

FHSD Process for Non-Credit Programs

This process is for **non-credit programs only**. If a program is for-credit (certificates, diplomas, degree programs), do not follow this process. Instead, follow the Provost's office Program Development process: <https://provost.ok.ubc.ca/initiatives/program-development/>

Program managers/academic leads proposing new programs are encouraged to engage with the FHSD Associate Dean, Teaching & Learning (Manuela) and Manager, Strategic and Academic Initiatives (Kathryn) early in this process for guidance and support.

The Centre for Teaching and Learning supports credited program development only; VP Academic supports non-credited program development

NOTE: *If the program is a **micro-credential being requested by the Provost's Office** (ex., Summer Institutes), a modified concept paper and letter of proficiency are required. The FHSD Dean's Executive must review and approve any documents prior to their submission to the Provost's Office. Market research, registration, enrolment, and marketing is managed in the Provost's Office; The program lead works with Raina Reddecliff at the Provost's Office to ensure required process is followed.*

NOTE: *For **programs that require Senate approval (see Appendix 1)**, FHSD recommends beginning this step **18 months in advance of desired program launch** (i.e., no later than April 1 for a program launch the following September; July 1 for a program launch the following January). For programs that do not require extensive market research, this step must be initiated at least 12 months in advance of desired program launch.*

*For **programs that do not require Senate approval (see Appendix 1)**, FHSD recommends beginning this step **12 months in advance of desired program launch**. For programs that do not require extensive market research, this step must be initiated no less than 6 months in advance of desired program launch.*

NOTE: *Ministry funding callouts for micro-credentials typically have short deadlines; the Non-Credit Credential Concept Brief must be approved by Dean's Exec in advance of submitting a proposal for Ministry funding*

- (1) Draft program concept paper
 - a. Can work with VP Academic (Michelle and Vania) iteratively at this point to guide the plan/market research/budget
 - b. Follow *Non-Credit Credential Concept Brief* template from VP Academic
- (2) Concept paper goes to unit head plus Associate Dean, Teaching & Learning (ADTL) for support
 - a. As needed, discussion/consultation can be held within School committees, subcommittees, Finance, Administration & Operations, Directors; formal approval at a School level is not required
- (3) Once unit head and ADTL confirm support, concept paper goes to FHSD Dean's Executive for approval
- (4) Once FHSD Dean's Executive approves, Dean signs off on concept paper and approves continuing to Letter of Proficiency stage
 - a. If more than one UBCO unit is collaborating on a program, FHSD requires the Dean of the partnering units to sign off on the concept paper
- (5) *Non-Credit program Letter of Proficiency* (template from VP Academic) drafted to define curriculum
 - a. Utilize Continuing and Professional Education for support

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- b. Meeting with FHSD Operations and Admin/Strategic Planning (Jonathan Durynek and Kathryn Douglas-Campbell) to discuss administrative support, hiring, etc.
- (6) Letter of Proficiency goes to FHSD Curriculum Committee for formal approval of curricular details
 - a. If more than one UBCO unit is collaborating on a program, FHSD requires the Dean of the partnering units to sign off on the letter of proficiency
 - b. At the discretion of the FHSD Curriculum Committee, the Letter of Proficiency may need additional consultation (ex., curriculum/learning outcomes/evaluation at a School or unit level) or details. The Concept Paper may need to be updated based on the changes
 - c. Academic leads are encouraged to utilize the FHSD Course Outline Template (**Appendix IV**)
- (7) Letter of Proficiency and Concept Paper are brought back to the Dean's Executive for final approval and Dean's signoff
- (8) VP Academic supports application for funding to launch program
 - a. NOTE: this step may occur earlier in the process, depending on when funding is available and what funding is required for
 - b. Opportunities for funding include: Ministry, UBC Internal funds
- (9) Letter of Proficiency sent to Okanagan Senate Curriculum Committee for their information

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APPENDIX I – required approvals summary

<p>Senate approval is required for:</p> <ul style="list-style-type: none"> • All for-credit programs • <u>Non-credit certificate programs</u> • <u>All joint-institution programs, whether for-credit or non-credit</u> 	<p>Senate approval is not required for:</p> <ul style="list-style-type: none"> • <u>Non-credit microcredentials</u>
<p>Ministry approval is required for:</p> <ul style="list-style-type: none"> • All degree/diploma programs • For-credit certificate programs related to Health 	<p>Ministry approval is not required for:</p> <ul style="list-style-type: none"> • For-credit certificate programs not related to Health
<p>College of Graduate Studies approval is required for:</p> <ul style="list-style-type: none"> • <u>All graduate-level programs, whether for-credit or non-credit</u> • <u>Programs that ladder to a graduate program, whether for-credit or non-credit</u> • PhD students to teach programs/courses 	<p>College of Graduate Studies approval is not required for:</p> <ul style="list-style-type: none"> • Undergraduate-level programs

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APPENDIX II – key dates

OK Senate Curriculum meets monthly ([dates published here](#)) throughout Fall and Winter terms
College of Graduate Studies Curriculum Committee (for graduate-level program consultations) and OK Senate Curriculum Committee submission deadlines (~6 weeks before Senate meetings) [can be found here](#).

APPENDIX III – Process flowchart

