

# Guide

for Program Development,  
Program Revision,  
and Implementation Review

**2009/2010**

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and the Office of the VP Academic

**Kwantlen**  
POLYTECHNIC  
UNIVERSITY



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## Introduction

This manual outlines the steps and procedures for approval of new and revised programs. It also mentions program review, which will be detailed in a separate manual.

It has been created to assist program developers and coordinators in their production and revision of proposals for educational programs throughout Kwantlen. The manual outlines the steps developers need to take to shepherd their documents through the approval process. You will find information such as where to get template forms, how to get on meeting agendas, and which committees (both internal and external) will be vetting program concepts, proposals, and revisions, and more. Where we are able, we have included approximate timelines for inclusion on meeting agendas so that you are able to plan your time as effectively as possible.

Questions arise about which documents come to the Senate Standing Committee on Curriculum (SSCC) before they are reviewed by Senate, and which go directly to the Senate. As a general rule, new programs *must* be approved by SSCC before they are reviewed by Senate. In addition, because programs are living entities, they sometimes need revision. Any revisions that affect students should be reviewed by SSCC before going to Senate. If you have doubts about the proper process for your revision, the Chair of SSCC and the Senate Vice Chair will review the revision and make a decision as to the best route.

**Note:** Senate reserves the right to send any submission to a sub-committee for review.

**Please also note** that while approval by internal and/or external quality assurance bodies is required for all new programs, implementation decisions are dependent on separate budget allocation and approval decisions within the university.

## Definitions & Terms of Reference

### ***New programs***

All new programs at all credential levels must go through the complete approval process, including the program concept and the full program proposal stages. Current exceptions are B.A. minors, which bypass the concept stage only, and programs that fall under the approved framework for Trades programs. See Option B, p. 6

All levels from diploma and higher will be posted to the Post-Secondary Institution Proposal System (PSIPS) for peer review. Only new **degree** programs will be subject to the Degree Quality Assessment Board (DQAB) review.

### ***B.A. Minors***

New minors for Kwantlen's existing Bachelor of Arts degrees can be approved with only a full program proposal process, which will follow the usual steps. A program concept will not be required as minors will follow the approved B.A. Framework.

### ***Associate Degrees***

Associate degrees must follow Kwantlen's framework for Associate of Arts or Associate of Science degrees, which complies with the framework determined by the B.C. Council on Admission and Transfer (BCCAT). A proposal for a new associate degree will normally be submitted in the form of a memo to SSCC and Senate for approval. Associate degrees do not require any external approval.

### ***Senate***

Senate is the governance body that guides the academic activities of Kwantlen in accord with the University Act, 2008.

### ***Senate Standing Committee on Curriculum (SSCC)***

SSCC is the standing Senate committee that reviews program proposals and some program revisions. SSCC reports to Senate.

### ***DQAB***

The Degree Quality Assessment Board (DQAB), appointed by the Minister of Advanced Education and Labour Market Development, is the body that reviews degree proposals from public and private post-secondary institutions

according to criteria set by the Minister in consultation with DQAB, and makes recommendations to the Minister.

## ***PSIPS***

The Post-Secondary Institution Proposal System (PSIPS) is the Web-based system designed to manage and support the post-secondary submission and review processes for approval of degree and non-degree programs from private and public post-secondary institutions.

## ***Program revisions***

All program changes that directly affect students must be approved via the formal program revision approval process.

Program revisions would typically be presented to SSCC and Senate in the form of a memo that includes a rationale for the changes and showing a pertinent level of detail, e.g., the current program structure and the proposed program structure in list or chart form. The memo should also indicate the results of consultations with other programs that bridge into the credential or that in any way are affected by the revision.

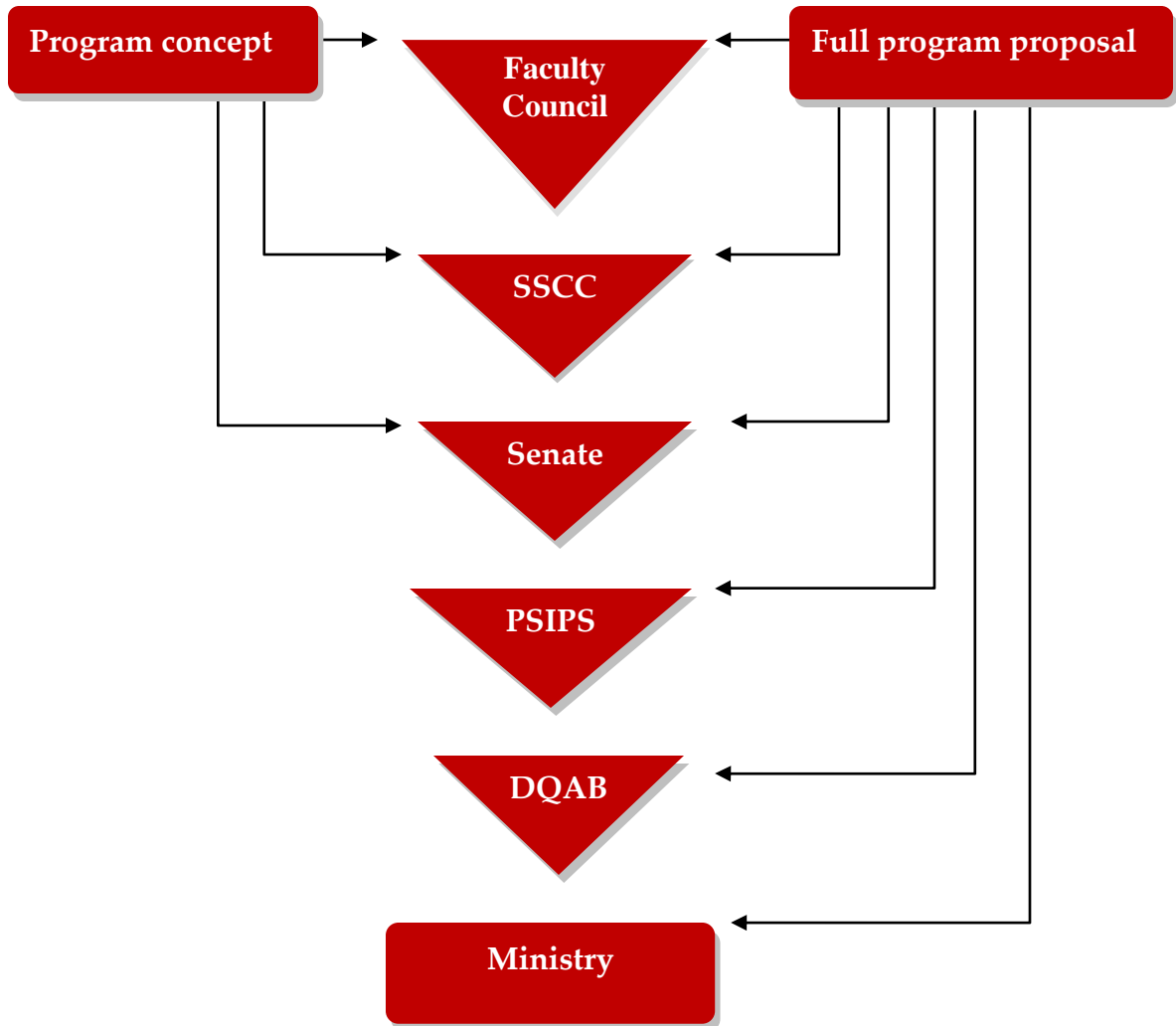
Proponents making any midstream program revisions need to refer to the midstream program revision document available on the Senate Website under 'Program Development Information'.

## ***Signature Sheet***

A signature sheet must accompany all submissions to SSCC and Senate. See Faculty Council Approval, p. 16.

## Program Development Flowchart

Program development must proceed from Faculties in accordance with Academic Planning & Priorities established by Senate. Budget allocation decisions for programs are determined through Faculty prioritization and Senate budget approval.



## Options

### **Option A:**

New programs require a program concept and a full program proposal.

### **Option B:**

Where an approved curriculum framework is in place, a program concept is not required. This applies, but is not limited to, Bachelor of Arts minors, and Trades citations, certificates, advanced certificates, and diplomas.

## Stage One

### Option A:

For programs being developed as per the standard Kwantlen Polytechnic University curriculum approval requirements.

#### 1. Program Concept

##### Program Developer

1. Completes program concept.

The program concept must reflect the priorities established by Senate through the *Senate Standing Committee on Academic Planning & Priorities* and the *Senate Standing Committee on the University Budget*.

Program concepts must be approved by the department developing the program prior to being approved by the Faculty Council. If the concept is for a program that is to be a joint offering by two faculties, both Faculty Councils must approve it.

##### Senate Standing Committee on Curriculum (SSCC)

2. Reviews the program concept.

SSCC may make a recommendation for approval in principle, pending any required changes, to Senate.

##### Senate

3. Reviews the recommendations of SSCC.

Senate may approve a program concept as presented or pending revisions.

On approval, proceed to full program proposal development.

## 2. Full Program Proposal

- Program Developer**
1. Completes Full Program Proposal (FPP) as per *Degree Quality Assessment Board* Guidelines.  
For more information about FPPs, see p. 18.

The FPP must reflect the priorities established by Senate through the *Senate Standing Committee on Academic Planning & Priorities* and the *Senate Standing Committee on the University Budget*.

The FPP must be approved by the department developing the program prior to being approved by the Faculty Council. If the FPP is for a program that is to be a joint offering by two faculties, both Faculty Councils must approve it.

- SSCC**
2. Reviews the FPP.  
SSCC may make a recommendation for approval in principle, pending any required changes, to Senate.

- Senate**
3. Reviews the recommendations of SSCC.  
If Senate approves an FPP, then the FPP will be posted on the *Post Secondary Institutions Proposal System (PSIPS)* for a 30-day peer review period. Only new **degrees** will be submitted to the *Degree Quality Assessment Board (DQAB)* for consideration as required by the Ministry of Advanced Education and Labour Market Development.

**Citations** require internal approval only.

**Certificates** and **diplomas** will be posted on the PSIPS Website for the 30-day review period. They are not submitted to DQAB for consideration.

If an FPP is recommended by DQAB and is approved through an Order in Council by the Minister of Advanced Education and Labour Market Development, the Office of the VP Academic will be notified.

**Please note** that while approval by internal and/or external quality assurance bodies is required for all new programs, implementation decisions are dependent on separate budget allocation and approval decisions within the university.

## Option B:

### 1. Curriculum Framework

The following process shall apply for the development of any programs identified within curriculum frameworks including, but not limited to: Bachelor of Arts Minors; and Trades citations, certificates, advanced certificates, and diplomas.

**Program Developer** 1. Seeks initial program development approval from the appropriate Faculty Council.

**Program Developer** 2. Proceeds with the development of the full program proposal (FPP). See also p. 18.

The FPP must reflect the priorities established by Senate through the *Senate Standing Committee on Academic Planning & Priorities* and the *Senate Standing Committee on the University Budget*.

The FPP must be approved by the department developing the program prior to being approved by the Faculty Council. If the FPP is for a program that is to be a joint offering by two faculties, both must approve it.

**SSCC** 3. Reviews the FPP.

SSCC may make a recommendation for approval in principle, pending any required changes, to Senate.

**Senate** 4. Reviews the recommendations of SSCC.

If Senate approves an FPP, it will be posted on the *Post-Secondary Institution Proposal System (PSIPS)* for a 30-day peer review period. Only new **degrees** will be submitted to the *Degree Quality Assessment Board (DQAB)* for consideration as required by the Ministry of Advanced Education and Labour Market Development.

**Trades citations** require internal approval only.

**Trades certificates, advanced certificates, and diplomas** will be posted on the PSIPS Website for the 30-day review period. They are not submitted to DQAB for consideration.

If an FPP is recommended by DQAB and is approved through an Order in Council by the

Minister of Advanced Education and Labour Market Development, the Office of the VP Academic will be notified.

**Please note** that while approval by internal and/or external quality assurance bodies is required for all new programs, implementation decisions are dependent on separate budget allocation and approval decisions within the university.

# Program Concept

## **Development**

Any program identified within a curriculum framework (including but not limited to B.A. Minors, Trades citations, certificates, advanced certificates, and diplomas) will bypass the program concept stage.

**This does not apply to B.A Majors.**

## **Pre-Planning**

Program developers begin the planning process by consulting with their department members, the Dean, and their Faculty Council.

New programs will be developed to meet an identified need and will fit with the following:

- *Kwantlen's [policies L.10 and L.11](#)*
- *Environmental [Scan 2008](#) (<http://www.kwantlen.ca/iap.html>)*
- *Kwantlen Accountability [Plan and Report 2010/2011](#) ([http://www.kwantlen.ca/iap/accountability\\_service\\_plans.html](http://www.kwantlen.ca/iap/accountability_service_plans.html))*
- *Ministry Service [Plan](#) (<http://www.aved.gov.bc.ca/serviceplans/>)*
- *Budget Strategic [Priorities 2009/2010](#) ([http://www.kwantlen.ca/finance/budgeting\\_assurance.html](http://www.kwantlen.ca/finance/budgeting_assurance.html))*

Developers of new programs must insure that they fit within the priorities established by the *Senate Standing Committee on Academic Planning & Priorities*. Budget requests for new programs must be approved by the Faculty Council. The chair of the Faculty Council will bring forward an approved budget submission for inclusion in the University budget process.

**Forms to use:** The following forms are available on the Senate Website under *Program Development Information*: (see next page)

Program Development Information - Microsoft Internet Explorer

Address: <http://www.kwantlen.ca/senate/ProgramDevInfo.html>

Kwantlen POLYTECHNIC UNIVERSITY

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FUTURE STUDENTS | CURRENT STUDENTS | INTERNATIONAL STUDENTS | GIVING TO KWANTLEN | FACULTY and STAFF | VISITORS

> Kwantlen Polytechnic University > Senate > Program Development Information

AGENDA  
BOARD OF GOVERNORS  
COMMITTEES  
COMPOSITION  
CONTACT  
EDUCATION COUNCIL INFORMATION  
ELECTIONS  
HISTORY  
MEETING SCHEDULE  
MEMBERSHIP  
MINUTES  
OTHER ASPECTS OF THE MODEL  
PRESIDENT  
PROGRAM DEVELOPMENT INFORMATION  
REFERENCE DOCUMENTS  
ROLES AND RESPONSIBILITIES  
SEMESTER DATES

### Program Development Information

Degree Program Development	Non-Degree Program Development
<a href="#">Program Concept Form</a>	<a href="#">Program Concept Form</a>
<a href="#">Degree Full Program Proposal Guide</a>	<a href="#">Non-Degree Full Program Proposal Form</a>
<a href="#">Degree Full Program Proposal Form</a>	
<a href="#">Degree Full Program Proposal Appendix</a>	
<a href="#">B.A. Framework</a>	
<a href="#">Library Assessment Template</a>	
<a href="#">Signature Sheet</a>	

**Please note:** To download the documents, right-click on the link and select 'Save Target As' (or similar language).

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## ***Internal Consultations, Appendix A***

**How-to:** Follow the *Internal Consultations* section of the Program Concept template, and make contact with all departments as listed.

The internal consultations will serve to alert departments and service areas that a new program may be developed, and will start the process of identifying possible impacts on those departments, or how they can be of assistance to the program developers.

For the initial consultation with internal departments/service areas, consider the following:

### **Academic Departments**

Program developers must consult with other departments or areas of study when their courses might be recommended or required for the credential being developed. It may be necessary for departments whose courses are required for a new credential to add sections of such courses, which will have an impact on budgeting. The Program Concept document includes a budget section which requires the signature of the dean providing service courses. That signature confirms that budgetary implications for service courses have been incorporated into the full program proposal and will be reflected in budget requests.

In some cases, a program that bridges into your program may have to align its curriculum with the requirements for the new program.

### **Counselling**

A general guiding question for consultation with Counselling is: How can Counselling best support this program for potential or current students? When reviewing program proposals, the documents are scanned with certain key questions in mind, and written feedback will be provided.

What are the educational and career opportunities? What outcomes are linked to the program?

What kinds of students are being targeted for this program? How will Counselling meet the students' unique needs to promote their success and retention?

What is the intensity level of the program? How manageable is it for students?

What kinds of 'soft skills' will the student need to succeed in the program? How will these skills be addressed in the program?

## **Registrar Services**

### **Admission, Records, & Graduation**

Consider the type of credential, admission requirements for the program, and whether the program will be open registration or select-entry. Will this program be offered full-time only or both full- and part-time? Have you set continuance requirements that are higher than the institutional standard? If so, how will these be monitored?

## **Enrolment Services**

### **Educational Advising, Transfer Credits, & Student Loan eligibility**

Initial consultation with Educational Advising will provide a written response regarding the proposed program, and Financial Awards will give the program developers the forms required to generate the Institutional Appendix (IA) code for student loans. This code is required for posting the full program proposal on the Post-Secondary Institution Proposal System (PSIPS) for peer review before final approval. (This does not apply to citations.)

**For B.A. degrees only:** Consult with B.A. advisors to verify that the proposed program follows the approved B.A. framework.

## **Enrolment Support & Retention**

### **Scheduling, timetable planning, impact on scheduling, and registration, including course requisite design**

Consider how course pre- and co- requisites are designed. Avoid requisites that are intended to control flow through the program, and focus on requisites that enable student success. Consider the effect of including course requisites for first-term courses that are not in your admission requirements. Is this program a limited or open registration program? How will course demand be managed when part-time students are moving through the program requirements? Will the program follow the regular academic term dates, or an alternate schedule?

## **Information and Educational Technology (IET)**

Please consult with IET in order to estimate the types and cost of technology services and resources that may be required to best meet the need of the proposed program. These may include the following:

- software installations in the student labs
- software installations in faculty offices
- access to eClassrooms
- audiovisual equipment
- laptops
- student lab creation
- course delivery options (fully or partially online course delivery)

- technology training requirements for faculty and students (myKwantlen, Moodle, etc.)
- multimedia requirements

### **Institutional Analysis & Planning**

The office of Institutional Analysis & Planning (IA&P) can provide enrollment patterns, further education and employment outcomes, and student profiles in existing programs offered at B.C. public postsecondary institutions along with patterns of secondary to postsecondary transition and postsecondary student mobility within British Columbia. Potential labour market demand in the region and the province, competitive analysis, and general information about similar programs in other jurisdictions can be produced. IA&P can also assist with conducting program feasibility studies with potential students and/or employers. Standard data reports prepared by IA&P can be found on <http://www.kwantlen.ca/iap.html>

### **Library Services**

The Library will complete a Library Impact Assessment (Appendix B in the program concept) in consultation and collaboration with program developers in order to estimate the types and cost of library resources that would be required to best meet the needs of students enrolled in the proposed program. These resources may include online databases, audiovisual equipment and materials, and books and journals.

The Assessment template, which will be used by the Library, includes suggested guidelines and timelines, and can be found on the Senate Program Development Information Website.

<http://www.kwantlen.ca/senate/ProgramDevInfo.html>

The Library will need to demonstrate that required resources can be absorbed in the on-going budget, or further discussions will be required.

## ***Faculty Council Approval***

### **Department approval**

A program concept must be approved at the departmental level before going forward to the Faculty Council for approval. This process will depend to some extent on how individual departments function. It is advisable to seek departmental input and approval from the conceptualization through to the developmental phase.

Allow a minimum of one month for this process, and more if revisions are asked for.

### **Faculty Council approval**

A program concept must be approved by the Faculty Council before going forward to SSCC for approval. Allow a minimum of one month for this process, and more if revisions are asked for. You will need to be aware of Faculty Council meeting schedules.

When the program concept has been approved by the Faculty Council, the proponent will obtain the signature of the chair of the Faculty Council on the **signature sheet**.

Find the signature sheet here:

<http://www.kwantlen.ca/senate/ProgramDevInfo.html>.

**Note:** The Dean's signature on the signature page indicates that he/she verifies the financial estimates are reasonable, though it does not imply that funding is committed. That signature also confirms that budgetary implications for service courses have been incorporated into the full program proposal and will be reflected in budget requests.

## **SSCC Approval**

For information about SSCC, go to the Senate Website (<http://www.kwantlen.ca/senate.html>) and look under 'committees'. Refer to the meeting schedule for your planning process. Allow a minimum of one month for the SSCC approval process. SSCC will review program concepts and may recommend approval to allow the program concept to go forward to Senate, often pending some revisions. If recommended revisions are extensive, SSCC may ask for the program concept to be resubmitted for further review at a future meeting.

You can get your program concept on a tentative agenda by informing the SSCC Chair, who may wish to see your program concept two weeks before the meeting at which it will be presented in order to assess how much time to allow for it. When your program concept is ready, confirm your intention to present it to SSCC with the member of the University Secretariat responsible for supporting SSCC, and send her the required number of copies one week before the SSCC meeting, or earlier.

When your submission has been received, and your item has been confirmed on the agenda for an SSCC meeting, you will be notified of the estimated time of your agenda item. You (the developer) and the Dean/Associate Dean (or approved designate) will be required to attend the meeting to present your program concept.

SSCC may recommend approval of your program concept, with or without revisions, or may ask for the program concept to be resubmitted at a future meeting if the requested revisions are extensive.

If SSCC recommends approval pending revisions, the SSCC Chair will review and sign off on your revised program concept if he/she is satisfied with the revisions. You may then prepare to take the program concept to Senate for approval.

When the program concept is submitted to SSCC, the signed signature sheet should also be submitted. The original signature sheet will be kept in the Senate office and will be signed by the SSCC chair when the proposal has received final approval by SSCC. A final copy will be sent to the department responsible for the proposal.

## **Senate Approval**

When a program concept has been approved by SSCC, which includes any required revisions being signed off by the SSCC Chair, it may go forward to Senate for approval. For information about Senate, go to the Senate website. (<http://www.kwantlen.ca/senate.html>) Refer to the meeting schedule for your planning process.

Confirm your intention to present your program concept to Senate with the member of the University Secretariat responsible for Senate, and send the required number of copies to the Senate office two weeks before the meeting, or earlier. When the agenda is drawn up, you will be informed of the estimated time of your agenda item. You (the developer) and the Dean/Associate Dean (or approved designate) will be required to attend the Senate meeting to present your program concept.

Senate may approve your program concept, with or without revisions. If revisions are required, the Senate Vice Chair will review and sign off the revised program concept if he/she is satisfied that all revisions have been made.

Please send an electronic copy of the document to the Senate Vice Chair, copied to the member of the University Secretariat responsible for Senate.

When your program concept has been approved and signed off by the Senate Vice Chair, proceed to development of the FPP.

# Full Program Proposal

## ***Development***

### **Templates to use:**

For **degree** programs, use the format required by the Ministry. On the Senate Website, select 'Program Development Information', and download the Degree Full Program Proposal Form.

<http://www.kwantlen.ca/senate/ProgramDevInfo.html>

The full program proposal form is provided by the Ministry. It has been given a Kwantlen look, and standard Kwantlen information and links to relevant policies have been included. You will also want to refer to *Degree Program Review Criteria and Guidelines*, which outlines the criteria used by DQAB for assessing full program proposals. You can find that in the same locations as mentioned above.

For **non-degree** programs, use the format required by the Ministry. On the Senate Website, select 'Program Development Information', and download the Non-Degree Full Program Proposal Form.

<http://www.kwantlen.ca/senate/ProgramDevInfo.html>

If you wish to look at previously approved FPPs and concepts, you can find them on the Common drive (Common/Approved Kwantlen Concepts and FPPs).

## ***Faculty Council Approval***

As per program concept approval.

In addition, consider the consultations with other academic departments completed at the concept stage. Are further consultations necessary at this stage?

## ***SSCC Approval***

The procedure for obtaining SSCC recommendation for approval of a full program proposal is the same as for a program concept.

## ***Senate Approval***

The procedure for obtaining Senate approval of a full program proposal is the same as for a program concept.

## ***Program Implementation***

Program implementation will be dependent upon budgetary approval through the annual budget process.

## Ministry Website PSIPS

### ***Posted for 30 day Peer Review***

Full program proposals for certificate, diploma, and baccalaureate and post-baccalaureate programs must be posted to the Post-Secondary Institution Proposal System (PSIPS) for a 30-day peer review period.

Send your final, approved versions of the Full Program Proposal to the member of the University Secretariat responsible for Senate. She will convert your files to pdf format if necessary, and will work with the office of the Vice President, Academic to post the required documents along with comments from the Vice President, Academic.

During the 30-day period, other institutions are invited to review your proposal and to provide comments.

**Certificates, advanced certificates, and diplomas** will be posted on the PSIPS Website for the 30-day review period. They are not submitted to DQAB for consideration.

### ***Review of Peer Feedback***

At the end of the 30-day period, any comments received will be collated and reviewed by the VP, Academic, the Chair or Vice Chair of Senate, the Chair of SSSC, the dean responsible for the proposal, the proposal developer, and any other persons invited to join in the process.

### ***Result of Peer Feedback***

Depending on the nature of the peer comments received, appropriate replies will be posted to PSIPS. If revisions are required as a result of the feedback received, a revised proposal will also be posted. At the Senate Vice Chair's discretion, the FPP may return to Senate for approval if the required revisions are sufficiently extensive.

## Degree Quality Assessment Board (DQAB)

### ***To DQAB for Review***

Full program proposals for degree programs must be approved by the Ministry of Advanced Education and Labour Market Development's *Degree Quality Assessment Board (DQAB)*. When a full program proposal has been approved and signed off by the Chair or Vice Chair of Senate, the Office of the VP, Academic will coordinate with the Ministry to determine the next available DQAB meeting date, and will send the necessary documents to them via the PSIPS Website.

In order to determine whether or not a program will be approved, the DQAB will normally require a site visit, which may take up to three months to plan and execute.

The DQAB office will notify the VP, Academic of approval or rejection. If approved, the proposal will go forward to the Ministry for approval via an Order in Council.

NOTE: This process may take several months.

### ***To Minister for Approval***

When a degree proposal has been recommended for approved by DQAB, it will go to the Minister of Advanced Education and Labour Market Development for final approval.

**Please note:** Program implementation will be dependent upon budgetary approval through the annual budget process.

## Course Development and Marketing

### ***Course Outlines and Course Presentations Developed***

When a program has been approved for implementation, any new course outlines required should be developed. Refer to the *Course Outline Manual* for guidance on developing course outlines, and for their approval process.

**Note:** For degree programs, truncated course outlines for new courses will be required for the DQAB review. Truncated outlines include 1) calendar description, 2) outcomes, 3) content, 4) assessment methods, and 5) required texts. These will need to be developed prior to full approval of the FPP.

### ***Program Information to Counselling & Advising***

Information about the approved program should be forwarded to Counselling & Advising.

### ***Program Information to Marketing***

Once Senate has approved an FPP for a degree program, you may wish to consult with Marketing & Communications about developing a marketing plan. In some cases, they may be able to start marketing activities, pending final approval. For citation, certificate, and diploma programs, you may wish to consult with Marketing & Communications about developing a marketing plan earlier in the process.

### ***Program Information to Enrolment and Registrar Services***

Consult with Enrolment and Registrar Services for the type of information required for the Calendar, and for deadlines. The proponents will have consulted with Enrolment and Registrar Services during the program concept stage.

### ***Program Information to Library***

Information about the approved program should be forwarded to the SSCC library representative so that implementation of specific collection plans can proceed.

## **Program Implementation Survey**

The purpose of the program implementation survey is to determine how the implementation process went, and how close the expectations stated in program proposals came to reality.

The program implementation survey is a process by which SSCC monitors new degree and diploma programs after one complete cycle, and new certificate and citation programs after two complete cycles.

Proponents are advised to collect data for the Program Implementation Survey starting with the budget line approval, during implementation, and in each semester of the first offering (and second offering for some credentials), to track, e.g., enrolment in the program.

The form for the program implementation survey is available on the Senate Website under Program Development Information.

## Program Review

According to policy *B.12 Program Review*, all Kwantlen programs must be reviewed on a seven-year cycle, and some degree programs may need to be reviewed on a 5-year cycle if required by DQAB.

The *Program Review Manual* is available through the Office of Institutional Analysis and Planning and on the Web site at [http://www.kwantlen.ca/program\\_review/internal\\_resources.html](http://www.kwantlen.ca/program_review/internal_resources.html).

The Program Review Web site has been launched and can be reached here: [http://www.kwantlen.ca/program\\_review.html](http://www.kwantlen.ca/program_review.html)