

Planning and Priorities Committee

NOTICE OF INTENT TEMPLATE for new programs

September 2018

Purpose of the Notice of Intent

The Notice of Intent provides an early indication of the nature and aspirations of a proposed program, at the conceptual stage, which will assist the Planning and Priorities Committee of Council (the Committee) in understanding and evaluating the concept and relation of the proposed program with the priorities and strategic directions of the University, as expressed in the university's *Vision, Mission and Values*, the *University Plan* and college and school strategic plans. The Notice of Intent also provides the Committee with an opportunity to comment on the merit of the proposed program, and to provide input and guidance to the proponent regarding the development of the full proposal. The Notice of Intent must be submitted, and the Committee's review completed, prior to the development of the full proposal. Subsequent to its review of the Notice of Intent, the Committee will share its perspective on the proposed program with the proponent, the College of Graduate and Postdoctoral Studies (when the NOI is for a new graduate program), the Academic Programs Committee of Council, the Provost and Vice-president Academic), and the Office of the Registrar. Any issues that the Committee thinks should be considered by the proponent during the development of the full proposal will be highlighted.

University Council has adopted a staged process for the submission and approval of program proposals (see Figure 1). The first step in the process is the submission of a Notice of Intent to the Planning and Priorities Committee. Once the Committee has reviewed and commented on the Notice of Intent, the proponent, *i.e.* the department, college or school committee, develops and receives college or school approval for the full proposal, which is then submitted to the Academic Programs Committee of Council for its consideration. If the proposal is a graduate level program, the proposal requires approval by the College of Graduate and Postdoctoral Studies prior to submission to the Academic Programs Committee. The final stage in the process is presentation of the proposed program by the Academic Programs Committee to University Council for discussion and a decision. Certificate programs for which an approved Certificate Template exists do not require a Notice of Intent to be submitted to the Planning and Priorities Committee.

The Notice of Intent is to be submitted to the secretary of the Planning and Priorities Committee of Council, along with a covering letter, which is to include the signature of the appropriate dean, associate dean or executive director. If the program is a graduate program, the covering letter should indicate that the dean or associate dean of the College of Graduate and Postdoctoral Studies and the resource college¹ are aware of, and support in principle, the development of the program. The Notice of Intent is to be submitted a minimum of three months prior to the anticipated submission of the full proposal to the Academic Programs Committee. This enables the college or school to respond effectively to feedback provided by the Planning and Priorities Committee. Normally, the Notice of Intent should be submitted to the Planning and Priorities Committee no later than the beginning of October if it is envisioned that the proposed program will be available to students in September of the following year.

Substance of the Notice of Intent

The Notice of Intent should address the following questions. If a question cannot be fully addressed at the time of submission, an explanation should be provided, rather than withholding the Notice of Intent, as the Notice is intended to provide an indication of the concept and early-stage thinking about the program and be open to suggestions and change.

The Notice of Intent should answer the questions below. The length of the Notice of Intent should be approximately two to three pages, in keeping with its purpose to signal to Council the development of a new program. A covering letter is required as outlined above. Supporting letters from relevant stakeholders may be attached.

1. What is the motivation for proposing this program at this time? What elements of the University and/or society support and/or require this program?
2. What is the anticipated student demand for the program? Does the program meet a perceived need, particularly within a national or international context? What is the projected student enrolment in the program initially and over time, and on what evidence is the projection based?
3. The university has articulated new strategies for internationalization, Indigenization, and interdisciplinarity in its strategic and visionary planning. How does this proposal fit with the priorities of the current college or school plan, the *University Plan 2025*, and the university's *Vision, Mission and Values*? If the program was not envisioned during the college/school strategic planning process, what circumstances have provided the

¹ The college where the graduate student is situated is commonly referred to as the student's "home college." However, the term used by the College of Graduate and Postdoctoral Studies is "resource college."

impetus to offer the program at this time? Are there measurable benefits to offering the program at this time?

4. What is the relationship of the proposed program to other programs offered by the college or school and to programs offered elsewhere (interactions, similarities, differences, relative priorities)? What effect will the proposed program have on other similar or related programs, and, in particular, on student enrolment in these programs? Is there justification to proceed regardless of any perceived duplication? Will a program be deleted as a result of offering the new program?
5. Please describe the resources available and committed to the program, both in terms of one-time costs and ongoing operating costs. What tuition will be assessed for the program and what is the rationale for the tuition proposed? Does the college or school possess the resources required to implement and support the program (faculty teaching and supervision, administrative and other support, student funding, classroom space, infrastructure)? Will additional university resources be required, for example, library or laboratory resources, or IT support? Has the Provost or the Institutional Planning and Assessment Office been involved in any discussions related to resources? Please attach a letter of support outlining the resource commitments that have been made to the new program.
6. Please describe the risks, assumptions, or constraints associated with initiating this new program at this time. Has a risk analysis of this program been conducted, relative to the probable success of the program and those factors that impact on the likelihood of success? What risks are associated with not proceeding with the program at this time?
7. What is the anticipated start date of the program? What considerations apply to the start date, including changes within the Student Information System?

Attach a covering letter, which is to include the signature of the appropriate dean, associate dean or executive-director. If the program is a graduate program, the covering letter should indicate that the dean or associate dean of the College of Graduate and Postdoctoral Studies and the resource college are aware of, and support in principle, the development of the program.

The procedure for submitting a new program for approval is described in the [curricular changes page of the Academic Programs Committee of Council](#).

Please send Notices of Intent to:
Sandra Calver, Secretary,
Planning & Priorities Committee of Council

c/o Office of the University Secretary,
College Building;
phone 2192;
email sandra.calver@usask.ca

Approved by Council January 2000; revised November 2010, June 2015, and June 2018

Attached: Figure 1. Flowchart for program approvals

Figure 1. Flowchart for program approvals

