

# Post-MCU (Ministry of Colleges and Universities) Approval Program Development Checklist

## Proposed Program Information

Program Title:

- Type of Credential:
- Ontario College Certificate (OCC)
  - Ontario College Diploma (OCD)
  - Ontario College Advanced Diploma (OCAD)
  - Ontario College Graduate Certificate (OCGC)
  - Mohawk College Certificate (MCC)
  - 3 Year Degree
  - 4 Year Honours Degree

- Academic School:
- McKeil School of Business, School of Creative Industries and General Studies
  - Continuing Education and Academic Development
  - School of Engineering Technology and Aviation
  - Marshall School of Skilled Trades & Apprenticeship
  - Centre for Community Partnership and Experiential Learning
  - School of Health
  - School of Interdisciplinary Programs & Community Studies
  - School of Climate Action
  - Indigenous Education

Dean/Associate Dean:

## Checklist

	<b>Checklist Item</b>	<b>Lead</b>	<b>Comments and Date</b>
<input type="checkbox"/>	Program Quality Specialist (Academic Quality) circulates MCU program approval letter at the College	Dean of Continuing Education (CE) and Academic Development	
<input type="checkbox"/>	<p>Pre-Planning Meeting: Dean of CE and Academic Development, Associate Dean (AD) of Centre for Teaching &amp; Learning Innovation (CTLI), Curriculum and Program Quality Consultant (CPQC), Instructional Designers, Program Quality Specialist, Academic Development Coordinator, AD of Program Area</p> <ul style="list-style-type: none"> <li>• Overview by Academic Quality on what was approved (Vocational Learning Outcomes, Program of Studies - with reference on the approved number of hours for the program)</li> <li>• Discuss program development steps/process, expectations for timelines, deliverables (AD), program area project management support, and plan for official Stakeholder Meeting for Program Development</li> </ul>	Dean of CE and Academic Development AD of CTLI	

	<b>Checklist Item</b>	<b>Lead</b>	<b>Comments and Date</b>
<input type="checkbox"/>	<p>Stakeholder Meeting for Program Development</p> <ul style="list-style-type: none"> <li>Dean of CE and Academic Development, Dean of Program Area, AD of Program Area, Program Coordinator, AD of CTLI, CPQC, Instructional Designers, Program Quality Specialist, Academic Development Coordinator, Public Affairs Lead, Pathways Coordinator, Library, Marketing, IR, Registrar's Office, Finance, Co-op Office, International, Facilities</li> </ul>	<p>Dean of CE and Academic Development</p> <p>Dean of Program Area</p> <p>AD of Program Area</p>	
<input type="checkbox"/>	<p>Academic Team Meeting with Marketing and Recruitment</p> <ul style="list-style-type: none"> <li>Meeting to review learner demographics, recruitment strategies, and unique program marketing needs and opportunities</li> </ul>	<p>Dean of Program Area</p> <p>AD of Program Area</p> <p>Chief Marketing Officer</p> <p>Director of Marketing and Creative Services</p> <p>Director of Enrolment Management</p>	

	<b>Checklist Item</b>	<b>Lead</b>	<b>Comments and Date</b>
<input type="checkbox"/>	Consultation with the Registrar's Office <input type="checkbox"/> Confirm admissions requirements for OCAS <input type="checkbox"/> Confirm International English Language Requirements (IELTS, TOEFL, etc.) <input type="checkbox"/> Confirm scheduling requirements <input type="checkbox"/> Confirm tuition and program specific fees with Fees Specialist	AD of Program Area	
<input type="checkbox"/>	Consultation with the International Department, if applicable <ul style="list-style-type: none"> <li>• Discussion to plan if the program can be offered to International students in a specific intake</li> <li>• Note: Consult about International cohorts prior to submitting Enrolment Change Forms so that any International seat allocations can be included in the ECF updates</li> </ul>	AD of Program Area	
<input type="checkbox"/>	Complete and submit the <i>Enrolment Planning Changes to the Annual Enrolment Plan</i> for adding an intake to <a href="mailto:enrolmentchanges@mohawkcollege.ca">enrolmentchanges@mohawkcollege.ca</a> (Form available on MyMohawk > Employee tab >Requests, documents, presentations and help > Enrolment Plan Change Form)	AD of Program Area	

	<b>Checklist Item</b>	<b>Lead</b>	<b>Comments and Date</b>
<input type="checkbox"/>	<p>Complete and Submit POS (Program of Studies) &amp; Course Creates to Academic Data Officer (ADO):</p> <ul style="list-style-type: none"> <li>• Review Credential Validation Service (CVS) application for POS, course descriptions, number of hours, and planned delivery schedule with Curriculum and Program Quality Consultant (CPQC)</li> <li>• Projected number of lectures, labs, online hours by course</li> <li>• Identify course equivalencies and pre-requisites</li> </ul> <p>(Forms available on MyMohawk &gt; Employee tab &gt; Scheduling and academic support &gt; Academic Data Office)</p>	<p>AD of Program Area</p>	
<input type="checkbox"/>	<p>Consultation with the Financial Department</p> <ul style="list-style-type: none"> <li>• Information to be provided by the Academic Data Officer (ADO) to the Financial Department on the new 3-digit program number</li> <li>• Operations Manager submits new FOAPAL element request form to their Financial Planning Analyst (FPA) to request new program code within the FOAPAL</li> <li>• If there are any new fees that will be a part of the program, consult with Accounting to determine if HST will be applicable for the fee</li> </ul>	<p>AD of Program Area Academic Data Officer</p>	

	<b>Checklist Item</b>	<b>Lead</b>	<b>Comments and Date</b>
<input type="checkbox"/>	Consultation with the Marketing Department, Student Recruitment, Public Affairs Lead / International Department (as applicable) <ul style="list-style-type: none"> <li>• Confirm standard program information on College website</li> <li>• Confirm additional information to add on College website</li> <li>• Develop Targeted Marketing / Website / Promotional materials</li> <li>• Developing an Announcement and Press Release (Public Affairs)</li> </ul>	AD of Program Area	
<input type="checkbox"/>	Confirm with Co-op and Experiential Learning Office the details around any EL (Experiential Learning) components for the program	AD of Program Area in consultation with CPQC	
<input type="checkbox"/>	Consultation with CE (if applicable)	AD of Program Area	

	<b>Checklist Item</b>	<b>Lead</b>	<b>Comments and Date</b>
<input type="checkbox"/>	Curriculum Development Meeting: AD of Program Area, Subject Matter Expert (SME) / Program Coordinator, AD of CTL, Curriculum and Program Quality Consultant (CPQC), Educational Technology Specialist (ETS), Teaching & Learning Consultant - UDL <ul style="list-style-type: none"> <li>• Discuss curriculum development, deliverables, timelines</li> </ul>	AD of Program Area AD of CTL	
<input type="checkbox"/>	Plan for Industry accreditation process (if applicable)	AD of Program Area Program Coordinator	
<input type="checkbox"/>	Input and approve Course Outlines into COMMS (Course Outline Mapping and Management System) (May – Aug) prior to Academic year	AD of Program Area Program Coordinator	
<input type="checkbox"/>	Plan for Official Launch Event	Dean of Program Area AD of Program Area Public Affairs	

	<b>Checklist Item</b>	<b>Lead</b>	<b>Comments and Date</b>
<input type="checkbox"/>	Program Launch	AD of Program Area Dean of Program Area	