1

1.1 The Saint Mary's University Act, 1970 states that "Subject to the powers of the Board, the Senate shall be responsible for the educational policy of the university." The approval of new undergraduate and graduate programs, program terminations and modifications are carried out under the Authority of the Academic Senate. Maritime Provinces Higher Education Commission (MPHEC) assesses all academic programs offered at universities in Nova Scotia prior to implementation to ensure they meet agreed upon standards. The required forms may be downloaded from the MPHEC website (mphec.ca).

2

2.1 This document is a reference tool that is designed to provide faculty, departments, and/or program committees at Saint Mary's University with detailed information on the University and Maritime Provinces Higher Education Commission (MPHEC) requirements for the preparation and submission of program proposals.

3

3.1 The Academic Senate is responsible for the approval of courses of study, admission standards, qualifications for diplomas, certificates, and degrees.

4

4.1.1

The Departmental/Program proponents will draft an executive summary (
). This executive summary is used to facilitate discussions regarding their ideas with their departmental colleagues and Department Chair(s) at a departmental/program meeting. Informal discussions proceed with respective Dean(s), Associate Dean(s), Program Coordinators and the Manager, Academic Program Development and Review.

4.1.2

The "List of Questions for Proponents of New Undergraduate/Graduate Programs" (
) is a required reference for individuals or groups considering the
development of a new program proposal. If the proposal involves another program(s) or
is joint with another University, these discussions must go on with related program(s)
and/or partnering institutions. Consultation with the Library and EIT regarding resources
is recommended (if appropriate).

4.2

A Notice of Intent (and hereafter referred to as NOI) is
submitted in writing to the Dean and Associate Dean (Curriculum) of the relevant Faculty
[Arts, Commerce or Science - hereafter referred to as the "Home Faculty"], and the Dean of
FGSR (if a graduate program) with copy to department chair(s), program coordinator(s) and
director(s). The NOI will include the information referred to in   (the "List of
Questions for Proponents of New Undergraduate/Graduate Programs.") The Dean(s) and
Associate Deans (Curriculum) will review and consider the submission for circulation.
Consultation with the Library and EIT regarding resources is required at this stagrutt   s t t ɹT857E5

- Following Senate Policy 8-1013 on Submissions to the Senate Curriculum Committee and using the form for submitting new programs for the Academic Calendar, in collaboration with the Manager, Academic Program Development and Review, the Proponents will create the section for the Academic Calendar. An electronic copy of the calendar text is submitted to the Dean(s) and Associate Dean(s) Curriculum for processing through the existing Faculty Curriculum Process.
- Proponents must consider budgetary implications (if any).

4.4.3

The program description information for the Academic Calendar is entered into CourseLeaf and submitted to workflow.

4.5

The Dean and/or Dean(s) and Financial Services review the Budgetary implications only (refer to Appendix E Table 5.3 Budget). If revisions are required to the budget, the Dean(s) of the appropriate Faculties will notify the Department Undergraduate/Graduate Program.

4.6

- If the proposed program is undergraduate, the proposal will be submitted to the relevant Department Head(s) or Program Coordinator(s) to oversee that it will be vetted by the relevant parties involved for observations and recommendations.
- If the proposed program is for a PhD from an existing Masters graduate program, the proposal will be submitted to the relevant Graduate Program Coordinator who will work with the relevant Department Head(s) to oversee that it will be vetted by the relevant Graduate Program Committee and Department Councils for obser eTjr0.002 Tc 0.018 Tw 14.T24A ( )0.5 ( )0.7 (r)Chaitempa6ttatoposedo /LBody AMCID 25 x( )6.6

5

5.1   The Saint Mary's University Act, 1970, as amended from time to time.

6

6.1   http://www.mphec.ca/quality/assessmentacademicprograms.aspx

This policy must be reviewed at least once every 5 years.

Appendix A:

Normal Procedures for Proposing New   and Modified Undergraduate and Graduate Programs   (including non -stand -alone Certificates and Minors)

Revised from a version approved by FGSR Faculty Council

*See additional notes at end associated with individual steps

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4.2. Formal "Notice of   Intent" (NOI) *

A Notice of Intent (refer to the Appendix D   template and hereafter referred to as NOI) is submitted in writing to the Dean and Associate Dean (Curriculum) of the relevant Faculty [Arts, Commerce or Science - hereafter referred to as the "Home Faculty"], and the Dean of FGSR (if a graduate program)

X   NO GO   GO   REVISE
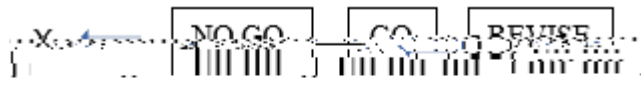
4.7. Submission of the Proposal to the Faculty
The completed formal proposal package (including budget if applicable) is submitted to the Dean(s) and Associate Dean(s) Curriculum for approval.

4.8. External Review *
 y External consultant(s)/reviewer(s) is/are engaged (refer to Appendix D according to MPHEC mandated external reviewer TOR and related Guidelines) if required.
 y The Faculty, in collaboration with the Manager, Academic Program Development and Review, will facilitate the external review process.
 y Once the external report is received, the proponents will have the opportunity to respond to the comments.

4.9. Vetting of the Proposal by the Home Faculty
 y

If the proposal is for an undergraduate program:

4.10. Vetting of Undergraduate Proposals
 y The proponents will have the opportunity to respond to comments from the relevant Executive and Faculty Councils.
 y If the budget reviews and the Department/Program responses are positive, the proposal is sent to the Senate Academic Planning Committee via the Dean's Office.

If the proposal is for a graduate program:

4.11. Vetting of the Proposal by the FGSR
 y Once approved by the Executive Faculty Council of the Home Faculty, the FGSR Executive and Faculty Council will vet the proposal and make its observations and recommendations.
 y The proponents will have the opportunity to respond to comments from the relevant Executive and Faculty Councils.
 y If the budget reviews and the Department/Program responses are positive, the proposal is sent to the Senate Academic Planning Committee via the FGSR Dean's Office.

Proposals requiring MPHEC approval:

```
4.14. Following  Senate  Approval
 ▸The Proposal is sent by the Office of the
President or VPAR to the MPHEC.
 ▸Once MPHEC approval is received, the
following actions will be taken:
    o   The new proposed program in
        CourseLeaf is submitted through the
        workflow process.
```

Proposals not requiring MPHEC approval:

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4.15. Following Senate Approval
The new proposed program in CourseLeaf is
submitted through the workflow process.
```

* Additional notes associated with individual steps in the process

Step 4.1.1: Please note that in the interim, between August 2023 and when the University's framework is approved and implemented in 2027, universities are still required to submit a formal MPHEC program proposal to modify an existing approved in-person program to online delivery or a new online program.

Steps 4.1.2 and 4.2: Departmental/Program proponents are encouraged to contact the Program Review Office to coordinate communication with the Library regarding library resources and supporting report.

Steps 4.2 and 4.3: The NOI process is designed to make proponents aware of the sort of issues that will come to bear in the assessment by the MPHEC. It also 1 Tf -0.003 Tc 0.0ueng 1 Tf 46

7. Registrar

a. Arts/Science/Sobey Faculty Executive FYI All

4. Arts/Science/Sobey Faculty Council Chair
   a. Arts/Science/Sobey Faculty Council FYI All
5. FGSR Faculty Executive
6. FGSR Faculty Executive Chair
7. FGSR Graduate Studies Committee
8. FGSR Graduate Studies Committee Chair
9. University Curriculum Committee Chair
   a. University Curriculum Committee FYI All
   b. Senate FYI All after Curriculum approval
10. Senate Approval
11. Registrar

Graduate:
1. Program Coordinator/Chair
2. Arts/Science/Sobey Curriculum Committee Chair
   a. Arts/Science/Sobey Curriculum Committee FYI All
3. Arts/Science Faculty Executive; Sobey Faculty Executive Chair

Step 4.8:
- Refer to Appendix 4 "Guidelines and Terms of Reference for (External) Program Assessors in MPHEC "Academic Program Assessment Prior to Implementation (Policy and Procedures) Manual (2013). Consult the Manager, Academic Program Development and Review for further details and clarification.
- As of March 8, 2022 MPHEC no longer requires external reviews for Modifications, Certificate, and Diploma program proposals. However, an external review or letters of support are always beneficial to support the process if time allows.

ACADEMIC PROGRAM PROPOSAL

Name of Program(s) :	
Type of Program (e.g. Major, Minor, Certificate, etc.)	
Program Level:	
Department(s)/School/Faculty(s):	
Department Proponents:	

Executive Summary

1. How would the Program be administered between/among the Universities?

2. What measures/procedures would be put in place for an equitable and fair distribution of students between/among the institutions?

3. What measures/procedures would be put in place for an equitable and fair distribution of teaching responsibilities?

4.

It may be useful for proponents to also see the MPHEC's "Guidelines for the Preparation of Proposals for New Programmes", available at:
http://www.mphec.ca/r4I™ ƒ<FálÉV %Ì•nöNö ,Ï˜v @y™–g'   L ì¼Appendix

i) List of questions for the Notice of Intent for new undergraduate/graduate program proposals

███████████████	

It may be useful for proponents to also see the MPHEC's "Guidelines for the Preparation
of Proposals for New Programmes", available at:
http://www.mphec.ca/resources/Academic_Program_Assessment_Prior[(ht)-6 .65.44 483gres-4.3 .3 (_A)2.6 (ss

Faculty Executive	
Faculty Council	
APC	
Senate	

http://www.mphec.ca/resources/Academic_Program_Assessment_Prior_to_Implementation.pdf

Vetting Checklist:	Date Passed:
Department Consultation (with copy to the department chair(s), coordinator(s), director(s))	
Faculty Curriculum Council	
Faculty Executive	
Faculty Council	
APC	
Senate	
MPHEC	

Appendix E: 5.3 Budget Table

Appendix E: 5.3 Budget Table

	1st year		2nd year		3rd year		4th year		5th year	
	FTE (#)	$	FTE (#)	$	FTE (#)	$	FTE (#)	$	FTE (#)	$