



Concept Paper: New Program Proposals or Significant Changes to an Existing Program¹

Revised Aug 2023

The below questions reflect the Provost's Office, Okanagan Senate, Board of Governors, and Ministry requirements and priorities for academic programs. **Briefly** answer them to the best of your knowledge and be prepared to continue elaborating on them throughout the iterative process of proposing a new program or significant changes to an existing program. The Office of the Provost will review your submission and provide you with feedback, guidance, and support, as relevant.

If this is a graduate program, please submit your completed Concept Paper to CoGS via their Dean.

Program Rationale

1. What is the name, rationale and vision for the program? What are the aims, goals and/or objectives? What will be the delivery model? When do you hope to launch this program?
2. How does the program contribute to [UBC's mandate](#) and strategic plans: [UBC's Next Century](#) and [Outlook 2040](#)

Also consider, [UBC's Indigenous Strategic Plan](#), [UBC's Inclusive Action Plan](#), [The Okanagan Charter](#), [UBC Okanagan Climate Action Plan](#), [UBC Health Strategic Plan](#), [UBC Global Engagement Strategy](#), [Anti-Racism and Inclusive Excellence Report](#)

3. What are the high-level learning outcomes (minimum 6) of the program? If proposing changes to the program, what is the impact on the program's existing learning outcomes?

Proponents are strongly encouraged to seek support from the Centre for Teaching and Learning (CTL) to identify program learning outcomes and use [UBC's Curriculum MAP](#) to evaluate curriculum.

4. How closely aligned are the program goals with those of the unit/Faculty? How about alignment with recommendations or insights gained from the unit's/program's last external review?

Note that program reviews are currently done in the context of an [external review of the unit](#).

Targeted Audience, Community & Peer Engagement

5. Please describe the primary and secondary audiences for this program (e.g., domestic or international, traditional or non-traditional, professionals in the field, etc.)

¹ The Provost's Office advises on what is considered "significant changes" to a program, in alignment with Ministry guidelines and standards.



6. If the program is not offered at UBC Okanagan where would students go?
7. What is the demonstrated demand to sustain this program? This may include surveys, focus groups, consultations, etc.
8. To what extent have you engaged and received input from the targeted audience and community members, including employers, alumni and Indigenous communities? How about historically, persistently and systematically marginalized groups (HPSM)? If none, please list those you believe would be relevant to engage
9. What are related programs at UBC and [other BC post-secondary institutions](#)? Have you engaged with any of them to find opportunities for collaboration (e.g., pathways) or request feedback?

Benefits to Students: Employment and Further Studies in British Columbia

10. What key and employable knowledge and skills will the students gain after successfully completing this program?

Refer to BC's Labour Market information and forecasts [here](#) for guidance.

11. What are potential industries of employment for graduates?

See BC's industries [here](#).

12. What opportunities will students have to engage in experiential learning, including but not restricted to, [WIL \(Work-Integrated Learning\)](#)?

13. Are there opportunities for further study after completing this program? If so, does the program help graduates meet the admissions requirements?

14. Have you considered a plan for equitable admission into the program?

Consultation with the Equity and Inclusion Office, the Indigenous Programs and Services office, College of Graduate Studies (if applicable), Centre for Teaching and Learning, and Enrolment Services is encouraged.

Infrastructure and Expertise

15. To what extent does the program build on the institution's existing infrastructure, resources and experience?
 - a. Please describe the capabilities and capacity you have within your department and Faculty to make this program successful and sustainable
 - b. Please describe all new resources you would need to make this program successful and sustainable, including dedicated software or hardware