# UTQAP Template

# New Program: Outline

# New Graduate or Undergraduate Program

An important early step in the development of a new program is the preparation of an outline. The purpose of the outline is to communicate the fundamental elements of what is being contemplated and to raise questions. This may be used for internal purposes within the Dean’s Office but is also essential as the basis for discussion at the Provost's Office Program Consultation Meeting. This meeting brings together all those portfolios within the Provost’s Office which bear on the development of a new program including the Office of the Vice-Provost, Academic Programs, Government Relations, Faculty and Academic Life, Planning and Budget, and, as appropriate, the School of Graduate Studies. It is scheduled at an early stage in the process of a program's development in order to be able to provide maximum support and advice at an early, productive stage. Specific issues to be considered will include: curriculum, budget (including funding and tuition), BIU eligibility, faculty resources, implications for other divisions of the University, UT Quality Assurance Process requirements, and approval by government.

What follows is a brief informal list of the elements that could be included in the outline of a new program. This is not meant to be a full proposal; maximum length should be 3-4 pages. Consequently, it is perfectly appropriate for the information to be presented in point form or short answers. What is important is concrete detail and a willingness to ask questions or present options where you are unsure what would work best.

### Statement of Purpose:

* What is being proposed (new degree and new program; new program within an existing degree; new combined program; field; collaborative program etc.)?
* Who is proposing the program: lead, primary Faculty(ies) /unit(s )

### Date of Admission of First Cohort:

* Anticipated start date
* Approx. anticipated numbers (start and steady state)

### Critical Elements of New Program:

* professional or research based program?
* Course or thesis based?
* normal or special tuition?
* Collecting BIUs or not?
* Program length?

### Academic Description:

* How would you describe the purpose / goals of the proposed program?

### Academic Rationale:

* Provide a brief a rationale for why you feel this program should exist
	+ Relationship to currently existing programs or activities (What does the new program build on?)
	+ Relationship to evolving discipline
	+ Why is this the right time, the right place

### Student Need and Demand:

* Where do you anticipate demand for this program will come from and why? (links to admissions requirements)
* What might students go on to do?
* How will this meet student needs?

### Competition:

* What other similar program exist, in other universities: how is this program similar / different
* To what extent is this like / or unlike other programs at U of T

### Distinguishing Features:

* Is there anything distinctive about the structure, delivery, or curriculum of this program that should be discussed?

### Faculty Resources:

* Without necessarily being specific about individual commitments, where will the faculty come from to support this program?
* Will this require new resources?
* Are there any challenges in respect to complement that should be discussed?

### Consultation:

* What units / Faculties might want to participate in this program?
* What units might be affected by this program?
* What professional organizations are relevant to this program area?

### Space:

* Are there any unique space or physical / infrastructure requirements

### Cost/Budget:

* Specific concerns/ issues to be discussed