

PROGRAM DEVELOPMENT COMMITTEE NEW PROGRAM/MAJOR PROGRAM CHANGES STATEMENT OF INTENT FORM 1

PDC Submission Deadline:
Undergraduate program:
 A minimum of 18 Full Months prior to the intended start date of the program (if Ministry approval is required)
 A minimum of 15 Full Months prior to the intended start date of the program (if Ministry approval is not required)
Graduate program:
 A minimum of 22 Full Months prior to the intended start date of the program (includes OCGS approval timeline)

1. PROGRAM

Applicant (individual submitting this proposal):
On behalf of (Department/Program/Faculty etc.):
Title of Program (e.g., BA in [discipline]):
Other contact person (Head, Coordinator):

2. REQUIRED APPROVAL/SIGNATURES**

	Copy received (yy-mm-dd)	Date approved (yy-mm-dd)	relevant signature (Head, Director, Dean, etc.)
Program Council:			
AAU Council:			
Faculty Council/Faculty Coordinating Council:			
Faculty of Graduate Studies Council:			
Office of the Registrar:			
Senate Office:			

**the appropriate Faculty Council must obtain approval/signatures from all those listed above prior to sending the material to the PDC and the VP, Academic for review.

3. RESOURCE REQUEST REVIEW

(VP, Academic)	(Date)
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Confirmation of Consultation with Departments/Areas That Will Be Affected by the New Program or Proposed Changes

In the column, "Departments consulted", please indicate which programs/departments were consulted and, obtain the appropriate signature(s).

Department consulted	Date consulted	Signature from the Department cognate to the proposed change(s)

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4. FORWARDING THE MATERIAL

The appropriate Faculty Council must forward a hard copy containing *all* the signatures to Senate Office:

Ms. Renée Wintermute
Director, Senate Office, x3347
Room 2128 Chrysler Hall North
Email: renew@uwindsor.ca

5. STATEMENT OF INTENT

INSTRUCTIONS ARE PROVIDED IN SHADED AREAS. DO NOT WRITE IN SHADED AREAS.

Detailed information on the purpose of the forms and approval timelines are provided in the “Instructions and Approval Process Manual for Program and Course Changes” available on the PDC website or through the Senate Office. Proposers should review this document prior to completing any of the program/course change forms as delays in the approval process generally occur when the forms are completed incorrectly or when appropriate consultation and approvals have not be sought by the proposers.

Please refer to the criteria issued by the Ministry of Education and Training, Colleges and Universities which outlines the information the University should consider in certifying criteria have been met. The information is available by clicking [here](#) or in the “Instructions and Approval Process Manual” available on the PDC Website or through the Senate Office.

Proposers are reminded that they will need to provide learning outcomes at the full program proposal stage (PDC Form 2). Proposers are encouraged to begin working with the Office of the Vice-Provost, Teaching and Learning/CFL towards defining the learning outcomes for the proposed new program or major program change.

PART A: TITLE

Program Title:

PART B: GOAL

What is the main goal of the proposed new program or major program change?

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PART C: MARKET DEMAND

What tools and methodology were used to conduct the market assessment?

What are the results of the market assessment (include projected student enrolment per year and projected student intake overall)?

PART D: SOCIETAL NEED

What tools and methodology were used to assess societal need?

What are the results of the societal need assessment (include list of possible employers/employment opportunities)?

PART E: RESOURCES AVAILABLE

Faculty and Staff

What are the faculty and staff resources (including all faculty and staff from affected areas/departments) currently available and committed to actively support the initiative?

Provide an assessment of faculty expertise available and committed to actively support the new program.

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Other Resources

What are the resources currently available and committed to actively support the initiative (include library, teaching and learning support, space, equipment, facilities, GA/TAs, etc.)?

Reliance on Resources from Another Area/Unit

Will the new program rely on existing resources of another campus unit (e.g., courses in the calendar, equipment or facilities outside proposer's control or use of existing equipment within the proposer's control with maintenance and upgrading requirements specified)? Please elaborate and provide relevant details.

PART F: ADDITIONAL RESOURCES REQUIRED

Faculty

What additional faculty resources are required to run the proposed program?

Staff

What additional staff resources are required to run the proposed program?

GA/TAs

What additional GA/TA resources are required to run the proposed program?

Library

What additional library resources are required to run the proposed program?

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Teaching and Learning Support

What additional teaching and learning support services are required to run the proposed program?

Space and Facilities

What additional space and facilities resources are required to run the proposed program?

Equipment

What additional equipment is required to run the proposed program?