

## PROGRAM DEVELOPMENT & REDEVELOPMENT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	A. Academic
<b>Policy Number:</b>	A15
<b>Approval Date:</b>	May 21, 2026
<b>Effective Date:</b>	May 21, 2026
<b>Policy Owner:</b>	Vice President, Academic & Student Experience Director, Teaching & Learning Centre of Innovation (TLCI)

<b>Objective:</b>	This policy governs the development of all Olds College of Agriculture & Technology (the "College") credit academic programs. It ensures that the College has a systematic process to develop and redevelop academic programs in alignment with the College's strategic priorities, ministry and regulatory requirements, and the current and anticipated needs of students and industry.
<b>Policy:</b>	<p>The College is a provincially focused institution that supports the teaching and learning of all Albertans by advancing and adapting programming to ensure graduates have the skills to succeed. All new program development and any redevelopment of existing programs that results in significant changes to budget, operations, or program scope (referred to as a Major Redevelopment) must follow the Program Development and Redevelopment Procedure. A systematic staged process for developing and redeveloping programs is used to ensure that proposals for new and redeveloped programs offered at the College are based on strategic planning and Advanced Education's adult learning system principles.</p> <p>Program development consists of six phases:</p> <ol style="list-style-type: none"> <li>1) Opportunity Proposal</li> <li>2) Business Case</li> <li>3) Decision</li> <li>4) Full Provider and Program Registry System (PAPRS) Proposal &amp; Approval</li> <li>5) Program Planning &amp; Implementation</li> <li>6) Formative Program Review</li> </ol> <p>The program development and redevelopment process includes consultation with internal and external communities to determine student, economic, and labour market demand, alignment with the college's mandate and strategic priorities, development of a program of study, implementation planning, formative assessment, and interaction with Advanced Education's Post-secondary Programs Branch for approvals, as required.</p>
<b>Definitions:</b>	<b>Campus Alberta Quality Council:</b> The Campus Alberta Quality Council (CAQC) is an arms-length quality assurance agency that reviews and recommends Alberta

degree programs to the Minister of Advanced Education for approval. CAQC also monitors degree programs to ensure they continue to meet its standards.

**Course:** A group of general areas of competency and the related evaluation requirements.

**Course Design:** This phase is dedicated to developing a blueprint for the course, which includes aligning course topics and assessments to competencies, determining the content sequence and structure, and selecting the most effective instructional strategies for the content and students.

**Course Development:** This phase focuses on creating the course materials, such as multimedia content, assessments, and learning activities.

**Idea Generator:** An individual who initiates a new program proposal. An Idea Generator requires sponsorship of the Dean who is responsible for the proposed program area.

**Industry Advisory Committee (IAC):** A committee made up of both Olds College staff, current students, alumni and industry members who assess program outcomes in relation to the needs of the industry sector.

**Independent Academic Expert (IAE):** Independent academic experts play a pivotal role in the preparation of new degree program proposals and/or the cyclical review of an institution's programs, the general purpose of which is to monitor the quality of approved degree programs on a continuing basis.

An individual from outside Olds College who will provide an objective assessment of the academic program under review, assess the quality of the program in a broader context, and provide insights into improving quality.

#### [IAE Guidelines](#)

**Labour Market Demand:** The gap that exists between occupational/workforce demand and supply or the difference in the skills required in an economy and the actual skills possessed by workers. Indicators of labour market demand include job vacancies; job advertisements or postings; and business surveys or employment Intentions.

**Learner Demand:** Potential demand for a proposed program from learners. Institutions should consider what form(s) demand from learners for a program is likely to take. Considerations in this regard include (but are not limited to):

- source of the demand (internal or external to the institution);
- geographic make-up of demand (local, regional, national, and/or international);
- characteristics of the likely cohort (e.g., recent high school graduate, mature learner, working
- professionals, etc.); and
- the anticipated duration of the demand

**Lead Designer:** The faculty member/subject matter expert assigned to design course content including competency profiles, course outlines, course schedule, and assessment plan. Lead Designers have access to all other course development content from other lead designers and are encouraged to collaborate.

	<p><b>Major Redevelopment:</b> Redevelopment that results in one or more of the following: change of credential name, change in major or concentration, substantial change in program learning outcomes, design, delivery, and/or length.</p> <p><b>Program:</b> An organization of credit courses and related learning experiences leading to certification as defined in the Graduation and Convocation Policy.</p> <p><b>Program Curriculum Committee (PCC):</b> A committee primarily composed of program faculty responsible for designing, developing, maintaining and instructing in programs approved by the Ministry of Advanced Education.</p> <p><b>Program Development Team:</b> The Program Development team is established by the Dean, typically consists of 4-8 committee members, and will include representation from the following: the Dean and/or Associate Dean, Institutional Research &amp; Program Development, faculty members, a representative from TLCI, and other College representatives as needed. The Program Development team is responsible for setting program direction, making program decisions (including identifying assigned developers, subject matter experts, instructors, independent academic experts, and changes to the program of study), and advising on internal and external deadlines and processes (CAQC, Academic Council). The Program Development team will engage in discussion and provide recommendations to the Dean. The Dean will make decisions when appropriate, and will ensure recommendations follow Olds College approval procedures when required.</p> <p><b>Student Success:</b> Student success is defined as attainment of learning outcomes, personal satisfaction and goal/intent attainment, job placement, and career advancement. It may also include statistical feedback from the Office of the Registrar around student retention, persistence, and graduation.</p>
<b>Related Information:</b>	Budget Owner Responsibility Policy Sustainability Policy Graduation & Convocation Policy Course Development, Review & Revision Policy Program Review Policy
<b>Related Procedures:</b>	Program Development Procedure
<b>Review Period:</b>	3 years
<b>Revision History:</b>	New: April 2011 Revised: January 2020 Revised: May 2023 Revised: May 2026