



**Nipissing University Institutional Quality Assurance Protocol  
(NU-IQAP)**

**Governing Cyclical Program Reviews,  
New Programs and Major Modifications**

Recommended to Senate  
by the Academic Quality Assurance and  
Planning Committee

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## Nipissing University Policy on Quality Assurance

<b>Office of Accountability</b>	Office of the Provost
<b>Administrative Responsibilities</b>	<p>The Provost is the authority responsible for the University's quality assurance policy and procedures for new and existing programs and is Nipissing's authoritative contact to the Quality Council. The Office of the Provost administers the day-to-day workings of the process.</p> <p>Deans are responsible for providing advice and support for new program proposals and for assisting and supporting academic units undergoing cyclical review.</p> <p>Academic and Non-Academic Units are responsible for the self-study process in cyclical reviews of existing programs and for responding to external program reports. Academic units are often the proponents of new academic programs and must be significantly involved in consultations about new programs.</p>
<b>Approver</b>	<p>Academic Quality Assurance and Planning Committee (AQAPC) and Senate</p> <p>Revision of this policy is subject to final approval of the Ontario Universities Council on Quality Assurance (Quality Council).</p>
<b>Scope</b>	This policy applies to new and existing undergraduate and graduate degree programs, and to for-credit graduate diploma programs offered in full or in part by Nipissing University.
<b>Contact Officer</b>	Assistant to the Provost
<b>Date Approved</b>	October 19, 2018, Senate
<b>Date for Next Review</b>	May 2021

<b>Policies Superseded by this Policy</b>	Existing Nipissing University Institutional Quality Assurance Process: Policy and Procedures (May 21, 2013)
<b>Policy Number</b>	4.1.2013 S

**Purpose of the Policy**

The primary purpose of the Nipissing University Institutional Quality Assurance Protocol (NU-IQAP) is to ensure the high quality of, and to promote standards of excellence in, Nipissing’s new and existing academic programs. The NU-IQAP is subject to ratification by the Ontario Universities Council on Quality Assurance (Quality Council) to ensure that it is in conformity with the Quality Assurance Framework.

The process ensures program quality based on program learning outcomes through periodic external and internal assessments of programs within an academic unit. The review provides the University with the opportunity to create a record of achievement, identifying how the programs within a unit contribute to the goals and missions of the University. Reviews include a critical consideration of the history, accomplishments and resources required to support the program(s) offered in the unit and assist in setting the future direction of the unit and its programs in the context of overall University planning. Degree level expectations, combined with peer-reviewed judgment by expert disciplinary and interdisciplinary scholars, provide benchmarks for assessing a program’s standards and quality.

Reviews of programs may be at the departmental/school or faculty level, including all sites across departments/schools and faculties for interdisciplinary programs and any programs offered jointly with another institution. Other purposes of the NU-IQAP include the following:

- Inform decision makers and relevant bodies about the strengths and weakness of programs;
- Provide the information and data necessary for the modification, expansion or termination of a program;
- Provide all relevant information to the Academic Quality Assurance and Planning Committee (AQAPC), departments, divisions, schools and faculties to assist in the program planning process;
- Provide information essential to the allocation of human and other resources;
- Assure the University community, the Board of Governors and the public that Nipissing’s programs conform to the highest standards and are consistent with similar programs offered elsewhere.

## Definitions

**Academic Support Unit:** An academic support unit is a unit whose primary mission is to support the teaching, learning and/or research interests of students and faculty. Academic support units include, but are not limited to, the Office of the Registrar, Library Services, Student Development and Services, University Technology Services and the Office of Indigenous Initiatives.

**Academic Unit:** The Department/School where the program is housed.

**Academic Quality Assurance and Planning Committee (AQAPC):** AQAPC is a committee of Senate, which is responsible for long-range academic planning, including quality assurance, in accordance with the overall academic objectives of the University, and for making recommendations to Senate as necessary and appropriate.

**Arm's Length External Peer Reviewer:** An arm's length peer reviewer is an external disciplinary expert who has not been a supervisor, collaborator, departmental colleague (past or present) or co-author of faculty members in the previous six years, and who does not have personal connections with members of the academic unit.

**Degree:** An academic credential awarded on successful completion of a prescribed set and sequence of requirements at a specified standard of performance consistent with the Ontario Council of Academic Vice-Presidents' (OCAV) Degree Level Expectations and Nipissing University's expression of these expectations.

**Degree Level Expectations:** The Degree Level Expectations established by OCAV (found in Appendix A of this document) serve as Ontario universities' academic standards and identify the knowledge and skill outcome competencies that reflect progressive levels of intellectual and creative development. They may be expressed in subject-specific or in generic terms. Graduates at specified degree levels (e.g., BA, MSc) are expected to demonstrate these competencies. Academic units will describe Nipissing University's expectations in terms appropriate to its academic program.

**Expedited Approval Process:** An expedited approval refers to a submission made to the Quality Council for review, but not requiring external reviewers.

**Graduate Diploma Program:** The Quality Council recognizes three types of Graduate Diplomas that are approved by the Quality Council via its expedited approval process:

- **Type 1:** Awarded when a candidate admitted to a master's program leaves the program after completing a certain proportion of the requirements.
- **Type 2:** Offered in conjunction with a master's (or doctoral) degree, the admission to which requires that the candidate be already admitted to the master's (or doctoral) program. This represents an additional, usually interdisciplinary, qualification.
- **Type 3:** A stand-alone, direct-entry program generally developed by a unit already offering a related master's (and sometimes doctoral) degree and designed to meet the needs of a particular clientele or market.

**Graduate Studies Committee (GSC):** GSC is a committee of Senate, which engages in on-going review and oversight of all matters related to graduate studies, including

but not limited to graduate curriculum, academic regulations and policies (including degree and program requirements), academic standards, academic awards and academic or non-academic student services, and makes recommendations to Senate as necessary and appropriate.

**Program:** The complete set and sequence of courses, combinations of courses and/or other units of study, research and practice prescribed by the University for the fulfillment of the requirements for a particular degree. Programs at the undergraduate level include all majors, specializations, and honours specializations, as well as all professional and graduate programs offered by an academic unit in all delivery modes either solely or in partnership with another academic unit or post-secondary institution.

**Quality Council:** The Ontario Universities Council on Quality Assurance (the Quality Council) is an arm's length body designed to ensure rigorous quality assurance of university undergraduate and graduate programs. The Quality Council is responsible for the approval of new undergraduate and graduate programs, as well as auditing each university's quality assurance processes on an eight-year cycle. The NU-IQAP will be ratified by the Quality Council.

**Revision:** A revision is a change of a housekeeping nature (e.g., course number changes). USC or GSC will approve the changes and forward the changes to Senate for information only to ensure that the changes are included in the academic calendar. Senate may request a vote on any item sent for information.

**Undergraduate Studies Committee (USC):** USC is a committee of Senate, which engages in on-going review and oversight of all matters related to undergraduate studies, including but not limited to undergraduate curriculum, academic regulations and policies (including degree and program requirements), academic standards, academic awards and academic or non-academic student services, and makes recommendations to Senate as necessary and appropriate.

## Protocol Overview

The Nipissing University Institutional Quality Assurance Protocol (NU-IQAP) sets out the steps that must be followed in the quality assurance process for the cyclical review of existing programs, new program proposals and major modifications to existing programs. As such, this document is organized in three parts:

**Part 1:** Cyclical Review of Existing Programs

**Part 2:** New Program Proposal Approval Process

**Part 3:** Modification of an Existing Program

The NU-IQAP and the University's quality assurance processes are audited on an 8-year cycle by a panel of auditors appointed by the Quality Council that reports to the Audit Committee of the Quality Council.

### Part 1: Cyclical Review of Existing Programs

Cyclical reviews are conducted of all existing undergraduate programs of specialization, graduate degree programs and for credit graduate diploma programs at a minimum of once every eight years. Such reviews provide the basis upon which University decisions may be made (program continuance, modification or discontinuance).

Reviews take place on an 8-year cycle. In professional programs (e.g., Nursing, Education), where there are regularly-scheduled accreditation reviews, efforts will be made to time reviews to coincide with professional accreditation and to balance their respective objectives. However, the review of the unit must meet all requirements specified in the NU-IQAP. In consultation with the Dean, the Provost will determine the degree to which the substitution or addition of documentation or processes associated with the accreditation of a program can be made, for components of the NU-IQAP, provided these changes are fully consistent with the requirements established in the NU-IQAP. A record of the substitution or addition, and the grounds on which it was made, will be made available to, and will be eligible for audit by, the Quality Council.

The review process is typically completed over an 18-month period. All programs, graduate and undergraduate, housed in an academic unit, including all majors, specializations and honours specializations, as well as all professional and graduate programs offered by an academic unit in all delivery modes, either solely or in partnership with another academic unit or post-secondary institution, will be reviewed at the same time.

A master list of Nipissing's current program offerings together with the schedule for cyclical review is found on the Nipissing University Quality Assurance website located at <http://nipissingu.ca/qa>. The Office of the Provost will maintain an updated master list of the programs, identifying the academic units responsible for each program.

Cyclical program reviews are comprised of five principal components:

A. Self-study (Prepared by the Internal Review Committee);

B. External evaluation (prepared by the External Review Committee) with a report

- and recommendations of quality improvement;
- C. Institutional evaluation of the self-study and the external assessment report, resulting in recommendations for program quality improvement or change;
- D. Preparation and adoption of a plan to implement the recommendations and monitor the implementation;
- E. Follow-up reporting on the principal findings of the review and the implementation of recommendations.

## **Selection and Roles of Internal Review Committee**

The Provost in consultation with the Dean of the academic unit in which the program under review resides will appoint an internal review committee composed of:

1. Two to five faculty members from the academic unit in which the program under review resides;
2. One to two faculty members from outside the academic unit in which the program under review resides;
3. At least one student, or alumnus/a, representing the program under review;

The Internal Review Committee will select its Chair. The Chair of the committee will not necessarily be the Chair of the academic unit in which the program resides.

Once the Internal Review Committee is established, it will meet and identify a timeline for the self-study process and submit it to the Provost.

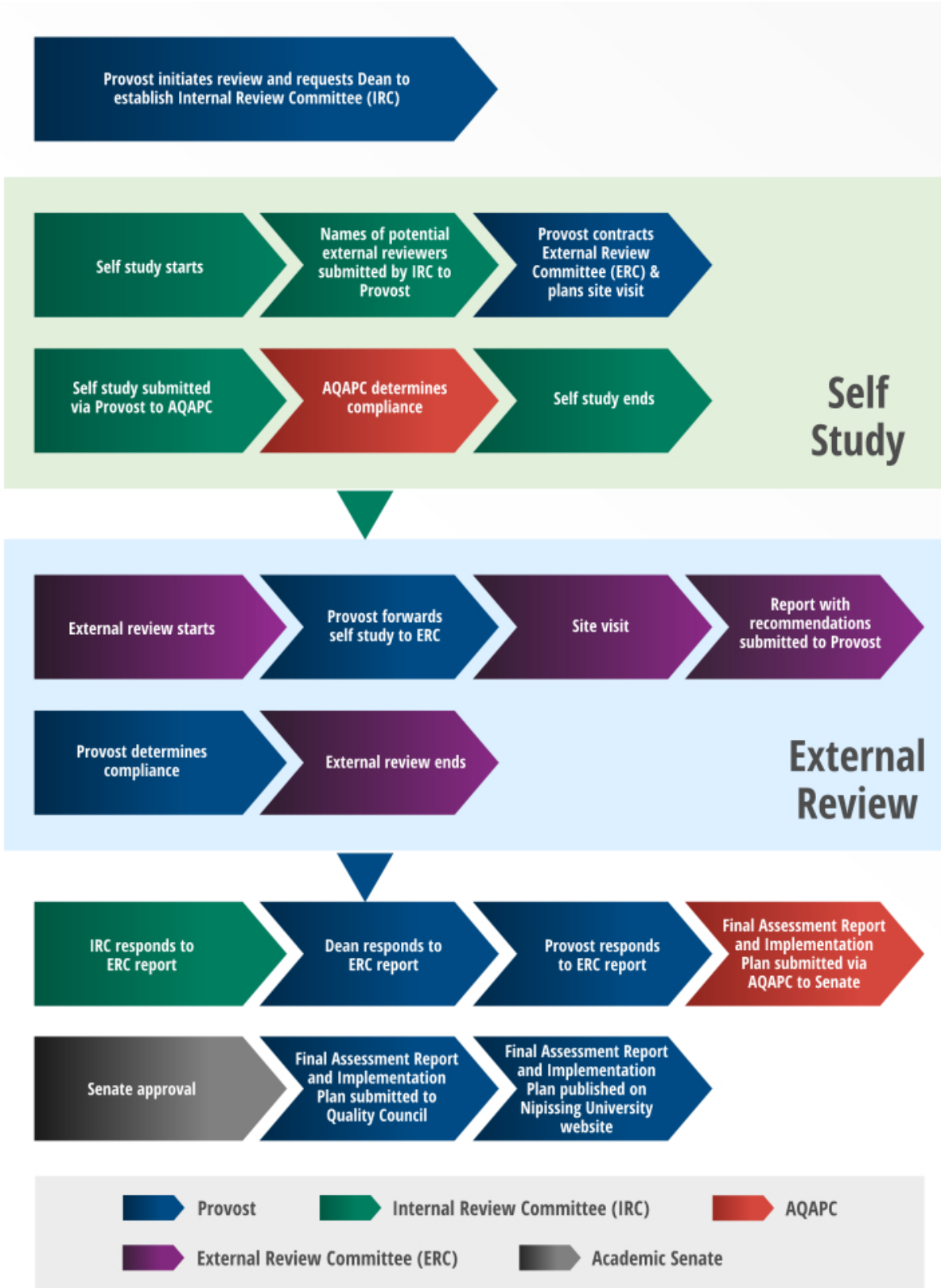
The role of the Internal Review Committee (IRC) is to prepare the self-study document based on broad consultation with faculty, students and staff, and to respond to the external review report based on input from the academic unit.

It is important that the responsibility for writing the self-study rests with the committee members from the academic unit in which the program resides, while the roles of the members identified in 2 and 3 above is consultative. The completed self-study will be explicitly based on input from all members of the academic unit in which the program under review resides.

## **Scheduling and Timing of Reviews**

The Office of the Provost, in consultation with the Deans and the AQAPC, maintains a schedule of reviews identifying the academic units responsible for each program. The Office of the Provost will initiate the review process by notifying the academic units responsible for programs scheduled for review. The schedule for cyclical review is included as Appendix 1 of this document as well as on the Nipissing University Quality Assurance website, located at <http://nipissingu.ca/ga>.

The following diagram illustrates the cyclical review process outlined in this document.



## **A: Self-Study Document**

The focus of the self-study should be on key issues. It requires a frank but balanced consideration of both strengths and areas for improvement, and strategies for future change. It is also essential that the self-study take into consideration the larger institutional issues and the vision, mission, goals and priorities of the University. As such, the self-study is prepared with input from members of the unit (faculty, staff and students) for each program under review as well as primary data provided by the Institutional Planning and Research Office (IPRO).

The self-study report serves as the primary document for the external unit review team. As such, the self-study report must address all of the evaluation criteria outlined in the **Cyclical Program Review - External Committee Final Report Template** (Appendix B1). The most successful reviews are assisted by self-studies that are well organized, clearly written and complete but concise. Appendix A2 highlights key features of the self-study and provides guidelines to ensure each feature within the document is informative and concise.

The self-study report should be broad-based, reflective, forward-looking and include critical analysis. Guidelines for the self-study are outlined in the **NU-IQAP Self Study Manual** (Appendix A). The IRC will send the completed self-study to the Dean for feedback. The Dean will send the completed self-study to the Provost who, in turn, will bring it to the AQAPC to determine compliance.

## **B: External Evaluation**

### **Selection of the External Review Committee**

All members of the External Review Committee must be at arm's length from the program under review. The reviewers will be active and respected in their fields, and normally associate or full professors with program management experience.

The external review committee will be composed of at least:

1. One external reviewer for an undergraduate program;
2. Two such reviewers for a graduate program, qualified by discipline and experience to review the program(s);
3. Two such reviewers for the concurrent review of an undergraduate and graduate program;
4. One further reviewer, either from within the University but outside the discipline (or interdisciplinary group) engaged in the program, or external to the University.

The Internal Review Committee (IRC) will provide the names of a minimum of six nominees for reviewer to the Provost with a brief statement about each of the nominees, including a description of their qualifications and a rationale for their participation in the review. The selected reviewer(s) may include, but is/are not restricted to, those provided on the nominee list. The Provost, in consultation with the Dean, will select the review team to ensure balance and expertise.

## External Review Committee Instructions

The Office of the Provost will provide to each member of the External Review Committee with a copy of standard instructions with respect to the review and the preparation of the committee's report, so that the reviewers understand their roles and obligations. Every effort will be made to have the Provost meet with the external review committee (e.g., via teleconference, videoconference, etc.) prior to the site visit to provide additional clarification regarding roles and/or to address any questions prior to the site visit. These instructions will direct the reviewers, for each program under review, to evaluate the program(s) under review using the evaluation criteria included in Appendix B and to:

- Identify and commend the program's notably strong and creative attributes;
- Describe the program's or programs' respective strengths, areas for improvement and opportunities for enhancement;
- Recommend specific steps taken to improve the program, distinguishing between those the unit can make itself and those that require external action;
- Recognize the institution's autonomy to determine priorities for funding, space and faculty allocation;
- Respect the confidentiality of the review process.

In addition, members of the External Review Committee may be asked to respond to special instructions from the Provost in the final report, which may include issues identified by the Provost and/or AQAPC for the program under review.

## Review Materials

The external reviewers will receive the **NU-IQAP External Review Committee Manual for Cyclical Reviews** (Appendix B) and the completed self-study for the program under review from the Office of the Provost at least two weeks prior to their visit to the campus, which will occur during the regular academic semester while classes are in session.

The Office of the Provost, in cooperation with the Dean and the Chair/Director of the unit whose program(s) is/are under review, will ensure that the external review committee receive additional materials requested.

## Site Visits

The Office of the Provost will finalize the visit schedule in consultation with the academic units being reviewed, which shall work jointly to provide a draft schedule listing the individuals to be interviewed and further details respecting availability. The general format and guidelines for the site visit are found in Appendix B.

The Review Committee will visit the University together for two to three days during the regular teaching semester prior to preparing their report. While on campus the review team will consult widely with academic and administrative staff, students, administrators, alumni and external partners involved with the programs and activities of the unit under review. They should meet with the faculty individually and/or in groups, with staff independently as a group, with undergraduate students independently as a group, with graduate students independently as a group, with the Executive Director of Library Services, the Registrar, the Dean and, where possible,

with members of the University Management Group. In the case of professional programs, arrangements will be made for the External Review Committee to meet with employers and professional association representatives as appropriate.

### **External Review Committee Report**

The reviewers shall prepare one report that addresses the evaluation criteria described in Appendix B1.

While preparing the report, the Provost and the Dean of the Faculty will be available to the External Review Committee to provide any additional information requested.

The External Review Committee Report is to be submitted to the Provost no later than four weeks following the site visit. The Office of the Provost will determine compliance of the report with the requirements of the NU-IQAP and will interact with the reviewers if further information is required. The report will then be sent to the Internal Review Committee to prepare its response.

### ***C: Internal Review Committee Response***

Upon receipt of the external review report, the Internal Review Committee will develop a response based on input from the academic unit. The completed response will be explicitly based on input from all members of the academic unit in which the program under review resides.

The Dean and the Chair of the IRC will then meet to review the report. Based on the report, comments received and relevant University planning documents, the Internal Review Committee will then prepare a formal written response. The response will address the issues raised and clearly outline priorities and future directions for the next three to five years, describing where possible goals and timelines for achieving them. As such the Internal Review Committee Response should be prepared in close partnership with the Dean.

### ***D: Dean's Response***

Upon receipt of the Internal Review Committee Response, the responsible Dean(s) will provide their response(s) with respect to the following:

1. The plans and recommendations proposed in the self-study report;
2. The recommendations advanced by the Review Committee;
3. The Internal Review Committee's response to the External Review Committee's report;

and will describe:

1. Any changes in organization, policy or governance that would be necessary to meet the recommendations;
2. The resources, financial and otherwise, that would be provided to support the implementation of selected recommendations; and
3. A proposed timeline for the implementation of any of those recommendations.

**E: Preparation and Adoption of Plans to Implement the Recommendations**

The Provost will produce the Final Assessment Report (FAR), which provides the institutional synthesis of the external review and internal responses and assessments. The FAR includes an Implementation Plan which outlines recommendations that require specific action as a result of the Cyclical Program Review, along with the identification of the position or unit responsible for the action in question. Efforts will be made to address recommendations that were identified for program improvement, however, there can be no assurance that all of the reviewers’ suggestions and recommendations will be implemented.

The **Final Assessment Report** template is included as Appendix 2 of this document. The Final Assessment Report will be presented to Senate (via AQAPC) for approval and then sent to the Quality Council.

An Executive Summary of the Final Assessment Report will be created by the Office of the Provost and posted on the University’s website and sent to the Quality Council.

**F: Follow-Up Reporting on the Final Assessment Report**

At least two, but no later than three, years after the Final Assessment Report is approved by Senate, the academic unit responsible for the program will complete a follow-up report that describes the progress of the implementation plan and submit it to AQAPC. The **Two Year Post Cyclical Program Review Follow-up Report** template is included as Appendix 3 of this document.

Upon Senate approval, the Follow-up Report will be posted on the University’s website.

**G: Access to Documents Produced via the Cyclical Program Review Process**

The following is a summary of public access to documents produced via the Cyclical Program Review process.

ITEM	PUBLIC ACCESS AVAILABILITY
1. Information made available for the self-study	Not available
2. Self-study report	Available upon written request to the Provost
3. Report of the External Review Committee	
4. Specified responses to the report of the External Review Committee	

## Part 2: New Program Proposal Approval Process

### Definition of a New Program

A new program is any degree, degree program or program specialization currently approved by Senate and which has not previously been approved by the Quality Council, its predecessors or any intra-institutional approval processes that previously applied.

To clarify, a 'new program' is brand new; the program has substantially different program requirements and substantially different learning outcomes from those of any existing approved programs offered by Nipissing University.

A change of name only does not constitute a new program. The inclusion of a new program of specialization where another program with the same designation already exists also does not constitute a new program.

If the proposal is not considered a new program, it will follow the process for the Modification of an Existing Program (Part 3).

# New Program Proposal Workflow

## Step I: Letter of Intent



## Step II: Development of New Program Proposal



## Step III: Internal Response and Approval



## Step IV: Final Approval and Government Funding



## Follow-up Process



## ***Step I: Letter of Intent***

The proposers will complete the **Letter of Intent** template found in Appendix C2 and submit it to the Provost. The Provost will share the letter with the senior leadership team to assess the viability of the program as outlined. The Provost will communicate this assessment with the proponents.

This stage should not be viewed as a pre-approval process, but as an opportunity to explore issues and identify both opportunities and areas of concern that will need to be addressed in Step II.

At this stage the Provost, in consultation with the Registrar, may determine that the program being considered is not a new program and would follow the established path for a major modification.

## ***Step II: Development of New Program Proposal***

The proposers will complete the **New Program Proposal** template found in Appendix C3. This process will involve thorough consultation with academic, administrative and other relevant units.

The proposers will present their completed New Program Proposal template to Faculty Executive for approval. If the Faculty Executive approves the new program proposal, it will be sent to USC/GSC (as appropriate) for consultation and then to AQAPC for consideration. If AQAPC approves the proposal, the Provost will send out the proposal for external review.

## **Administration and Coordination of External Review of New Programs**

The coordination of the review is the responsibility of the Provost working with AQAPC and the Dean. External review of new graduate program proposals must incorporate an on-site visit. External review of new undergraduate program proposals will normally be conducted on-site, but may be conducted by desk audit, videoconference or an equivalent method if the external reviewer is satisfied that the off-site option is acceptable.

### **Selection of Reviewer(s)**

The reviewer(s) must be at arm's length from the proposers of the new program. The reviewer(s) will be active and respected in their fields, and normally associate or full professors with program management experience.

The reviewer(s) will be selected as follows:

1. One external reviewer for an undergraduate program
2. Two external reviewers for a graduate program

The proposers will provide the names of a minimum of three nominees for reviewer(s) to the Provost, as well as a brief statement about each of the nominees, including a description of their qualifications and a rationale for their participation in the review. The selected reviewer(s) may include, but is/are not restricted to, the provided

nominee list. The Provost, in consultation with the Dean will select the review team to ensure balance and expertise on the review team.

### **Site Visit (When Required)**

The reviewers shall have received all documents relating to the proposed new program (as submitted to AQAPC) at least two weeks prior to their visit to the campus, which will occur during the regular academic semester while classes are in session.

The review team will visit the University together for two to three days during the regular teaching semester prior to preparing their report. While on campus the review team will consult widely with academic and administrative staff, students, administrators, alumni and external partners involved with the proposed program under review. They should meet with the faculty individually and/or in groups, with staff independently in a group, with students independently in a group, with the Executive Director of Library Services, the Registrar, the Dean and, where possible, with members of the University Management Group.

The visit of the review team will be advertised widely to the university community, inviting those who have a vested interest in the proposed program to communicate with the review team. The schedule of interviews during the visit will be developed by the proposing unit with input from the Office of the Provost.

### **Reviewers' Report**

The Review Committee will be provided with the **NU-IQAP External Review Committee Manual for New Programs** (Appendix D), and within four weeks of the site visit will prepare a report that appraises the standards and quality of the proposed program. The **Reviewer's Report** will follow the template provided in Appendix D1

## ***Step III: Internal Response and Approval***

After receiving the reviewers' report, the Provost will invite both the proposers and the relevant Dean(s), as well as members from other units and/or post-secondary institutions involved in collaborative programs, to respond to the report and recommendations of the reviewers. Once the external review is complete, the proposers will make modifications to the new program proposal if necessary and submit it once again to AQAPC for consideration. Upon AQAPC approval, the proposal will be presented to Senate. If Senate approves it, the proposal will be sent to the Quality Council for its consideration.

## ***Step IV: Final Approval and Government Funding***

If the Quality Council approves the proposal, the Provost will send the response from the Quality Council to the provincial government for funding approval and the proponents will complete the curriculum development process.

### **Transition into the Academic Unit and Unit Review Process**

Subject to approval by the Senate, the University may announce its intention to offer a new undergraduate or graduate program in advance of approval by the Quality Council. When such announcements are made in advance of Quality Council approval, they must contain the following statement: "Prospective students are advised that offers of admission to a new program may be made only after the University's own quality assurance processes have been completed and the Ontario Universities Council on Quality Assurance has approved the program" (Quality Assurance Framework, 2.2.11).

The first intake of students will occur within thirty-six months after the date the program is approved to commence by the Quality Council. After its first intake of students, the program will be incorporated into the regular academic unit review process, which must happen within eight years. One to two years after the new program becomes operational, the Head of the academic unit and the Dean will meet with AQAPC to discuss the program's progress.

## Part 3: Modification of an Existing Program

### Program Approval Administration

As with proposals for new programs, the Provost shall have overall responsibility for the approval process for modifications to existing academic programs. The Provost will work closely with Senate and those responsible for the program being modified to coordinate and implement program modifications.

This policy applies to all academic programs offered at Nipissing University, including those that do not require Quality Council appraisal and approval (e.g., a new minor, emphasis, specialization or study abroad opportunity).

### *Major Modification*

All major modifications to existing programs, including collaborative programs, will be sent to AQAPC on the recommendation of Faculty Council.

A major program modification to an existing program is one in which the requirements, learning outcomes, faculty complement or delivery mode differ significantly from those existing at the time of the previous Cyclical Program Review. Major modifications may include:

### Types of Major Modifications

#### I. Program Changes

1. The merger of two or more programs;
2. Changes to the fundamental nature, intent, and/or structure of the program;
3. Requirements for substantial new resources;
4. New bridging options for college graduates;
5. Significant changes in the laboratory time of an undergraduate program;
6. Introduction or deletion of an undergraduate thesis or capstone project;
7. Introduction or deletion of work experience, co-op internship or practicum;
8. At the graduate level, the introduction or deletion of a research project, research essay or thesis, course-only, internship or practicum option;
9. Any changes to the requirements for a graduate program, candidacy examination, field of study or residency requirement;
10. Changes to courses comprising more than 1/3 of the total program;
11. A new minor, emphasis, specialization or study abroad opportunity in an undergraduate program.

*In the case of the creation of a field in an existing graduate program or a program based on an existing program, the proposal **may** be submitted to the Quality Council using the expedited approval process. In the case of the addition of a new for-credit graduate diploma program or a collaborative graduate program, the proposal **must** be submitted to the Quality Council using the expedited approval process.<sup>1</sup>*

<sup>1</sup> Nipissing University currently does not offer any Graduate Diploma programs, however, if one is introduced the FINALNU-IQAP-2018

## II. Significant Changes to Learning Outcomes

1. Changes to program content that affect learning outcomes but do not meet the threshold for a new program.

## III. Faculty & Program Delivery Changes

1. Significant changes to the faculty engaged in delivering the program and/or to essential resources as may occur, for example, when there are changes to the existing mode(s) of delivery (e.g., different campus, online delivery, inter-institutional collaboration);
2. Changes to the faculty delivering the program; for example, a large proportion of the faculty retires, or new hires alter the areas of research and teaching interest;
3. A change in the language of program delivery;
4. The establishment of an existing degree program at another institution or location;
5. The offering of an existing program substantially online where it had previously been offered in face-to-face mode, or vice versa;
6. Change to full- or part-time program options, or vice versa;
7. Changes to the essential resources, where these changes impair the delivery of the approved program.

## Identifying a Major Modification: Preparing a Proposal

### Step I: Letter of Intent

An academic unit intending to propose one or more major modifications to an existing program must submit a Letter of Intent form (Appendix E1) to the Provost.

At this stage the Provost, in consultation with the Registrar, may determine that the program being considered is a new program and would follow the established path for a new program, or it is a minor modification and would follow the established path for a minor modification. The Office of the Provost will inform the proponents of its decision.

### Step II: Proposal for Major Modification

A proposal for a major modification to a program should follow the established template (Appendix E2) and be presented to Faculty Council.

Faculty Council will present the proposal to USC/GSC, and when substantial changes to resources/infrastructure are required, AQAPC approval is necessary.

## Required Annual Report to Quality Council

When major modifications are moved in Senate, the motion will include the phrase "Major Modification". Nipissing University's Annual Report on Major Modifications will be based on the approved minutes of Senate.

## ***Minor Modification***

A minor program modification is a change of a less substantive nature, (e.g., a new course proposal, changes to required courses in a degree program). USC or GSC may recommend the changes and forward them to Senate for approval. When minor modifications are moved in Senate, the motion will include the phrase "Minor Modification".

## ***Revisions***

A revision is a change of a housekeeping nature (e.g., course number changes). USC or GSC will approve the changes and forward the changes to Senate for Information only to ensure that the changes are included in the calendar. Senate may request a vote on any item sent for information only. When revisions are presented in Senate, the report will include the phrase "Revision".

## Appendix 1: Schedule of Cyclical Reviews for Existing Programs

Academic Unit	Academic Program	Last Review	Next Review
<b>Department of Biology and Chemistry</b>	Bachelor of Science - Biology	2013	2021
	Bachelor of Science - Environmental Biology & Technology	2013	2021
<b>Classical Studies</b>	Bachelor of Arts - Classical Studies	2014	2019
<b>Department of English Studies</b>	Bachelor of Arts - English Studies	2010	2018
<b>Department of Fine and Performing Arts</b>	Bachelor of Arts - Fine Arts	2017	2025
	Bachelor of Fine Arts	2017	2025
<b>Department of Geography and Geology</b>	Bachelor of Arts - Environmental Geography	2017	2023
	Bachelor of Arts - Geography	2017	2023
	Bachelor of Science - Environmental & Physical Geography	2017	2023
	Master of Environmental Science	2017	2023
	Master of Environmental Studies	2017	2023
<b>Department of Gender Equality and Social Justice</b>	Bachelor of Arts - Gender Equality & Social Justice	2013	2019
<b>Department of History</b>	Bachelor of Arts - History	2014	2019
	Master of Arts - History	2014	2019
<b>Department of Mathematics and Computer Science</b>	Bachelor of Science - Science and Technology <sup>2</sup>	2013	2021
	Bachelor of Arts - Computer Science	2013	2021
	Bachelor of Science - Computer Science	2013	2021
	Bachelor of Arts - Mathematics	2013	2021
	Bachelor of Science - Mathematics	2013	2021
	Master of Science - Mathematics	2018	2021
<b>Department of Political Science, Philosophy and Economics</b>	Bachelor of Arts - Economics	2014	2022
	Bachelor of Arts - Philosophy	2014	2022
	Bachelor of Arts - Political Science	2015	2022
<b>Department of Psychology</b>	Bachelor of Arts - Psychology	2012	2020
	Bachelor of Science - Psychology	2012	2020
<b>Department of Religion and Cultures</b>	Bachelor of Arts - Religions and Cultures	2014	2019
<b>Department of Sociology and Anthropology</b>	Bachelor of Arts - Anthropology		2023
	Bachelor of Arts - Sociology	2017	2025
	Master of Arts - Sociology		2025

<sup>2</sup> Admission to this program is suspended  
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<b>Faculty of Arts and Science</b>	Bachelor of Arts - Native Studies	2014	2022
	Bachelor of Liberal Arts		2021
	Bachelor of Liberal Sciences		2021
<b>School of Business</b>	Bachelor of Business Administration	2017	2022
	Bachelor of Commerce	2017	2022
<b>School of Criminology and Criminal Justice</b>	Bachelor of Arts - Criminology & Criminal Justice	2017	2025
<b>School of Human and Social Development</b>	Bachelor of Arts - Child and Family Studies	2013	2020
	Bachelor of Arts - Social Welfare and Social Development	2013	2020
	Bachelor of Social Work		2020
<b>School of Nursing</b>	Bachelor of Science in Nursing – Collaborative Program ( <i>Canadore College</i> )	2017	2023
	Bachelor of Science in Nursing – Scholar Practitioner Program	2017	2023
	Bachelor of Science in Nursing – RPN Bridging Program	2017	2023
	Bachelor of Science in Nursing – RPN Bridging Program (Distance)	2017	2023
<b>School of Physical and Health Education</b>	Bachelor of Physical and Health Education	2017	2024
	Master of Science - Kinesiology		2024
<b>Schulich School of Education</b>	Bachelor of Education	2017	2024
	Master of Education	2017	2024
	Doctor of Philosophy in Education	2017	2024

## Appendix 2: Final Assessment Report

Office of the Provost & Vice President Academic  
Nipissing University  
100 College Drive, Box 5002



### FINAL ASSESSMENT REPORT

#### PROGRAM UNDER REVIEW

PROGRAM	SENATE APPROVAL DATE	PREPARED BY
[Program Title]	[Select Date]	[Provost]

#### A. SUMMARY OF REVIEW PROCESS & LISTING OF PROGRAMS UNDER REVIEW

SELF-STUDY REVIEW TIMELINE	DATE
1. Self-Study Presented to AQAPC	
2. Site Visit Conducted	
3. Reviewer's Report Received	
4. Internal Review Committee Response Received	
5. Dean's Response Received	

**The members of the review committee were:**

- Dr. XX (Internal)
- Dr. YY (External)

**The academic programs offered by the Department which were examined as part of the review included:**

- List all programs

This review was conducted under the terms and conditions of the IQAP approved by Senate on May 17, 2013.

#### B. PROGRAM STRENGTHS

[Insert comments from Review Committee]

#### C. OPPORTUNITIES FOR IMPROVEMENT AND ENHANCEMENT

[List the specific recommendations from the Review Committee. The Department and Dean will also have an opportunity to comment on each recommendation]

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[RECOMMENDATION 1]

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**Internal Review Committee Response:**

**Dean's Response:**

*[Copy and paste additional sections for each recommendation provided by the Review Committee]*

**D. IMPLEMENTATION PLAN**

Below are the recommendations that require specific action as a result of the Cyclical Program Review, along with the identification of the position or unit responsible for the action in question. Notwithstanding the position or unit identified as responsible for specific recommendations, the Dean of the Faculty has the overall responsibility for ensuring that the recommended actions are undertaken and monitoring the progress of the action.

RECOMMENDATION	RESPONSIBLE POSITION/UNIT (FOR RESOURCES)
	RESPONSIBLE POSITION/UNIT (FOR TAKING ACTION)
MONITORING INTERVAL(S):	PROJECTED COMPLETION DATE:

*[Copy and paste additional sections for each approved recommendation for implementation. Please arrange entries in priority sequence with the highest priority item presented first]*

**E. CONFIDENTIAL COMMENTS**

[This is an optional area that can be used to discuss confidential matters that need to be addressed. This section will be removed when posting the Final Assessment Report on the Quality Assurance Website]

## Appendix 3: Two Year Post Cyclical Program Review Follow-up Report

Office of the Provost & Vice President Academic  
Nipissing University  
100 College Drive, Box 5002



# TWO YEAR POST CYCLICAL PROGRAM REVIEW FOLLOW-UP REPORT

### PROGRAM OVERVIEW

PROGRAM	IQAP REVIEW DATE	PREPARED BY
[Program Title]	[Select Date]	[Dean]

### PROGRESS OF PPC RECOMMENDATIONS

RECOMMENDATION	% COMPLETE	RESPONSIBLE MEMBER/UNIT	EXPECTED COMPLETION

### SUMMARY OF PROGRESS TO DATE

[24 months after the Final Assessment Report is received by AQAPC, the Chair/Director and the Dean will meet with AQAPC to describe progress on the implementation of recommendations]

### LIST OF ACTION ITEMS LEADING UP TO NEXT CYCLICAL PROGRAM REVIEW

ITEM	RESPONSIBLE MEMBER/UNIT	PROJECTED COMPLETION

### CONCLUSIONS/RECOMMENDATIONS/NEXT STEPS

[Please add concluding summary regarding next steps, etc]