

## Dept/Faculty

## JAPSC/APC

## SAPRC

- Clarify priorities for new and modified programs (department and faculty priorities)
- Demonstrate how new/modified programs align with institutional strategic priorities.
- Evaluate curriculum/ degree structure for the field of study
- Identify department/faculty level challenges and develop solutions
- Review and approve responses to recommendations from previous
- Ensure proposal includes a description of Equity, Diversity and Inclusion (EDI) initiatives within the host Faculty/Department, and any elements within the program which are contributing to improved EDI within the institution
- Verify syllabi comply with university policy
- Ensure all elements on the checklist have been included with the proposal package and development procedures have been followed
- Approve proposals to proceed to FGS/Senate

- Verify completeness and clarity of proposals
- Confirm appropriateness and alignment of long objectives with departmental course structure
- Ensure proposal takes into consideration impacts on students and other programs from a resource perspective, and recommendations are adequately addressed
- Ensure all comments and conditions have been addressed
- Recommend proposals to SAPRC

- Evaluate the proposed program's impact on other programs; confirm appropriate consultation opportunities for collaboration have been explored
- Review the proposed program's alignment with institutional strategic priorities
- Identify and address potential risks
- Ensure all previous comments and conditions have been addressed
- Approve major modifications on behalf of Senate
- Recommend New Programs to Senate

## ASSESSMENT OFFICE (Major Modifications/New Programs)

*This is a living document and is subject to continuous update and improvement. At a minimum, each participating committee*