

Brock University New Program Proposal Process Summary

Phase I - Statement of Intent Phase

Anytime	Proponent prepares a Statement of Intent (SOI) and submits it to the Office of the AVPA. SOI is posted on the University Quality Assurance website, for a 21 day consultation period, with notice sent to the University community requesting comments.
4 weeks following the posting period	Proponents and Dean(s) attend ARC meeting where SOI is considered. The Proponents will be asked to address comments received during the posting period. ARC determines whether the program meets the appropriate criteria and confirms the resources (financial, human and physical) required for the program are identified and committed/confirmed. On the basis of its evaluation of the SOI, ARC will: <ul style="list-style-type: none">i. request the Proponents to revise and resubmit the SOI; or,ii. approve the SOI with the Proponents directed to develop a Program Proposal Brief (PPB); or,iii. reject the SOI.
Upon Approval	PPB developed by Proponents.

NOTE: The time from approval of the SOI to submission of the PPB will vary for each individual program. Approved SOIs will expire 24 months after approval if a PPB is not submitted.

Phase II - Program Proposal Brief Phase

Upon Approval of the SOI	PPB developed by Proponents. During development of the PPB the Proponents consult with the relevant Dean(s).
Within 2 years of SOI approval	Proponent submits PPB to the Office of the AVPA. Proponent submits: 1) a list of proposed reviewers (external and internal), including a brief profile of each nominee; and 2) a list of interviewees, to the Office of the AVPA.
2 weeks	Reviewers are ranked by the Dean(s).
2 weeks	Provost selects reviewers in consultation with the Dean(s). Reviewers contacted by the Office of the AVPA and upon confirmation logistics for site visit developed. PPB sent to the relevant Dean(s) by the Office of the AVPA for review and comment (SOI and any comments received during the posting period are provided). ARC considers the PPB. Proponent and Dean(s) attend ARC meeting where PPB is discussed. Identification of required changes/ additions/modifications to be completed by Proponents. On the basis of its evaluation of the PPB, ARC will:

- i. approve the PPB; or,
- ii. request the Proponents to revise the PPB for resubmission; or,
- iii. Reject the PPB.

On approval of the PPB, the membership of the review team will be communicated to the Proponents and the relevant Dean(s).

Office of the AVPA sets schedule for site visit.
PPB forwarded to Reviewers.

November

Internal Reviewer Orientation.

Jan - Apr
Feb - May

Site Visit, timing dependent on Reviewers' availability.
Reviewers' Report submitted to the Office of the AVPA, 4 weeks after site visit.

Upon receipt, the Office of the AVPA forwards Reviewers' Report to the Proponents, Dean(s), UPC and/or SGSC. Timing varies for each review, dependent on date for the site visit.

Proponent, UPC or SGSC submit responses to the Reviewers' Report to the Office of the AVPA, within 4 week of receipt.

Dean(s) responds on receipt of Proponents and UPC/SGSC responses.
Proponents in consultation with the Dean(s) submits a revised PPB to ARC.

ARC considers the revised PPB, in the context of the Reviewers' Report and the responses from UPC, SGSC with input from the relevant Dean(s). (Dean(s) and Proponent attend ARC meeting).

On the basis of its evaluation of the PPB ARC will:

- i. request the Proponents to revise and resubmit the PPB; or,
- ii. approve the PPB and recommend to Senate for approval; or,
- iii. reject the PPB.

If further changes are required, the Proponents will submit a revised PPB to the Office of the AVPA for approval.

ARC submits to Senate the final PPB and seeks Senate approval to go forward to the Quality Council for final approval.

Proponents prepare a draft calendar submission for UPC or SGSC.

Upon Approval

ARC forwards the final PPB, together with supporting documentation to the Quality Council.

Upon Approval

Subsequent to receiving the Quality Council's response, ARC reports to UPC or SGSC, which will review the new program's calendar copy and bring the final calendar copy forward to Senate for approval and commencement of the program.

Upon Approval

Program added to the list of programs for cyclical review.
Once the Quality Council has approved the program to commence, the program will be submitted to MTCU for approval and funding (if eligible)