Concept Paper for New Programs of Study

All concept papers for new programs must be submitted to the Enrolment Management Team for review and approval for business plan development.

# Program Specifications

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| **Title:** |
| **Credential:** | \_\_ Board of Governors Certificate\_\_ Ontario College Certificate\_\_ Ontario College Diploma\_\_ Ontario College Advanced Diploma\_\_ Ontario College Post-Graduate Certificate |
| **Intake(s):** | \_\_ Fall \_\_ Winter \_\_ Spring |
| **Year of first intake:** |
| **Number of Students in first intake:** |
| **Projected Enrolment for the 1st 3 years** | **Year One** | **Year Two** | **Year Three** |
|  |  |  |
| **Length of Program:** |
| **Type of approval requested:** | \_\_ MAESD \_\_ CVS \_\_ OtherNIC/NOC Codes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Occupational areas where it is anticipated graduates will find employment:** |

# Program Description

5 to 10 sentences

# Program Outline and Delivery Options

Describe the appropriate teaching resources for the program and how these will be provided.

# Laddering Options

Provide a brief description of known laddering into and from the proposed program, e.g. certificate to diploma, diploma to degree, apprenticeship to college, diploma to apprenticeship, college to college, diploma to college degree, etc.

# Admission Requirements

Identify the admission requirements for the program.

# Fit of Program

Institutional Fit:

* How does the program fit with the College’s mandate, strategic plan and priorities?

Similarity of Program:

* How is the program similar to or different from existing programs at the College?
* What impact will this program have on existing programs at the College?
* Are there similar programs to the one being proposed provincially? Nationally? (include location or programs and a brief description of these programs – provide program standards or program outcomes if a similar program exists already in the province)
* What makes this program unique from existing programs that are similar?

# Demand for Program

Student Demand:

* Provide evidence (data) of student demand (include how strength of demand has been assessed and data sources, including OCAS)
* Indicate which student populations are most likely to be attracted to the program. Include assessment of whether this program will draw students away from or be complementary to existing programs

Employment Demand:

* Provide evidence (data) of demand for this type of graduate from industry. Include trend data, feedback from and support of the program advisory committee, and other data sources.
* Provide evidence of industry support for this program including ad hoc advisory committee membership and minutes showing support.

# Consideration of Additional Resources

Indicate all resources known to be required for the development and/or implementation of this program including any major facility, capital and equipment resources required to implement this program and the means by which they will be provided.

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| **Resources** | **Means Provided** |
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# Consultation

Include the results of all consultations regarding development and/or implementation of this program to date.