

Appendix C:

i) List of questions for the Notice of Intent for new undergraduate/graduate program proposals

1. Who are the lead proponents/contacts for the proposed Program (i.e. names, affiliations and contact information)?
2. What is the name of the proposed Program and the supporting/collaborating Departments, Programs, and Institutions?
3. What is the proponents' rationale for proposing the program at this time?
4. Would the proposal meet a perceived need within the Province/the Maritime region? Would the proposal meet a perceived national need? How have these needs been assessed?
5. Would the proposed program be similar to, or have overlap with, others available within the Maritime Provinces?
6. How would the proposal help fulfill the University's Academic Plan?
7. What would be the relationship of the proposed program to other programs offered at the University (interactions, similarities, differences, relative priorities). ***Have other departments/programs been notified about this proposal initiative?**
8. What would be the budgetary implications of the proposed Program – e.g. in personnel, facilities, undergraduate/graduate student support? How much of the budget would be met from within the University's finances? Would there be sources of external support for the Program?
9. How many undergraduate/graduate students per year would be enrolled in the Program, at the outset, in the near term (i.e. after first 3 years), and sustainably into the future?
10. Would there be there sufficient number of available and willing qualified faculty members to supervise the proposed number of students?

ii) If the proposal will be joint or in collaboration with another University or Universities, also answer the following questions.

1. How would the Program be administered between/among the Universities?
2. What measures/procedures would be put in place for an equitable and fair distribution of students between/among the institutions?
3. What measures/procedures would be put in place for an equitable and fair distribution of teaching responsibilities?
4. What measures/procedures would be put in place for an equitable and fair distribution of costs/resource demands between/among the institutions?

It may be useful for proponents to also see the MPHEC's "Guidelines for the Preparation of Proposals for New Programmes", available at:

http://www.mphec.ca/resources/Academic_Program_Assessment_Prior_to_Implementation.pdf