**NEW PROGRAMS PROPOSAL**

**– FAST-TRACK PROCESS**

Letter of Intent for new Programs may enter the Fast-Track Process under the following conditions:

* The program meets an academic, strategic and/or societal need; and
* There are no significant resource demands implied by the process; and,
* The program does not require MEES approval.

GENERAL INFORMATION

|  |  |
| --- | --- |
| **Name of Proposed Program and Nomenclature:** |  |
| **Hosting unit(s):** |  |
| **Proposed Start Date:** |  |
| **Prepared by:** |  |
| **Dean Signature(s):** |  |
| **Date:** |  |

PROPOSED PROGRAM INFORMATION

1. **Program Description (approx. 1 page):**
   1. Provide a brief description of the program and its rationale.
   2. Describe the target audience of the program and admissions requirements and targets.
2. **Curriculum (approx. 2 -3 pages):**
   1. Describe the overall program objectives, as well as a description of the specific learning outcomes of the degree. A curriculum map should be included.
   2. Describe in detail the curriculum of the program, including how students are expected to progress through the program. If the program is designed to be a pathway program (e.g., stacked degrees) , please outline what other curricular changes beyond this proposal are needed to support this objective.
   3. Describe the innovative or distinguishing features adopted in the design, delivery and pedagogy of the program (e.g., ties to future skills development, online/flipped components, experiential learning opportunities, flexibility in design through stacked certificates, etc).
3. **Demand and Societal Need (approx. 1 - 1.5 pages)[[1]](#footnote-1)**:
   1. Describe how this program will address current or future societal needs, emerging trends in research and/or higher education.
   2. Describe the type of students the program is expected to attract (e.g., lifelong learners, international students, etc).
   3. Provide a rationale for how there is demonstrable student interest in, demand for and capacity to support the program (e.g., feeder programs at other institutions like cégeps or within Concordia; data indicating hiring trends or areas of growth in industries; data indicating the emergence of an important research field)..
4. **Institutional Fit (approx. 1 page):** Provide an explanation of how the proposed program fits within the Faculty and University at large.
5. **Program Alignment within Unit (approx. 1 page)**: Describe how the program aligns with your unit/department. Please provide the rationale for alignment. Further, please indicate what, if any, programs or courses will be closed in its place, or how programs will be consolidated or re-packaged (e.g., why a new program is necessary, rather than revising an existing program).

|  |  |
| --- | --- |
|  | Program Area of Growth (an area of expansion) |
|  | Program Area of Strength (capitalizes on existing strengths) |

1. **Consultation (approx. 1 page):**
   1. Describe the consultation processes that have been undertaken with potentially affected academic units and/or other stakeholders.
   2. Describe the impact the new program will have on other, existing programs.
   3. Describe what further collaborations or partnerships, if any, are being developed in order to support the program, if any.
2. **Resources and Budget:** Keeping in mind that the Fast Track Process is meant for programs that have minimal resource implications, please indicate if any resources are required to start the program. Please provide a detailed budget with rationale for each budget line.

1. The Office of Institutional Planning and Analysis should be consulted. Other possible data points also include: labour market data supplied by the provincial and federal governments, other reports that reference future job skills. The Office of the Vice-Provost, Innovation in Teaching and Learning also may be able to provide more refined data. [↑](#footnote-ref-1)