



New Program Implementation Plan

Appendix

Some Service Areas have provided more information to guide Developers on what these specific areas need to or would like to know when a new program is being developed. Please take the below additional information into consideration when developing a new program and contacting a service area. If you require additional clarification, please contact the relevant service area.

¹Facilities

Facilities needs to be able to schedule the space appropriate for the new program, and needs to be able to distinguish “needs” from “wants” such as if a developer would like to have a classroom with sinks and windows, however, Facilities does not have enough of these rooms to accommodate this want.

^{1A}Facilities also needs to know what will be required for exams, as currently they have high demands on rooms 240 and 420 during exams. Ideally, Facilities would like two weeks to respond to the Developer’s questions. Important information for a Deans, Department Heads, or Curriculum Developers:

- *Academic classrooms are (or soon will be) assigned 6+/months prior to the start date of the class. Requests for new room bookings received after that date will disrupt planning that all other departments and programs have already done.*
- *VCC does not have many classrooms that can accommodate a capacity of greater than 30 students.*
- *Not all computer labs are set up with software for their programs. IT needs to be involved and some computers may not have the capacity to run the required software.*
 - *Note: Please see the **Information Technology** section for more information.*
- *Classrooms have a variety of furniture types. Curriculum developers should advise whether the ideal classroom set up is “lecture style” or “collaborative group” arrangements.*
- *Classrooms must be shared between many departments to improve our utilization rates. Teaching aides (automotive parts, nursing props, etc.) can be left in rooms if necessary, but will not mean the classroom will not be made available to other departments.*

²Finance

Financial Services must conduct a financial review and costing of all programs to determine financial sustainability, tuition rates, and fees. Before a program goes to the Board for approval, a financial decision on the program must be made by the Finance and Audit Committee of the Board.

³Human Resources – HR Advisor

Human Resources needs to be able to appropriately manage the personnel required for new programs, if necessary. Therefore, if additional faculty is needed, HR needs appropriate notice given in order to properly advertise and fill the role. If a new Department is formed, the Area Hiring process will need to be followed, and a department head will need to be hired. Please contact your area HR representative for more information.

4Information Technology

In order to better allocate computer systems and other software and/or hardware for the potential program, Information Technology would like to know the following:

Environment^{4A}

Describe the level of priority the program would need at the Helpdesk. Whether the program is going to be delivered on campus, off campus, or through a hybrid delivery model also affects the level of Helpdesk support required, as well as informs on future software and hardware needs. Keep in mind that Helpdesk hours change during the summer.

Regarding Banner needs, let IT know whether or not all students attending will be entered into the Banner system. All instructors will need to have an employee account in the Banner system, even if they are not regular VCCFA instructors.

Similar to Facilities' capacity for standard classrooms, the largest computer lab at VCC can seat 35, with the majority of the labs falling into the 20-25 seat range. Any expansion requires joint consultation with Facilities. If an audio lab setting is required, please let IT know.

Take into consideration whether any student computing storage will be required, such as USB drives, One Drive, or network storage. Also, consider whether any new software or hardware has any dependencies, such as a third party user ID.

Help Desk Hours of Operation		
Days	September – June	July – August
Monday – Thursday	7:30 a.m. – 8 p.m.	7:30 a.m. – 5 p.m.
Friday	7:30 a.m. – 4:30 p.m.	7:30 a.m. – 4:30 p.m.
Saturday (not long weekends)	8:30 a.m. – 4 p.m.	Closed
Saturday (long weekends)	Closed	Closed
Sunday & Holidays	Closed	Closed

Software^{4B}

When considering the need for new software for a program, always take into account if it is compatible with VCC's current operating system (Windows 10 64 bit, MS office 2016), and if the software can be installed locally on individual desktops, or if it can be installed on a Cloud application. Please note whether education licensing is available for the software, or if VCC will have to purchase a commercial license to deliver the program software.

Please indicate if Moodle will be required.

Hardware^{4C}

Indicate whether your program will require any specialized IT equipment or devices, including special printers (including printing from personal devices) or MFDs. Similar to new software, consider whether standard VCC hardware meets the manufacturer recommended hardware requirements.

⁵Advising – Wendy LaFrance

Advising has requested to be notified and included in meetings during the beginning stages of implementation, so they can offer information about student requests, entrance requirements, common road blocks, and other aspects. Advising would also be kept informed on intake frequency. Other program details such as what the program is about, if it can ladder into other programs, recommended student characteristics, and overall transferability, is integral information when advising students on the next steps.

Advising has suggested it is important for them to know and be able to offer feedback about the English admission requirements and English proficiency requirement, particularly so Advising can support prospective students to develop a plan for upgrading and testing to meet their educational goals.

⁶Assessment Centre – Rachel Warick

The Assessment Centre has also requested to be consulted during the post-approval process. The Assessment Centre would like to be advised if any changes are made to the English or Math admission requirements for the course or program *post-approval*. This is because hard copy test results are sent to prospective students that include information about whether a student has met the test scores required for the program.

⁷Indigenous Education and Community Engagement (IECE)

The Indigenous Education and Community Engagement area would like to prompt developers to consider if the program includes a focus on Aboriginal People, Aboriginal content, Aboriginal learners, First Nations communities and/or First Nations organizations. Relative to the new program and courses, consider embedding Indigenous knowledge and ways of being into the curriculum.

⁸Registrar’s Office – Denis Seremba, Les Apouchtine

In the process of implementing new programs, the Registrar’s Office is responsible for creating courses, SOACURR, and the checklists in Banner. The Registrar’s Office is also updates the program information on the website and ensures that the program meets the requirements for PLAR. To do this, the Registrar’s Office needs to know the start date of the new program, as well as the tuition cost, during the implementation process. The Registrar’s Office would also like to encourage developers to consider if the requirements for assessment, English language proficiency requirements, and the program requirements are clear and understandable. They have requested one week to respond to developers.

⁹Funding/ Budgeting information

Salary budget:

1. Faculty and staff FTE
Department operating budget:
2. Detailed course materials such as lessons plans and assessment rubrics should be built into operating budget for new programs.
3. Ongoing curriculum maintenance should be part of faculty assigned duty, professional development.
4. Small tools (>\$5,000)
5. Professional fees
6. Accreditation budget: Budget covers faculty salaries to develop reports and conduct research required to compile the accreditation report; travel, accommodation expenses for external reviewers; and accreditation fees.

Curriculum Development funding request:

7. New program development: the costs of developing concept paper and business case, program design and mapping, development of course documentation (PCGs and course outlines), and documents for Ministry approval
8. Curriculum revisions arising from program renewal recommendations
9. Online curriculum development
10. Curriculum changes mandated by ITA and Accreditation bodies

Capital requests:

11. Space upgrades
12. Furniture
13. IT hardware and software

Marketing budget:

14. Budget maintained by Marketing Department