

AURORA COLLEGE

POLICY

Aurora College shall develop new programs as needed.

PRINCIPLE

1. Aurora College recognizes changes in technology and the workplace that will require the development and approval of new programs.

PROCEDURES

1. All new Program Proposal Submissions and Program Outlines shall follow a standard format. (See Appendix B.13)
2. All new Credit Program Proposal Submissions and Credit Program Outlines shall be approved by the Board of Governors prior to delivery.

Note: In some instances, there are extenuating circumstances that do not allow for the above process to be followed. Where there are extenuating circumstances, the Credit Programs Proposal Submission and Program Outline must be approved by the President prior to delivery and submitted and approved by the Board of Governors' at their next meeting.

3. Programs shall comply with the standards and parameters established in College Policies. (See C.13)
4. The Program Proposal Submission must be recommended by the Director and Director, Policy and Programs before the Program Outline is developed. (See Appendix B.13)
5. The non-credit Programs Proposal Submission and Program Outline, will be recommended by the Director and approved by the President, prior to the delivery of the program.
6. The credit Programs Proposal Submission and Program Outline, for which a Certificate, Diploma, Post Diploma, Advanced Diploma or Applied Degree is awarded, will be subject to the following process prior to the delivery of the program:
 - (i) Recommendation by the Director;
 - (ii) Recommendation of Director of Policy & Programs;
 - (iii) Recommendation by the President; and
 - (iv) Approval by the Board of Governors.

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7. Upon approval, the Director of Policy & Programs will ensure assignment of a program number by the Manager, Student Records & Systems for entry to the Student Records System prior to the start of the program.
8. Replaced or discontinued credit program outlines will be kept in perpetuity by the Head Office and Registrars.

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APPENDIX B.13

AURORA COLLEGE **NEW PROGRAM PROPOSAL SUBMISSION REQUIREMENTS**

1. Program Title
2. Executive Summary
3. Background
4. Needs Assessment/Rationale
 - Include process of consultation
 - Include details of recommendations from consultants
5. Goals/objectives
6. Delivery Format
7. Program/Curriculum Design (program outline)
8. Program Development Timeline
9. Admission Requirements/Prerequisites
10. Credential to be awarded
11. Enrollment Forecast
12. Program Evaluation
13. Program Budget: see sample format
14. Potential Funding Source

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APPENDIX B.13

AURORA COLLEGE PROGRAM BUDGET

PROGRAM COSTING WORKSHEET

PROGRAM TITLE: _____

Salary/Benefits:	Program Development & Maintenance, Delivery, Summary Professional Development, ie. curriculum committee Salaries (Permanent) - include settlement allowance, accommodation allowance, employer share contribution (11.5%) Wages (Casual) Personnel Costs
Travel Costs	MTA Dental Removal In/Out Other Staffing Costs Travel – Instructor/Employee Travel Student
Materials/Supplies	Textbooks Computer Equipment/Software Other
Physical Plant	Lease Costs Other
Purchased Services	Telephone Photocopying Freight – Materials/Supplies Other
Contract Services	Curriculum development/delivery/lease/rentals/copyright
Fees & Payments	Student Allowances, Student Tuition
Capital Purchases	(=>\$5,000)
Tuition	
Room/Board	
Facilitator Usage	
Administration Fee	

