DOUGLASCOLLEGE

PROGRAM APPROVAL PROCESS – CONTINUING EDUCATION
AND CONTRACT TRAINING (NON CREDIT) CERTIFICATE PROGRAM POLICY

Policy name:	Overseen by:	Effective date:	Related Policies:	Replaces:
Program Approval Process – Continuing Education and Contract Training (Non Credit) Certificate Program Policy	Vice-President Academic	October 2007	Program Approval Process – New and Revised Non–Degree Credit Programs	Program Approval Process – Continuing Education Certificate Programs
Category: Education	**Approved by:** Education Council	**Review date:** January 2011		

PURPOSE
This policy describes a consistent process for developing and approving new or significantly revised Continuing Education and Contract Training certificate programs. A Continuing Education certificate program or a Contract Training certificate program is distinguished from credit course offerings as per the educational policy titled *Credentials Awarded at Douglas College*.

POLICY STATEMENT
Douglas College recognizes that Continuing Education and Contract Training courses and programs must often be prepared under a relatively compressed schedule. This document provides a rational and consistent process to facilitate the approval process for new or revised Continuing Education and Contract Training certificate programs in a manner that is responsive to community needs.

DEFINITIONS

Community Programmer: a faculty position designated in the Collective Agreement between Douglas College and Douglas College Faculty Association, who, for the purposes of this policy only, has primary responsibility for developing, revising, facilitating, and delivering Continuing Education and Contract Training certificate programs.

Continuing Education Certificate Program: a non-credit course or number of non-credit courses with learning outcomes, assignments and evaluative components that result in a Certificate credential.

Contract Training Certificate Program: a non-credit course or number of non-credit courses with learning outcomes, assignments and evaluative components that result in a Training Group Certificate credential.

Curricular Framework: a grid that displays all courses to be included in a Continuing Education or Contract Training program and the sequencing of the courses across all instructional semesters included in the program. In addition, the curricular framework will include a brief description of the content to be covered in each course and a statement of how the program content fits with any relevant accreditation or regulatory requirements.

Program Development (or revision) and Consultation Control Sheet: A tracking sheet that specifies procedures for and ensures that appropriate consultations about new or revised programs occur throughout the College. The Program Consultation Control Sheet must accompany submissions of other program proposal documents at each internal stage of the approval process.

Curriculum Guidelines: Detailed description of course content, objectives, prerequisites, methods of instruction and methods of evaluation.

Course Control Sheet: A tracking sheet submitted with curriculum guidelines that ensures appropriate course information is accessible to the Education Council Curriculum Committee, and that consultation about systemic impacts of new or revised curriculum occurs throughout the College.

Vice President's Academic Council (VPAC): The management committee for the Educational Division that is responsible for making recommendations regarding Curricular Framework grids, giving advice on the development of non credit programs, full degree and non-degree program proposals, and advising the Senior Management Team (SMT) and/or Education Council on administrative and educational matters.

Education Council Curriculum Committee: Sub Committee of Education Council responsible for review and recommendation for approval of all new, revised or withdrawn Continuing Education or Contract Training (non credit) Certificate program curriculum guidelines.

CONTINUING EDUCATION AND CONTRACT TRAINING (NON CREDIT) CERTIFICATE PROGRAM APPROVAL PROCEDURES

1. The Continuing Education or Contract Training Program Development team will develop a program concept and write a Concept Statement for a new non-credit certificate program. The Program Development Team will design and initiate an appropriate consultation process with other Community Programmers, Training Group Directors, Dean(s)/Director(s), all affected or interested Faculty Education Committee(s)/Department Education Committee(s).
2. The Concept Statement will be forwarded to Education Council and VPAC for information.
3. The Continuing Education or Contract Training Program Development team and the relevant Dean(s)/Director(s) will consult regularly regarding the financial viability of the program.
4. The Continuing Education or Contract Training Program Development team will develop or revise a curricular grid (see definitions section of this policy), and present it to the Vice President's Academic Council (VPAC) for discussion and identification of any educational, or jurisdictional concerns. VPAC may provide advice to Non Credit Program Developers about cross college consultation processes or education, and/or jurisdictional issues.
5. The Non Credit Program Development team will prepare and present a full program proposal to Faculty Education committee(s)/Department Education Committee(s), for approval in principle, based on the outline below, and the Dean(s)/Director(s) will present the proposal to VPAC for review and advice.

    Full Program Proposals will include the following information:
    - Evidence that steps 1, 2 above have been taken;
    - Program and credential title;

- Enrollment data start date, target market, minimum and maximum numbers of students expected;
- Required prerequisites, screening procedures, successful completion criteria;
- Program outline including a curricular framework grid (see definition section of this policy) which will include details about the length and number of hours in each course;
- Plans for curriculum development and evaluation;
- Instructional design/delivery options;
- Marketing needs and strategies;
- Plans for laddering, bridging and PLAR;
- Potential partnership agreements;
- Funding sources, FTE generation, and other benefits for the College;
- Logistical requirements including registration, facilities services, learning resources, clerical, marketing;
- Identification of Program Development/Advisory Committee members, as per educational policy Program Advisory Committees

6. The Non Credit Program development team will develop the curriculum for the Continuing Education or Training Group Certificate Program proposal based on the following criteria. The standard Education Council Curriculum Guideline and Course Control and Consultation Sheets will be used in all program proposal submissions.
   - Learning outcomes are clearly articulated for each course in the program;
   - Evaluation components linked to the learning outcomes are identified for each course in the program.
7. A new or significantly revised Non Credit Certificate Program proposal (including curriculum guidelines) will be submitted to the Faculty Education Committee(s)/Department Education Committee(s) for approval based on presentation of complete details of the new program as stipulated in steps 5 and 6 above.
8. Faculty Education Committee (FED/DEC) approved Non Credit Certificate Program curriculum guidelines and Course Control sheets will be submitted to the Education Council Curriculum Committee for review and recommendation to Education Council. Education Council will be responsible for final approval of all curriculum guidelines.
9. VPAC reviewed and Faculty Education Committee (FEC/DEC) approved Non Credit Certificate Program proposals will be submitted to Education Council for approval.

   NOTE: The Non Credit Program Development team will request that the Education Council Chair place a request for program approval on an Education council agenda. A completed Program Development and Consultation Control Sheet will be included with the program proposal and will be delivered to the Education Council Secretary prior to the documentation deadlines of each month. Curriculum guidelines and course control sheets will not be included in the documentation sent to the Education Council Secretary. The Chair of the Education Council Curriculum Subcommittee will deal with all curriculum guidelines and Course Control Sheets.
10. When cross college consultation can be identified through the completion of Program Development and Consultation Control Sheets, Education Council may be asked to short cycle the approval of Non Credit program proposals. The Non Credit Program Development team will provide Council with a rationale statement that explains the issues of time sensitivity and will include the statement in the Program proposal documentation package. Council may agree to a short cycled program approval process. Approval at Education Council indicates that the Non

Credit Certificate Program Approval Policy has been followed and that the program is consistent with Douglas College policies for Non Credit Certificate Programs.

11. The appropriate Vice President(s) will submit an approved Non Credit Program to the College Board for approval of a credential as appropriate.

APPENDICES
1. Continuing Education and Contract Training (Non Credit) Concept Paper Consultation Control Sheet
2. Continuing Education and Contract Training (Non Credit) Program Development and Revision Consultation Control Sheet

This policy was revised by Education Council in 2007.
(Some revisions were contributed by the Contract and Continuing Education Committee on January 26, 2007)