

**BOARD MANAGEMENT REPORT****Date:** Click or tap to enter a date.**Report No.:** Click here to enter text.**Report to:** Board of Governors**Author(s):** Name, Title**Class:**  Information  Decision  Discussion  Consent  
 Open  Closed**Title:**

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**1.0 RECOMMENDATION:**

THAT...

**2.0 EXECUTIVE SUMMARY:**

Clear and concise executive summary that includes the following:

- Purpose of report
- Key finding(s)
- Key impact(s) or consequence(s) for the Board or College (if applicable)
- Link to Strategic Plan

Note: Executive summary should not be longer than two paragraphs, a Board member should be able to reference this section and make a decision on the recommendation if necessary.

**3.0 BACKGROUND / PROGRAM RATIONALE:****Program Advisory Committee Approval Date:** Click or tap to enter a date.**SEM Committee Approval Date:** Click or tap here to enter text.**Link to Strategic Mandate Agreement (SMA3) Institutional Strength Metric:**If the ministry is to approve this program, the occupational cluster code will be **Click or tap here to enter text..**

This means the proposed occupational cluster code Choose an item. the SMA3 Institutional Strength metric.

**Link to Classification Instruction Program Code:**

What is/are the proposed Classification of Instructional Program (CIP)\* code(s) for this new proposed program:

CIP1 Use XX.XXXX numbering format provided by Corporate Reporting & Institutional Research

CIP2 (if applicable) Use XX.XXXX numbering format provided by Corporate Reporting & Institutional Research

CIP3 (if applicable) Use XX.XXXX numbering format provided by Corporate Reporting & Institutional Research

Is/are the proposed CIP code(s) *currently* eligible for Post-Graduate Work Permit (PGWP)?

CIP1 - Choose an item. - insert date verified by Corporate Reporting & Institutional Research

CIP2 (if applicable) - Choose an item. – (insert date verified by Corporate Reporting & Institutional Research)

CIP3 (if applicable) - Choose an item. – (insert date verified by Corporate Reporting & Institutional Research)

**Proposed Credential:** Choose an item.

**Planned Start Date:**

**Planned Semester One Enrolment:**

#### **4.0 PROGRAM CURRICULUM:**

Introduce the proposed program.

Labour Market Demand

#### **5.0 IMPACTS:**

##### **5.1 STUDENTS, PARTNERS & COMMUNITY**

Outline impacts on students, partners and community and include reputational impacts, if any.

##### **5.2 FINANCIAL & HUMAN RESOURCES**

State the financial and/or human resource impact associated with the recommendation being made.

List known/anticipated expenses and impact on current and additional resources if they are major and/or have not been addressed in the approved budget.

### **5.3 REGULATORY, LEGAL & RISKS**

Outline the risk(s) associated with this report (risk can include the risks associated with not moving forward). Reference necessary legislation, if applicable.

### **6.0 NEXT STEPS / FUTURE CONSIDERATIONS:**

Outline next steps staff will undertake and include any future considerations for the Board, if applicable.

Respectfully Submitted,

Approved for Submission,

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Cebert Adamson  
Vice President, Academic

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Paul Armstrong  
President

### **Appendices:**

**Supplementary  
Information:** N/A