Concept Paper Template

use to draft information required for concept paper for courseleaf

CTLR

2023

Template for CourseLeaf

* CONCEPT PAPER LEVEL -

# [<http://curriculum.vcc.ca/conceptpaperadmin/>](http://curriculum.vcc.ca/conceptpaperadmin/)

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| NEW CONCEPT PAPER PROPOSAL | |
| Name of Program |  |
| School /  Centre |  |
| Credential Level |  |
| Anticipated Start Date |  |
| If this is a joint educational offering, name of other institution (refer to affiliation agreement policy C.3.10): | |
| Contact(s) |  |

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| Part 1: CONCEPT |
| **A) Purpose and Context** |
| 1. Describe in detail the program’s goals and objectives, including a list of the occupations or roles that graduates will be prepared for. |
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| 2. Explain how this program aligns to the principles and priorities as indicated in the College’s integrated, departmental, or ministerial planning documents. Identify how the program supports VCC’s mission and core values. |
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| 3. How does this program relate to and/or support other programs at VCC? |
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| **B) Needs Assessment** |
| 4. What educational need is this program intended to meet? |
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| 5. What evidence is there of labour market, professional or community demand for graduates? |
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| 6. What evidence is there of student demand for the program? |
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| **C) Competitive Analysis** |
| 7. Which related programs are available in the Lower Mainland and/or on-line: how do they compare in terms of focus, intended outcomes, length, cost and size? |
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| 8. Is there an existing articulation committee for the program? Is this committee recognized by the British Columbia Council on Admissions & Transfer (BCCAT)? |
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| **D) Student Profile** |
| 9. Who are your target students (age, gender, educational background, work experience)? Where do they come from (recent high school graduates, mature students, transfers from other institutions)? Are there other characteristics applicants should have that you identify as important? |
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| 10. How do you plan to recruit or attract these students? |
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| 11. Is this type of program traditionally or historically underrepresented in specific cohort groups (e.g., gender and/or age imbalance, Indigenous)? How will the program address any equity issues or systemic barriers? |
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| **E) Quality** |
| 12. List all accreditations, affiliations or articulations for this program. Are you exploring any block transfer agreements? |
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| 13. Is there an existing PAC/CEG for this program? What are your plans for engaging in discussion with industry, business or program-related professional groups? |
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| 14. Explain how current faculty are qualified to deliver the program. If they are not qualified, how will this issue be addressed? |
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| 15. Describe how the program incorporates work experience, practicum, clinical practice, etc. (if applicable). |
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| **F) Admission, Delivery, and Design** |
| 16. What is the expected length of the program (in months/years)? How many intakes are you expecting per year? How many students per intake? |
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| 17. Identify pathways for students to and from your program. This could include potential courses or programs that will prepare students for your program, or programs your student will be able to apply for after completion. |
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| 18. Will the structure of the program allow for full-time, part-time, evening, weekend, on-line, mixed-mode delivery methods, or a combination of any of these? (Identify each as appropriate). |
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| 19. Will the structure of the program allow for multiple entry and exit points? If there are multiple entry points, please specify requirements for each. |
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| **G) Operational Needs** |
| 20. Are there any large costs expected as part of the delivery or development of this program? Have you started discussing potential needs with the appropriate area? Consider the following areas in particular: Facilities: new classrooms/labs/computer labs, significant renovations, space for instructors/staff, weekend delivery, etc.; IT: new hardware (e.g. computer lab), software or licenses, etc.; Human Resources: need for new instructor or program support staff, etc.; Library: research intensive program that requires significant library resources (databases, journals, etc.); Marketing: information about planned program and anticipated implementation date so the new program becomes part of their workplan. |
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| 21. What resources are needed to develop the program and its curriculum (curriculum development funds, release time, project manager, etc.)? |
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| 22. What would be the impact (program quality, ability to market program, development time) on program implementation or development if the money isn’t available for these large scale needs? |
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| **H) Phase In / Phase Out Plan** |
| 23. For existing programs that are being substantially changed (and are therefore treated as 'new programs' in development), describe in detail the phase in/phase out of new/old versions of the program (teach outs): |
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| Part 2: INITIAL BUSINESS CASE |
| Work with the Finance Department to develop a Business Case and financial projections. This must include: tuition/fees revenue or other sources of funding and costs; an estimate of capital required for classroom/lab renovations, IT and equipment if needed for the delivery of the new program; and a 4 year projection on tuition, fees, and other revenue, and expected operating (direct and indirect) and capital costs.  What is the source of funding for this program? |
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| Part 3: ADDITIONAL INFORMATION |
| Provide any additional information if necessary. |
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