

**PROCEDURES AND INFORMATION REQUIREMENTS
FOR PROPOSED MODIFICATIONS TO PROGRAMS
DESIGNATED UNDER THE NEW BRUNSWICK
DEGREE GRANTING ACT**

TABLE OF CONTENTS

INTRODUCTION	5
REQUIRED DOCUMENTATION AND FEES	5
SCHEMATIC OF THE PROCESS	6
DESCRIPTION OF THE PROCESS.....	6
LIMITATIONS.....	7
TIMEFRAME	8
APPENDIX A.....	9

PROCEDURES AND INFORMATION REQUIREMENTS FOR PROPOSED MODIFICATIONS TO PROGRAMS DESIGNATED UNDER THE NEW BRUNSWICK DEGREE GRANTING ACT

I. INTRODUCTION

By request of the New Brunswick Minister responsible for Post-Secondary Education (hereinafter referred to as “the Minister”), the Maritime Provinces Higher Education Commission (hereinafter referred to as “the MPHEC”) assesses institutions (and their programs) applying for designation under the New Brunswick *Degree Granting Act*. The *Act*, adopted in March 2001, establishes a framework to evaluate the quality of programs leading to a degree, offered by all public and private institutions, except those created by an Act of the NB legislature prior to the *Degree Granting Act* coming into force.

In cases where an institution would like to modify a designated program, the MPHEC will, upon request by the Department of Post-Secondary Education, Training and Labour (hereinafter referred to as “the Department”), undertake an analysis of the proposed modification to determine the extent of the proposed changes and to provide advice, as applicable, on approval or on next steps prior to approval. This document outlines the MPHEC’s procedures and information requirements for such assessments.

The MPHEC appreciates that the information required by its information requirements may, if divulged, cause financial loss or gain to the institution or any other person. In such circumstances, the institution should attach the information as an appendix and identify it as proprietary information. In most instances, proprietary information is generally used by staff but it may be distributed to the Joint Association of Atlantic Universities (AAU) and MPHEC Academic Advisory Committee and to the MPHEC. In every case, the information will always be identified as confidential when it is distributed.

Please note that the MPHEC reserves the right to modify its policies, procedures, criteria, and information requirements from time to time and will post current versions on its website. It is the applicant’s responsibility to use current policies, procedures, criteria, and information requirements.

Institutions are strongly encouraged to meet with officials from the MPHEC to discuss these procedures and information requirements and to clarify expectations.

II. REQUIRED DOCUMENTATION AND FEES

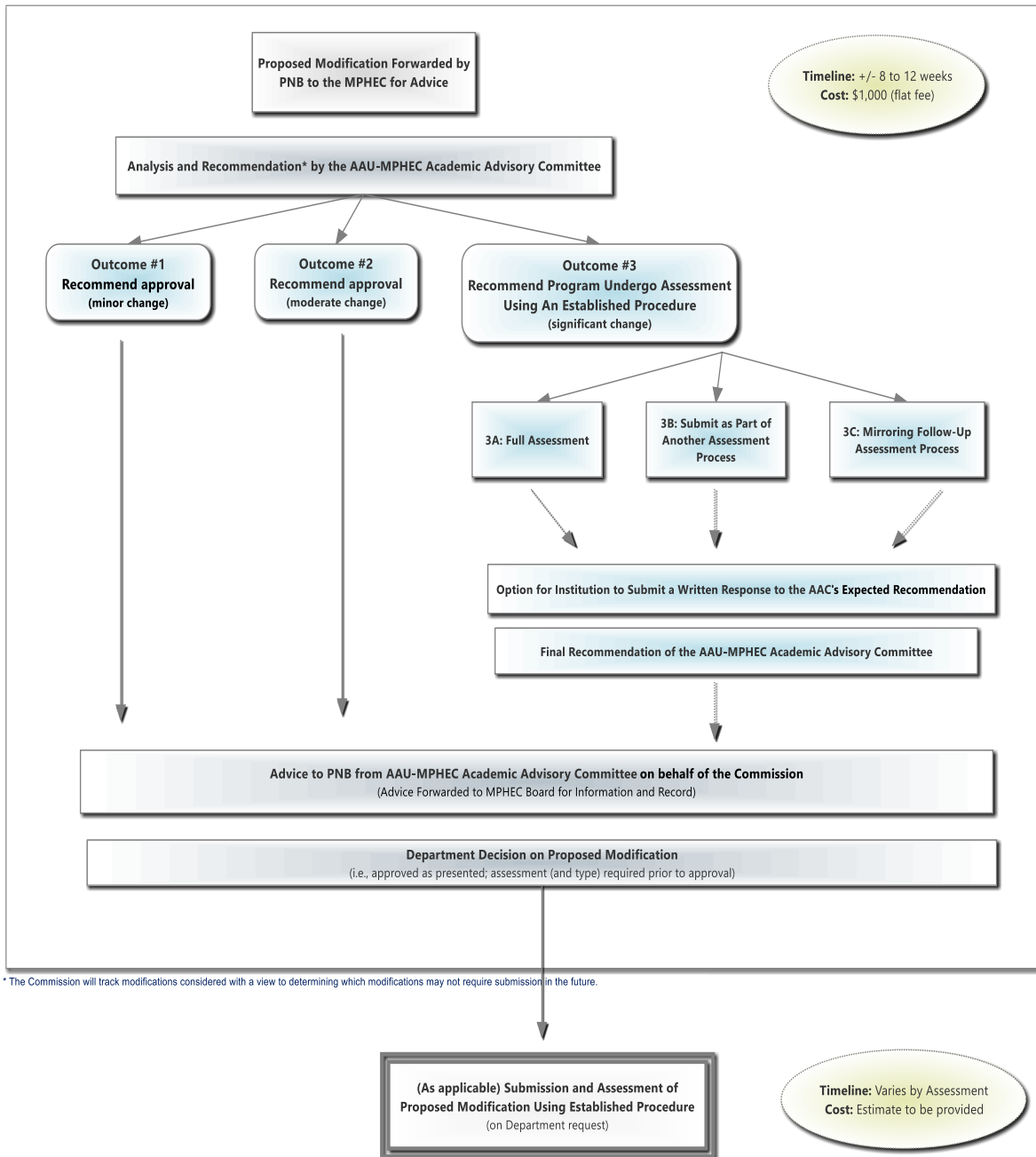
An institution proposing a modification to a program designated under the New Brunswick *Degree Granting Act* must submit a proposal prepared according to the *Information Requirements for Proposals to Modify Programs* (Appendix A).

The institution is required to submit **ten** paper copies (one original and nine copies) and **one** electronic copy of the proposal to the Post-Secondary Affairs Branch of the Department of Post-Secondary Education, Training and Labour for use by the MPHEC.

A **\$1,000 flat fee** is to be paid by the applicant, in advance, for the MPHEC’s consideration of the proposed program modification. A cheque payable to the NB Minister of Finance should accompany the proposal submission and be forwarded to the Post-Secondary Affairs and University Relations Branch of the Department of Post-Secondary Education, Training and Labour. The Department is responsible for compensating the Commission.

III. SCHEMATIC OF THE PROCESS

Framework for (Pilot) Assessment of Modifications to Programs Designated under the NBDGA



IV. DESCRIPTION OF THE PROCESS

1. The proposal for a modification is forwarded by the applicant to the Department, which will forward the documentation to the MPHEC for advice.
2. The AAU-MPHEC Academic Advisory Committee analyses the proposal and formulates its recommendation to the Department. [The MPHEC reserves the right to request additional information from the applicant that it deems necessary to conclude its assessment.]

3. The Department will be advised of one of the following three outcomes:
 - Outcome #1:* The proposal appears to represent a relatively minor change to the program; with the information provided, the modification ought to be approved as presented.
 - Outcome #2:* The proposal appears to represent a relatively moderate change to the program; with the information provided, the modification ought to be approved as presented.
 - Outcome #3:* The proposal appears to represent a significant change to the program; in advance of implementation, an in-depth assessment of the modification ought to be undertaken using an established MPHEC procedure, as outlined below:
 - A. Following the *Policy on the Assessment of Programs Submitted under the New Brunswick Degree Granting Act*
OR
 - B. Incorporated into another assessment process (e.g., an already scheduled follow-up assessment; assessment of a proposal for a related new program)
OR
 - C. Mirroring the *Procedures and Information Requirements for the Follow-up on Conditional Designations under the New Brunswick Degree Granting Act*
4. The Commission will track the types of program modifications considered, with a view to determining which modifications may not require submission in the future.
5. Should the Committee recommend that an assessment be undertaken using an established MPHEC procedure (i.e., Outcome #3), the applicant is provided the opportunity to submit a written response to the anticipated recommendation. This would be considered by the Committee in advance of finalizing its recommendation.
6. The MPHEC CEO submits the Committee's final recommendation to the Department on behalf of the Commission. The recommendation is shared with the MPHEC Board for information at the subsequent MPHEC meeting.
7. The Department makes the final decision on the proposed modification, and where relevant, any required steps (including additional analyses) prior to implementation. If additional analysis using an established MPHEC procedure is required, a separate contract is developed for that purpose.

V. LIMITATIONS

The MPHEC shall remain the sole owner of the advice it provides to the Department until such time that its advice is forwarded to the Department where it will remain confidential until the Department notifies the applicant of the final decision and simultaneously advises the MPHEC that the decision has been communicated to the applicant. Following announcement of the Department's decision, the MPHEC will document its recommendation and the decision in its Annual Report.

In addition, the Academic Advisory Committee's assessment and all discussions of the modification are documented in the Committee minutes and, where relevant, the MPHEC minutes, which will remain confidential until the Department notifies the applicant that a final

decision has been reached and simultaneously advises the MPHEC that the decision has been communicated to the applicant.

The MPHEC's assessment and advice to the Department cannot be represented as the approval or the accreditation of a program, the accreditation of the institution, or the approval of the degree granting status by the applicant.

If, for any reason, the MPHEC is convinced that the applicant is unwilling or unable to supply the required information for the MPHEC to fulfill its obligations and responsibilities, the MPHEC may terminate the assessment process.

All proposals and supporting documentation submitted to the Department are subject to the provisions of the *Right to Information and Protection of Privacy Act*. In accordance with the provisions of the *Right to Information and Protection of Privacy Act*, an applicant should identify any information in its application for which the applicant claims confidentiality. The MPHEC cannot guarantee confidentiality, as disclosure may be required pursuant to the *Right to Information and Protection of Privacy Act*.

VI. TIMEFRAME

The process, from the time the MPHEC receives the proposal for a program modification to the submission of the MPHEC's advice to the Department, takes an average of eight to 12 weeks to complete. The timeframe will vary depending on the schedule of the AAU-MPHEC Academic Advisory Committee (which meets approximately 5 times per year) and whether it is the Committee's conclusion that additional assessment using an established procedure is required (in which case, as noted above, the applicant is provided an opportunity to respond before the final advice to the Department is prepared). It is important to note that this timeframe does not include the time for the Department to advise the applicant of its decision.

(Approved as a pilot: November 26, 2014)

APPENDIX A

Information Requirements for Proposals to Modify Programs

The MPHEC acknowledges that institutions may not be able to meet every information requirement. The absence of information must, however, be noted and explained.

1. Program Identification

- 1.1 Submitting institution(s)
- 1.2 Faculty(ies)
- 1.3 School(s)
- 1.4 Department(s)
- 1.5 Program name (where applicable, former and proposed)
- 1.6 Program type (e.g., undergraduate, post-baccalaureate, master's, doctoral)
- 1.7 Credential(s) granted (where applicable, former and proposed)
- 1.8 Description of the timeframe/phase-out plan for the existing program and students/phase-in plan for the modifications, where applicable:
- 1.8.1 Proposed start date for modified program, considering all required approvals including the MPHEC's.
- 1.8.2 Anticipated date of completion of last student enrolled in existing program.
- 1.8.3 Any other information to assist the MPHEC in understanding how the program will transition from the existing, MPHEC-approved program, to that being proposed.
- 1.9 Institutional program code(s), as stored in the post-secondary institution's administrative files, that is reported under PSIS (Post-Secondary Student Information System) (element IP 2000) (where applicable, former and proposed).
- 1.10 Dates of Senate (or equivalent) and Board approval of the proposed program modification.
(1) Senate (2) Board

2. Description of the Proposed Program Modification

- 2.1 Description of the type of change (e.g., course change, addition of work placement, change to online delivery).
- 2.2 Description of the purpose of the change (e.g., following the evolution of the discipline, accommodating the clientele to be served, establishing a better focus, resulting from an external review (provide details). If the proposed modification includes a name change, provide a rationale for the choice of new name/credential, including comment on the process of selecting the name and credential(s).
- 2.3 Using the table provided as an example (see "[Tables to be included in Proposals for Modified Programs – Table 2.3 Roll-Out](#)"), provide a side-by-side comparison of the program as it was last submitted to the Commission and the proposed modifications: If unable to provide information on the program as last submitted to the Commission, please provide a full description of the modified program.

- 2.4 Using the table provided as an example (see [“Tables to be included in Proposals for Modified Programs – Table 2.4 Student Outcomes”](#)), identify the mechanisms through which student/learning outcomes will be achieved.
- 2.5 In the case of **articulated or other collaborative programs**, changes to the inter-institutional agreements (or equivalent) should be stated and explained; **append** to the proposal a copy of the revised agreement.
- 2.6 Confirm whether enrolments in the program are anticipated to remain the same, increase or decrease as a result of the program modification. If enrolments are expected to change, identify the degree of change expected (e.g., an additional 10-15 students are expected to enrol each year as a result of the modification for a total of 65 students per year once fully implemented).
- 2.7 Explanation of the impact the proposed modification will have on existing resources. If no impact is anticipated, provide a rationale for this conclusion.
- 2.8 Using the table provided as an example (see [“Tables to be included in Proposals for Modified Programs - Table 2.8 Budget”](#)), provide a revised budget that accounts for the proposed program modifications.
- 2.9 Potential impact of the change on other programs at the institution (e.g., reduction in required elective options/cross-listed courses) and how this will be addressed.
- 2.10 An indication of other institutions involved, or that have been consulted.
- 2.11 Description of the accreditation requirements and/or implications resulting from the modification.
- 2.12 In the event the modification includes a change in delivery mode to include technologically-mediated or other distance delivery:
- 2.12.1 Describe how the delivery mode(s) will contribute to and enhance learning and create a community both among students and between students and faculty.
- 2.12.2 Description of support available to faculty (required and optional pedagogical training, technical support for course design and then instruction, etc.) and to students (required and optional orientation to technology use, communications on expectations for interaction and performance, etc.).
- 2.12.3 Describe faculty availability to students, faculty-to-student feedback, and opportunities for interaction with other students, within this program.
- 2.12.4 Describe the mechanisms in place to ensure the following for the proposed program:
- Reliable, sufficient, and scalable course-management systems
 - Appropriate hardware, software, and other technological resources and media
 - Well-maintained and current technology and equipment
 - Sufficient infrastructure to support existing services and expansion of online offerings
-

3. Additional Information

- 3.1 Any other information that the institution feels will assist the MPHEC in its understanding and assessment of the proposed modification. Reports of internal or external assessments, and a summary of the response, where applicable, would be helpful.

APPENDICES

Please ensure that **each of the following are appended/included**, as applicable, when submitting a completed program proposal:

- A list of appendices to the program proposal
- Detailed course descriptions for each compulsory and required elective course including: calendar entry, course objectives, main themes, prerequisites, student evaluation (assessments), and preliminary bibliography (and availability).
- Written correspondence/reports from (internal or) external experts consulted during program development
- Budget
- Policies, guidelines and practices pertaining to technology-mediated and other distance delivery modes
- (Revised) Signed inter-institutional agreements (for articulated and other collaborative programs)
- Letter of AACHR support (for health-related programs)

CHECKLIST

- All of the information requirements have been addressed
- All relevant appendices are attached
- Phase-in/phase-out plan has been provided
- Institutional program codes have been provided
- Side-by-side comparisons are complete
- An explanation of the impact the modification will have on resources is provided
- An explanation of the impact the modification will have on other programs is provided
- An explanation of how comments from experts/assessors/consultants etc. were addressed is included in the proposal
- Any additional information to help the MPHEC assess the quality of the proposed program
- Signature (or appended letter) confirming the collaborative submission, and principal applicant, where applicable