

STAGE 1 REVIEW FOR NEW DEGREE PROPOSALS

Purpose of Stage 1

The purpose of the Stage 1 Review is to determine the need for the program and to evaluate how it complements other programs currently offered by the British Columbia public post-secondary education system. The Stage 1 Review applies to all post-secondary institutions seeking authority to grant a degree program in British Columbia. It is a means to ensure that students are provided with high quality education and, when developing new programs, institutions avoid unnecessary duplication and consider government priorities for social and economic good, such as principles of diversity and inclusion, the Truth and Reconciliation Commission of Canada's Calls to Action and the articles of the UN's Declaration on the Rights of Indigenous Peoples.

1. BENEFITS TO STUDENTS

STANDARD: The institution must demonstrate that the proposed degree will provide benefit to students.

- How did you determine the targeted student population?
- What specific need is there for the proposed program and how will it benefit the targeted student population?
- Describe the ways in which the proposed program will benefit current and prospective students, including those traditionally underserved and underrepresented in BC's post-secondary system and/or at your institution.
- What specific opportunities are available to program graduates for further study? Provide evidence of consultation with post-secondary institutions in an appendix.
- Government has a goal to make life affordable for British Columbians, including the costs of tuition. What is the anticipated tuition fee¹ for the program? How does it compare to comparable programs?² If the tuition fee is higher than fees for similar programs, what is the rationale and what actions will the institution take to mitigate student tuition costs?

2. SYSTEM COORDINATION / PROGRAM DUPLICATION

STANDARD: The institution must establish that the proposed program fills a need within the post-secondary system and that there is no unnecessary duplication with existing programs.

A. System Context

- Notwithstanding unique attributes of the proposed program, use the table below to list all CIP related programs (including different credential types) in the province at other post-secondary institutions.³

Add as many lines as required.

[3-column table follows requiring institution to:

- note which institutions offer related programs,

¹ Tuition by year and by credit/unit. Include both proposed domestic and international tuition.

² Provide a brief comparison table for programs within the institution or at other BC institutions. In the case of highly specialized programs, a Canadian comparison may be necessary.

³ Use bulleted text to identify significant educational differences between the proposed program and each of these options.

- *name of program, and*
- *how the other programs differ from proposed program.]*

B. Consultation with Other Post-Secondary Institutions

- For each institution in the preceding list that offers a program at the same level, summarize the form of consultation that occurred with that institution, briefly describe the institution's feedback (including any concerns raised), and explain how the proposal changed in response to feedback.⁴

[3-column table follows requiring institution to:

- *note which institutions were consulted.*
- *what their feedback was, and*
- *how the proposal changed in response to feedback.]*

C. Rationale for Duplication

- If programs with similar learning objectives are currently available in the region or online within the province, what is the specific rationale for establishing another program?

D. Collaboration

- Explain if your institution will collaborate and/or share resources with other institutions offering related programs, **including articulation and laddering agreements.**⁵

3. SOCIAL AND ECONOMIC BENEFIT

STANDARD: *The institution must factually and specifically demonstrate that the proposed program will serve the economic and social needs of British Columbians.*

A. Economic and Social Benefit

- What economic and social benefit would the program offer the community, region or province?
- **Quote specific government documents or website pages to show** which economic and social priorities of the BC government the proposed program supports.
- **The Truth and Reconciliation Commission of Canada's Calls to Action and the articles of the UN's Declaration on the Rights of Indigenous Peoples articulate the Indigenous right to quality Indigenous education including standards, programs, services, supports and investments that provide appropriate tools and resources to achieve successful outcomes and achievements. How does your proposed program advance the calls to action of the Truth and Reconciliation Commission of Canada and the articles of the UN's Declaration on the Rights of Indigenous Peoples? How did the institution work with local Indigenous communities to develop the proposal?**
- **National Occupation Classification (NOC) Codes⁶**

Use the table below to identify the two (2) National Occupational Classification (NOC) codes most relevant to this program, ranked in order of potential job openings over the next 10 years

⁴ Provide documentation in an appendix.

⁵ Provide documentation in an appendix

⁶ To determine NOC codes, go [here](#).

in BC.⁷

- Identify which NOC codes are relevant to the proposed program only and which ones may be shared with existing programs in your institution and identify those programs in the appropriate column below.

[Six-column table follows requiring institutions to:

- Rank the NOC;
- Provide NOC code;
- Provide Job Title;
- Provide Potential Number of Job Openings in next 10 years;
- Indicate if NOC is exclusive to this program at the institution; and
- State which Existing Programs at the institution have the same NOC.]

B. Consultation with Employers, Community Groups, Professional Organizations

- Describe the consultation process with relevant employers, community organizations, Indigenous communities and organizations, professional bodies and the program advisory committees. Include consultation materials and a summary of the feedback received from these groups.⁸ How was the proposed program changed in response to feedback?
- What support does the program have from relevant ministry/public employers? How was the proposed program changed in response to feedback?⁹
- If the program relates to a regulated profession, summarize the feedback provided by the regulatory or licensing bodies and the responsible Ministry.¹⁰

4. INSTITUTIONAL RESOURCES

STANDARD: The institution must show it has access to sufficient resources to implement and sustain the program.

- Explain how the proposed program relates to the overall academic plan of the department, faculty, or institution, or advances the mandate of the institution.
- Briefly summarize successful performance over the last 4 years in program areas related to the proposed program. How was successful performance defined and measured?
- If the proposed program builds on existing programs, how will they be affected?
- Identify operation resources required to launch and maintain the program (e.g., faculty, staff, student services, capital equipment, classroom/laboratory space, learning resources), and explain how these needs will be met.
- Provide an enrolment plan for the program, identifying projected number of students (full-time and part-time; domestic and international), minimum viable enrolment, and anticipated number of credentials to be awarded each year. If the program is cost recovery, identify the source of funding.

⁷ For data on forecasted job openings, see the most recent BC Labour Market Outlook [here](#).

⁸ Provide documented evidence of consultation in an appendix.

⁹ Provide documented evidence of consultation in an appendix.

¹⁰ Include evidence in the appendices or state “Not Applicable.”