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Policy Title: NEW GRADUATE PROGRAMS
Date of Approval: Academic Council, January 19, 2009
Responsible Authority: Vice-President Research & Graduate Studies
Review Date: September 2013

New Graduate Programs must first be approved by the Graduate Studies Committee followed by Academic Council before submission to the Ontario Council for Graduate Studies (OCGS). Following OCGS approval, the program will be forwarded to the Board of Governors.

Throughout the process described below, the Vice-President Research & Graduate Studies will consult with the Dean of Faculty and the Vice-President Academic. The Vice-Presidents will keep Academic Council and its relevant committees informed of new program development to assist them in the planning of committee business and approvals, where required.

NEW GRADUATE PROGRAMS – APPROVAL PROCEDURES

1. Groups submitting new graduate programs for approval (hereafter referred to as the Program Committee) shall initially supply a Letter of Intent (LOI) described in the procedures document Submission Requirements for New Graduate Programs, Stage One, to the Vice-President, Research & Graduate Studies who, in turn, will table them with the Graduate Studies Committee.

The Program Committee will also name a spokesperson to which all communication will be addressed.

2. The Vice-President Research & Graduate Studies will consult with the Dean of Faculty and the Faculty CACOF and will inform the Vice-President Academic of all Letters of Intent tabled at the Graduate Studies Committee.
3. The Graduate Studies Committee will review this information and will provide feedback to the Program Committee, typically within one month of the original submission.
4. Following the Graduate Studies Committee review, the Vice-President Research & Graduate Studies (VPRGS) will post the LOI on the Graduate Studies web site for review and comment by any interested member of the OCAD community. The Vice President, Research & Graduate Studies, in consultation with the Vice-President, Academic, will respond to the letter of intent as soon as possible after the expiry of the one-month community response period, either authorizing or not authorizing the development of a formal proposal. If the development of a proposal is authorized, the VPRGS will advise the Program Committee to develop a formal proposal.

Authorization to proceed signifies that OCAD supports the development of a full program proposal, but it does not commit OCAD or the Faculty to endorsement of the final proposal.

5. Proposed programs successful in the first stage (Letter of Intent) will be encouraged to prepare a full proposal, described in the procedures document Submission Requirements for New Graduate Programs, Stage Two. Program Committees shall supply one copy of the material to the Vice-President Research & Graduate Studies, who, in turn, will table them with the Graduate Studies Committee.
6. Graduate Studies Committee will be responsible for studying the documentation and determining its readiness for an external consultant. Graduate Studies Committee communicates with the Program Committee in writing and may ask members of the Program Committee to meet with Graduate Studies Committee in order to assist with its deliberations.

7. The VPRGS may engage an external consultant(s) to review the written submission. The external consultant(s) will normally be senior academic(s) active in a relevant field of study, but shall not be any of those named in the OCGS brief or on the external advisory committee of the proposed program. A written report will be submitted by the external consultant(s) to the VPRGS, which will be shared with the Program Committee. The Program Committee may prepare a written response to the external consultants' report.
8. The Graduate Studies Committee will receive both the proposal and consultant's report and will either reject the proposal, table their pending informal communication with the Program Committee about the Graduate Studies Committee's concerns, or approve the proposal.
9. In the case of approval by Graduate Studies Committee, the Program Committee will liaise with the Dean and the Registrar in preparing a draft for the university calendar. This draft will become part of the proposal.
10. After review by the VPRGS, the Faculty CACOF, and the Vice-President Academic, Academic Council will consider the proposal and recommendations of Graduate Studies Committee as part of its regular business and either reject or approve the recommendation.

The proposal and the Graduate Studies Committee's recommendation will be submitted to the Academic Planning and Priorities Committee (APPC) and the Curriculum Committee for information and advice. The reports of APPC and Curriculum Committee on proposed graduate programs will be tabled at Academic Council.

11. If the proposed program is approved by Academic Council, the VPRGS will work with the Program Committee to finalize the submission to OCGS. The sole authority to communicate with OCGS will rest with the Vice-President Research & Graduate Studies.
12. After OCGS approval, the program will be brought forward to the Finance Committee of the Board of Governors for approval and then forwarded to the Board of Governors for final approval.
13. If OCGS approval to commence is granted, the VPRGS will submit the necessary documentation for Ministry of Training, Colleges and Universities (MTCU) new program approval. The VPRGS will report on MTCU decisions to the Board of Governors, Academic Council, and the Program Committee.

NEW GRADUATE PROGRAMS – SUBMISSION REQUIREMENTS

1. Stage One: Letter of Intent

Groups submitting new graduate programs for approval (the Program Committee) will initially submit the following information to the Vice-President Research & Graduate Studies:

- a) A general description of the aims and objective of the proposed program, drawing particular attention to its degree of consistency with OCAD's mandate (applied, professional and quasi-professional education),
- b) Evidence of the viability of the proposed program as a graduate program in the university system in Ontario,
- c) A list of faculty members who may be part of the graduate program;
- d) Letters of support and commitment from the relevant Dean(s) of Faculty(ies); and,

As a general guideline, sections a) and b) should be limited to 5 to 10 pages in length.

2. Stage Two: Formal Proposal

Following the initial positive, informal review of this documentation by the Graduate Studies Committee, the Program Committee will be invited to submit to the Vice-President Research & Graduate Studies and the Vice-President Academic, the Brief for Standard Appraisals of the Ontario Council of Graduate Studies, as outlined in the OCGS By-Laws, to be supplied in three separate bound volumes.

A preliminary costing analysis of the program will be prepared in consultation with academic support areas.

3. OCAD Calendar:

At the time of final OCGS approval, Program Committees proposing new graduate programs will be required to submit entries to be included in the OCAD calendar.