



**BRANDON  
UNIVERSITY**

Founded 1899

## **PROGRAM EXPANSION APPROVAL PROCESS**

***(Applies only to positions requiring Council on Post-Secondary Education Approval)***

The following procedure for the expansion of existing programs has been developed in consideration of the following:

- The Program Approval Process: Policies and Procedures, Council on Post-Secondary Education, September 2008
- The Brandon University Act
- The Terms of Reference for the Executive Committee of Senate, the Senate Planning Committee, the Curriculum & Academic Planning Committee, the Graduate Studies Committee, and Faculty/School Councils, Bylaws of the Senate of Brandon University, September, 2008.

### **The Program Expansion Approval Process is as follows**

1. The originating department/unit or interdisciplinary group drafts the Program Expansion Proposal (the requirements of which are determined by the Council on Post-Secondary Education) and related required financial information and forwards it to the appropriate Faculty Council<sup>1</sup> for consideration. If approved, the Faculty Council<sup>1</sup> forwards the Program Expansion Proposal to the Senate Planning Committee for consideration.
2. The Senate Planning Committee reviews the proposal. The Senate Planning Committee may solicit input as it reviews the Program Expansion Proposal. Sources of input may include, but shall not be limited to, departments, Faculty Councils, Senate committees, Brandon University Students' Union, other post-secondary institutions, and external stakeholder groups.
3. When the Senate Planning Committee has completed its initial review, it will either:
  - a) Recommend approval and forward to Curriculum & Academic Planning Committee or the Graduate Studies Committee for consideration;

**or**

  - b) Refer the proposal to the originating faculty providing the originators of the Proposal with comments and recommendations for consideration in modifying the proposal. The originators may then re-submit their Proposal to the Senate Planning Committee, which will forward a recommendation and the Proposal to the Curriculum and Planning Committee.
4. The Curriculum & Academic Planning Committee or Graduate Studies Committee considers the Proposal. The Curriculum & Academic Planning Committee or Graduate Studies Committee considers the Proposal and the comments and recommendations of the Senate Planning Committee. The Curriculum & Academic Planning Committee or the Graduate Studies Committee forwards the recommendation, the recommendation of the Senate Planning Committee and the Proposal to Senate for consideration.
5. If and when Senate approves the Program Expansion Proposal, Senate forwards it to the Board of Governors for consideration of the financial implications of the Proposal.
6. Should the Board of Governors have serious reservations about the Program Expansion Proposal, it may re-direct it to the Senate with comments and questions. Otherwise, the Board approves or rejects the Proposal.

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<sup>1</sup> "Faculty Council" includes all bodies deemed to be equivalent to a faculty council by Senate.

7. Upon approval of the Board of Governors, the President forwards the Program Expansion Proposal to the Council on Post-Secondary Education. COPSE will communicate the decision to the President.
8. Should the Program Expansion Proposal be rejected by the Council, the President may initiate an appeal process in accordance with policies as established by the Council on Post-Secondary Education.

***Approved by Senate – September 16, 2008***