Cohort Year 6** | **Cohort Year 7** | **Total Enrolment** | **Maturity** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## **ALTERNATIVE REQUIREMENTS**

# STRUCTURE

## **ADMINISTRATIVE, GOVERNANCE AND COMMUNICATION**

## **STRUCTURE AND REGULATION**

## **GRADUATE PROGRAMS - PROGRAM LENGTH**

# CURRICULUM AND TEACHING

## **PROGRAM CONTENT**

## **PROGRAM INNOVATION**

## **MODE(S) OF DELIVERY**

## **EXPERIENTIAL LEARNING**

## ACCESSIBILITY

## RESEARCH REQUIREMENTS (IF APPLICABLE)

# ASSESSMENT OF LEARNING

## **METHODS FOR ASSESSING STUDENTS**

## **CURRICULUM MAP**

## **DEMONSTRATING STUDENT ACHIEVEMENT**

# RESOURCES

***Note: Please be sure to complete the appropriate section based on whether you are proposing a New Undergraduate or Graduate Program.***

Please note that departments should have already completed their New Undergraduate or Graduate Program Resource Implications and Financial Viability template. Ensure that this template is complete and ready to be submitted. Departments may find it helpful to refer to their budget proposal when addressing the sections below. For additional information, contact Linda Coslovi, Executive Director Finance and Administration (Academic): coslovi@mcmaster.ca. Please provide evidence that there are adequate resources to sustain the quality of scholarship produced by undergraduate/graduate students’ scholarship and research activities.

## UNDERGRADUATE PROGRAMS

### *ADMINISTRATIVE, PHYSICAL AND FINANCIAL RESOURCES*

### *LIBRARY, TECHNOLOGY, AND LABORATORY RESOURCES*

### *FACULTY*

### *ANTICIPATED CLASS SIZE*

### *PROGRAM IMPLEMENTATION*

## GRADUATE PROGRAMS

### *ADMINISTRATIVE, PHYSICAL AND FINANCIAL RESOURCES*

### *LIBRARY, TECHNOLOGY, AND LABORATORY RESOURCES*

### *FACULTY*

### *STUDENT FINANCIAL SUPPORT*

### *FACULTY RESEARCH FUNDING*

The Table provided below is intended to show the amount of funding available to support faculty research and potentially available to support students’ work, either through the provision of stipends or materials for the conduct of the research.

|  |
| --- |
| **Operating Research Funding by Source and Year** |
|  | **Source** |
| **Year 1** | **Granting Councils 2** | **Other Peer Adjudicated 3** | **Contracts** | **Others 4** |
| **2002-03** |  |  |  |  |
| **2003-04** |  |  |  |  |
| **2004-05** |  |  |  |  |
| **2005-06** |  |  |  |  |
| **2006-07** |  |  |  |  |
| **2007-08** |  |  |  |  |
| **2008-09** |  |  |  |  |
| **Totals** |  |  |  |  |

1. Year may be academic year or calendar year, as appropriate for the institution [specify].
2. Do not include equipment grants, conference grants, or grants allocated by the university such as SSHRC minor grants in this column.
3. Explain source and type in footnote.
4. University allocated grants (such as SSHRC minor grants).

### *SUPERVISION*

There are two different tables that must be completed as part of this section.

|  |
| --- |
| **Faculty Members by Field** |
|  |  |  |  | **Fields** |
| **Faculty Name & Rank** | **M/F** | **Home Unit 1** | **Supervisory Privileges 2** | **13** | **2** | **3** | **4** |
| **Category 4** |  |  |  |  |  |  |  |
| **Aaaa- Assistant** |  |  | Master’s | X |  | x |  |
| **Bbbb- Professor** |  |  | Full | X | x |  |  |
| **Cccc-Associate** |  |  | Full |  |  |  | x |
| **Dddd- Professor** |  |  | Master’s |  | x | x |  |
| ***Category 2*** |  |  |  |  |  |  |  |
| **Eeee- Associate** |  |  | Master’s |  |  |  |  |
| ***Category 3*** |  |  |  |  |  |  |  |
| **Ffff-Assistant** |  |  | Master’s |  |  |  |  |
| ***Category* 4** |  |  |  |  |  |  |  |
| **Gggg- Professor (X)** |  |  | Full |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. This is the budget unit paying the salary: department, school, research centre or institute, or other.
2. Indicate the level of supervisory privileges held by each faculty member: e.g., full, master’s only, co-supervision only, etc.,
3. Either give the field name or a footnote reference to it.
4. List faculty members under the categories suggested, as applicable

Category 1: tenured or tenure-track core faculty members whose graduate involvement is exclusively in the graduate program under review. For this purpose the master’s and doctoral streams of a program are considered as a single program. Membership in the graduate program, not the home unit, is the defining issue.

Category 2: non-tenure-track core faculty members whose graduate involvement is exclusively in the graduate program under review.

Category 3: tenured or tenure-track core faculty members who are involved in teaching and/or supervision in other graduate program(s) in addition to being a core member of the graduate program under review.

Category 4: non-tenure track core faculty members who are involved in teaching and/or supervision in other graduate program(s) in addition to being a core member of the graduate program under review.

Category 5: other core faculty: this category may include emeritus professors with supervisory privileges and persons appointed from government laboratories or industry as adjunct professors. Please explain who would fall into this category at your institution.

Category 6: non-core faculty who participate in the teaching of graduate courses.

|  |
| --- |
| **Completed and Current Numbers of Thesis1 Supervisions by Faculty Member** |
|  | **Completed** | **Current** |
| **Member** | **Master’s** | **PhD** | **PDF** | **Master’s** | **PhD** | **PDF** |
| **Aaa** |  |  |  |  |  |  |
| **Bbb** |  |  |  |  |  |  |
| **Ccc** |  |  |  |  |  |  |
| **Ddd** |  |  |  |  |  |  |
| **Eee** |  |  |  |  |  |  |
| **Ffff 2** | **2(15)** | **3(10)** | **6** | **1(5)** | **0(3)** | **2** |
| **Gggg** |  |  |  |  |  |  |

1. If desired, columns (or an additional table) may be added to reflect the supervision of major research papers at the master’s level. Do not include supervisory committee activity in this table.
2. Indicate the current number of students being supervised by the faculty members and, in parentheses, the total number of past students that the faculty member has supervised.

# QUALITY AND OTHER INDICATORS

## ACADEMIC QUALITY OF THE PROGRAM

## INTELLECTUAL QUALITY OF the STUDENT EXPERIENCE

***Please note that if the program is approved, some additional information will be requested:***

* Brief program description which can be posted on the Quality Council website (1-2 paragraphs)
* Program details for OSAP eligibility purposes

CHECKLIST FOR NEW PROGRAM PROPOSALS

The following section indicates all the items that are required as part of a ***complete*** new program proposal package which includes all the necessary documents. Part I, II and III should be submitted as separate files to iqap@mcmaster.ca.

**PART I: COMPLETE NEW PROGRAM PROPOSAL DOCUMENT**

* **Complete New Program Proposal Template**
* **Faculty CVs** (can be submitted on CD or USB)
* **Memorandum(s) of Understanding** **(Letters of Support)** (if applicable)

**PART II: RESOURCE IMPLICATIONS AND FINANCIAL VIABILITY TEMPLATE**

* Completed
* Approved

**PART III: FEES MEMO**

* Completed
* Approved

TRACKING THE APPROVALS PROCESS FOR NEW UNDERGRADUATE PROGRAMS

**PLEASE NOTE: This table must be appended to the New Program Proposal Document and updated as each step in the approvals process is completed.**

|  |  |  |
| --- | --- | --- |
| **STEP IN THE NEW PROGRAM APPROVALS PROCESS** | **NAME OF COMMITTEE/ INDIVIDUAL PROVIDING CONSULTATION** | **DATE OF DOCUMENT APPROVAL** |
| **Resource Implications & Financial Viability Template (Budget)** | **Linda Coslovi, Executive Director, Finance & Planning (Academic)** |  |
| **University Students Fees Committee Approval of Budget** |  |  |
| **Departmental & Faculty Approvals** |  |  |
|  |  |
|  |  |

**Please note that approvals from the following internal committees is also required before the New Program Proposal can be sent to Quality Council & MTCU: *Curriculum & Admissions Committee, Undergraduate Council, University Planning Committee* and *Senate.***

TRACKING THE APPROVALS PROCESS FOR NEW GRADUATE PROGRAMS

**PLEASE NOTE: This table must be appended to the New Program Proposal Document and updated as each step in the approvals process is completed.**

|  |  |  |
| --- | --- | --- |
| **STEP IN THE NEW PROGRAM APPROVALS PROCESS** | **NAME OF COMMITTEE/ INDIVIDUAL PROVIDING CONSULTATION** | **DATE OF DOCUMENT APPROVAL** |
| **Preparation of the Resource Implications & Financial Viability Template (Budget)** | **Linda Coslovi, Executive Director, Finance & Planning (Academic)** |  |
| **University Students Fees Committee Approval of Budget**  |  |  |
| **Departmental & Faculty Approvals of Proposal** |  |  |
|  |  |
|  |  |

**Please note that approvals from the following internal committees is also required before the New Program Proposal can be sent to Quality Council & MTCU: *Graduate Council, University Planning Committee* and *Senate.***