Graduate Professional Online Program Proposals

Professional Online Scholarship & Training Initiative (POST)

APPROVAL PROCESS

Approval process

Note: This is the same process as the approval of a regular Cohort Special Arrangement program with the exception of steps 1 – 3.

1. Academic unit submits a Notice of Intent (NOI) to the Chair of the FGSC for consideration by the Faculty Dean for tentative financial support. The commitment of financial support from the Dean will be subject to approval of the program through the normal academic channels and subject to approval of full program funding by the POST evaluation committee. If the program involves more than one faculty, the process needs to be followed for each faculty.

2. Chair of the FGSC submits the Notice of Intent to the Senate Graduate Studies Committee (SGSC) with a memo from the Dean confirming financial support subject to approval of the program and POST funding.

3. SGSC submits the Notice of Intent to the POST committee for consideration of seed funding of up to $10,000 ($5000 if they have received preliminary funding). No seed funding will be provided without the tentative approval of funding from the Dean of the Faculty.

4. Academic unit prepares a program proposal for approval as a Cohort Special Arrangement program (see below for more information on this type of program), once the seed funding has been approved.

5. Academic unit submits program proposal to the department or school curriculum committee for approval (not required for non-departmentalized faculties). Approval can be subject to funding support. If the program involves more than one department or school, approval is needed from both units’ curriculum committee.

6. Department/school committee submits the program proposal to the Faculty Graduate Studies committee (FGSC) for approval. Approval can be subject to funding support.

7. Chair of the FGSC sends the proposal to the following for review and comment:
a. Dean of the faculty that will house the program, for approval of budget, space and other required resources, subject to the approval of the program and POST funding commitment.

b. FGSC Chairs of other faculties, for evaluation of potential overlap with existing programs.

c. Academic unit within the faculty is expected to contribute to the program
d. The Library if new course proposals are part of the package (in some faculties this may be done at the department level).

8. Chair of FGSC submits the program proposal to SGSC for approval.

9. SGSC submits the proposal to POST committee for final approval and the determination of POST funding amount.

SGSC submits the proposal to the Senate Committee on University Priorities (SCUP) and Senate for information and to the Board of Governors (BOG) for approval of fees (if necessary).

Summary of Approval Process

1. Academic unit submits NOI -> FGSC
2. FGSC submits NOI and memo from Dean -> SGSC
3. SGSC submits NOI and memo -> POST committee
4. Academic unit prepares program proposal for approval as CSAR program once POST seed funding confirmed
5. Academic unit submits CSAR proposal -> department/school committee
6. Department/School committee submits CSAR proposal -> FGSC
7. FGSC submits -> Faculty Dean, FGSC Chairs, Library (new courses)
8. FGSC submits CSAR proposal -> SGSC
9. SGSC submits CSAR proposal -> POST committee, SCUP, Senate, BOG

Priorities for Approval

- academic rigor
- market niche, and market demand
- community engagement
- relevance to existing programs
- revenue-generating ability
- adaptability of the curriculum
- overall production cost and relative production cost to expected lifespan of program
**Program Review**

All programs will be reviewed after 2 years and they may be renewed as is, require modifications or be terminated. Initially programs will be delivered under “Cohort Special Arrangements” to facilitate their rapid creation and approval. Cohort programs aimed to be continuing must be approved by the Ministry of Advanced Education and therefore are submitted as a Full Program proposal through the regular approval process (Dept., Faculty, SGSC, SCUP, Senate, BOG, and Ministry).

**Cohort Special Arrangement (CSAR) programs**

CSAR programs are short-term graduate programs established for one or both of the following purposes:

1. To provide a unique program, not available elsewhere in the University, to a specific group of students
2. To prototype programs that are being considered for development by an academic unit

CSAR programs run for a maximum of three years and CSAR students are not eligible for awards adjudicated by the Senate Graduate Awards Adjudication Committee.