



(DEGREE PROPOSAL TEMPLATE)

Full Program Proposal

Program Name

**UNIVERSITY OF THE FRASER VALLEY**

Department

Faculty

Submitted to: (name of committee)

Date:

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*Instructions to developers and assessors on what is expected of the Full Program Proposal, as outlined in the Ministry of Advanced Education's [Degree Program Review Criteria and Guidelines](#) (June 2010), are provided in italics below, along with each section. The instructions in italics will be removed before submission for external approval. Developers should consult the [Program Development Office](#) for additional information and assistance.*

*The length of the Full Program Proposal will vary considerably depending upon the nature of the degree program being proposed, but should be approximately 5,000 words (not including appendices).*

## Executive Summary

*The Executive Summary must present, in a succinct manner (approximately 2-3 pages in length), the purpose of the proposal and a summary of the key objectives and outcomes of the proposed degree program and must include the following information:*

### **Overview of UFV's history, mission and academic goals:**

The University of the Fraser Valley is a regional teaching university that serves the Fraser Valley. The university was founded as Fraser Valley College in 1974, became the University College of the Fraser Valley in 1991, and in 2008 received university status to become the University of the Fraser Valley. UFV's goals are to provide the best undergraduate education in Canada; be a leader of the social, cultural, economic and environmentally-responsible development of the Fraser Valley; and be innovative, entrepreneurial, and accountable in achieving our goals. How we intend to achieve this vision is articulated in [Changing Lives, Building Community](#).

**Credential to be awarded:** *including the level and category of the degree and the specific discipline or field of study. Consult section 7: Degree Quality Assessment Board [Guidelines on Naming of Degrees](#) in the appendices to the Degree Program Review Criteria and Guidelines.*

**Location:** *indicate where the new program will be offered*

**Faculty and school/department offering the program:**

**Program start date:**

**Completion time:** *indicate in years or semesters*

**Objectives:**

**Anticipated contribution to UFV's mandate and strategic plan:**

**Linkages between [UFV's Institutional Learning Outcomes](#), the program's learning outcomes, and curriculum design:**

**Work experience:** *if relevant, indicate whether a work experience/work place term is required for degree completion, and if so describe the purpose and role of the work experience within the program*

**Area/sectors of employment for graduates and/or opportunities for further study:**

**Delivery methods:**

**Program strengths:**

**Level of support and recognition:** *provide an overview of the support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable*

**Admission and transfer within the British Columbia post-secondary education system:**

**Related programs at UFV or other British Columbia post-secondary institutions:** *Indicate rationale for duplication, if any*

**Institutional contacts:** *indicate names and department/school affiliation of Program Working Group members and Dean responsible for the program*

## Degree Level Standards

*The institution must demonstrate that the proposed program meets or exceeds the proposed degree level standards. The focus of the degree level standards is on the expectations of graduates at each degree. The standards stipulate the demonstrable transferable learning skills and level of mastery of a body of specialized knowledge in the six dimensions below.*

*Among other things, the degree level standards are intended:*

*(a) to facilitate the assessment of credentials for broad purposes of credit transfer and credential recognition,*

*(b) to provide clear learning outcome standards to instructional and program designers,*

*(c) as a broad framework for quality assurance purposes.*

*Please refer to the [Ministry's Degree Program Review Criteria and Guidelines](#) (2010)*

*Bachelor's Degree, pp. 15-16*

*Master's Degree, pp. 17-18*

## Depth and Breadth of Knowledge

## Knowledge of Methodologies and Research

## **Application of Knowledge**

## **Communication Skills**

## **Awareness of Limits of Knowledge**

## **Professional Capacity/Autonomy**

*For the sections below, please refer to the [Ministry Criteria and Guidelines](#) (2010), pp. 21-30 and consult the PDO website section on [Process and Resources](#).*

## Credential Recognition and Nomenclature

## Curriculum/Program Content

## Learning Methodologies/Program Delivery

## Admission and Transfer/Residency

## Faculty

## Program Resources

## Program Consultation

## Program Review and Assessment

UFV's policy on Academic Program Reviews (Policy 189) requires that all academic programs and units normally be reviewed every five years. Program Review is the central piece in a continuous process of program monitoring and improvement. Information on UFV's program reviews policy is available [here](#).

**Appendices** *In a separate document, compile all appendices required for your proposal. Below are the most frequently used, however, there may be others relevant to your proposal. Please list them in the order they are referenced in the body of your proposal.*

- Comparable Programs
- Labour Market Information
- Student Surveys
- Institutional and Program Learning Outcomes Map
- Full Course Outlines
- Calendar Copy
- Faculty Curricula Vitae
- Library Assessment
- External Review by Academic Experts in the Proposed Field of Study
- Letters of Support