

Dept/Faculty

JAPSC/APC

SAPRC

- Clarify priorities for new and modified programs (department and faculty priorities)
 - Demonstrate how new/modified programs align with institutional strategic priorities.
 - Evaluate curriculum/ degree structure for the field of study
 - Identify department/faculty level challenges and develop solutions
 - Review and approve responses to recommendations from previous cycles
 - Ensure proposal includes a description of Equity, Diversity and Inclusion (EDI) initiatives within the host Faculty/Department, and any elements within the program which are contributing to improved EDI within the institution
 - Verify syllabi comply with university policy
 - Ensure all elements on the checklist have been included with the proposal package and development procedures have been followed
 - Approve proposals to proceed to FGS/Senate
- Confirm completeness and clarity of proposals
 - Confirm appropriateness and alignment of long objectives with departmental goals
 - Ensure proposal takes into consideration impacts on students and other programs from a resource perspective, and recommendations are adequately addressed
 - Ensure all comments and questions have been addressed
 - Recommend proposals to SAPRC
- Evaluate the proposed program's alignment with other programs; confirm appropriate consultation opportunities for collaboration have been explored
 - Review the proposed program's alignment with institutional strategic priorities
 - Identify and address potential risks
 - Ensure all previous comments and questions have been addressed
 - Approve major modifications only and recommend new programs to Senate

ASSESSMENT OFFICE (Major Modifications/New Programs)

This is a living document and is subject to continuous update and improvement. At a minimum, each participating committee