



Policy Title	Policy on Program Opening, Suspension and Closure
Issued By	Educational Policy Committee
Contact	Vice-Principal and Academic Dean
Approved By	Brescia Council
Effective Date	June 2019
Last Review	N/A
Next Review	June 2024

Purpose

This policy is intended to replace the Policy on Program Closure that was included in the Brescia University College Faculty Employment Practises (FEP) approved by the Brescia College Faculty Association on June 17, 2002, and by the Brescia University College Council of Trustees on June 27, 2002.

This policy adds policy for Program Opening and Program Suspension to the previous Policy on Program Closure.

Definition

In this policy, “program” refers to the set of all of the degree modules offered in an academic area. This is the same meaning of “program” as used in Undergraduate Program Reviews done as part of the Western University Institutional Quality Assurance Process (IQAP) that was approved by Western University Senate and by the Ontario Universities Council on Quality Assurance (commonly referred to as the Quality Council). This usage would, for example, mean that the Psychology Program is made up of the Psychology Major, Specialization and Honors Specialization. Similarly, the French Program is the Major in French for Teaching, Major in French Studies, Specialization in French Studies and Honors Specialization in French Studies.

Scope

This policy concerns the process to arrive at a decision to open, suspend admission to, or close an academic program. Once that decision is made, any impact on the workload or employment status of a Brescia faculty member is governed by the relevant articles of the Collective Agreement between Brescia University College and the Brescia Faculty Association. Implementation within the Western University academic structure would be governed by the relevant committees of University Senate.

If all of the degree modules within an academic discipline, as defined by Western University’s IQAP and the Ontario Universities Council on Quality Assurance, are to have admission

suspended or are to all be withdrawn without the concurrent introduction of new modules to replace those being withdrawn, this policy will apply.

This policy does not apply if an academic program is to continue with changes to only some of the degree modules within that program. Within an existing and continuing academic program the introduction of new modules, withdrawal of modules, and modification of existing modules is within the purview of the Educational Policy Committee and Brescia Council. These changes occur as part of the regular duties of the Educational Policy Committee and under the procedures and guidelines set by the Senate Committee on Academic Programs – Undergraduate (SUPR–U) and the Senate Committee on Academic Programs and Awards (SCAPA).

Brescia University College offers courses in areas for which we do not have an academic program. For example, we offer or have offered undergraduate courses in Anthropology, Business, Geography, and Spanish but we do not have a program in any of those disciplines. Sets of courses such as these are not subject to this policy. This policy applies only to undergraduate programs.

Policy

Program Opening

The idea for a new academic program may arise from one or more interested faculty members, the Vice–Principal and Academic Dean, the Principal, or by a combination of those individuals. The development of a new academic program will require development of the courses that will contribute to the program and the degree modules that will be offered by the program.

Those involved in developing a proposal for a new program should first seek informal consultation with the Vice–Principal and Academic Dean, the Chairs of the Schools that would be involved in supporting the program, faculty members in the Schools that would be involved in supporting the program, the Associate Registrar Recruitment and Admissions, the Associate Registrar Student Success, and the Vice–Principal Students. If the decision is to pursue development of the new program, those involved in developing the program will submit a proposal to the Learning and Teaching Committee for review and feedback. Following that review, the proposal, amended as appropriate, will go to the Educational Policy Committee. If the proposal is supported by the Educational Policy Committee, the authors of the proposal will be asked to continue development of the new program. The intention of this stage of consultation and approval is to provide formative feedback about the proposal and to ensure that there is sufficient support for the program before dedicating faculty resources to its detailed development.

If the proposal is approved for further development, those involved in the development of the new proposal are to continue internal consultation with the Learning and Teaching Committee, the Advanced Learning and Teaching Centre, faculty members in the School(s) involved, and the Beryl Ivey Library. Those working to develop the new program will construct the full proposal which will include:

1. The SCAPA New Undergraduate Programs, Modules, Diplomas and Certificates Proposal Form to introduce the degree module(s) of the program;

2. SCAPA proposal to introduce a new subject area, if necessary;
3. The proposals for any new courses required by the proposed program.

Once prepared, the full proposal will go to the Educational Policy Committee for review. If supported by the Educational Policy Committee, the Educational Policy Committee will recommend the proposal to Brescia Council. The proposal will go to a meeting of Brescia Council for discussion and to the following meeting of Brescia Council for approval.

If the proposal for a new program is approved by Brescia Council, the Principal will inform the Board of Trustees of the new academic program. The Vice-Principal and Academic Dean, working with the Chair of the School that will support the new program, will move the proposal into the Western University approval process.

Program Suspension

It is possible that suspension of admission into an academic program may be the result of an Undergraduate Program Review conducted under Western University's IQAP and is required by Western University Senate and the Ontario Universities Council on Quality Assurance. In those cases, the following policy does not apply and the decision to suspend admission to the program will be communicated to the Brescia Faculty Association, faculty members directly affected by the suspension, the Educational Policy Committee, and Brescia Council by the Vice-Principal and Academic Dean, and communicated to the Board of Trustees by the Principal.

Suspension of admission into an academic program may occur as a prelude to program closure or may be temporary to allow major evaluation of and revisions to an academic program. The decision to temporarily suspend admission to an academic program is made by the Vice-Principal and Academic Dean, in consultation with the Chair of the School in which the program resides, and with the approval of the Educational Policy Committee and Brescia Council.

Initial suspension of admission to a program can be for no longer than three years. If admission to a program is to last longer than three years, program suspension will be considered the first stage of program closure.

If a program is being considered for suspension, the Vice-Principal and Academic Dean, will engage in consultation with the Educational Policy Committee, the School Chairs and the faculty members in the School that support the program. If the decision of the Vice-Principal and Academic Dean is to proceed with possible program suspension, there will be a full assessment of the program and an external review of it unless one has been conducted within the last three years. The external review will follow the procedure used in an Undergraduate Program Review under Western's IQAP as closely as is reasonably possible. As part of the review, the Vice-Principal and Academic Dean will conduct an analysis of the impact on other academic programs and the overall functioning of the university.

The Educational Policy Committee will review the external report, current and historical enrollment figures, and any other information relevant to program suspension. If after such a review the decision is to suspend admission to the program, the Educational Policy Committee will propose to Brescia Council that admission to the program be suspended. This proposal will

be brought forward for consideration at a meeting of Brescia Council, and will return to the following meeting of Brescia Council for approval. A simple majority vote of Brescia Council will be required to approve such a motion.

The Principal will then report, for information, the decision of Brescia Council to the Brescia University College Board of Trustees.

While admission to a program is suspended, the Vice–Principal and Academic Dean will provide a yearly interim report to the Educational Policy Committee, which will submit the report to Brescia Council. The report will provide an update on changes being made to revise and update the program and the impact of program suspension on other academic programs and the overall functioning of the university.

At least six months before the end of the specified period of suspension or before the end of the three–year period, the Vice–Principal and Academic Dean shall advise Brescia Council of their further intentions regarding the suspended program, which may be one of the following:

1. To extend the suspension by up to a further three years. There can be only one such extension;
2. To lift the suspension and resume admissions to the original program;
3. To lift the suspension and resume admissions to a revised or restructured program. Note that the revisions may separately require approval by the Educational Policy Committee, Brescia Council, SCAPA, and Western University Senate;
4. To recommend closure of the program in accordance with the Program Closure section of this policy.

Program Closure

It is possible that closure of an academic program may be the result of an Undergraduate Program Review conducted under Western University’s IQAP and the result of a decision by the Ontario Universities Council on Quality Assurance (Quality Council). In those cases, the following policy does not apply and the decision to close the program will be communicated to the Brescia Faculty Association, faculty members directly affected by the closure, the Educational Policy Committee, and Brescia Council by the Vice–Principal and Academic Dean, and communicated to the Board of Trustees by the Principal.

If an academic program is to be closed and the degree modules that comprise that program are to all be withdrawn, Western University Senate regulations require that there is a period during which admission into the module is discontinued. This is to allow students registered in the modules of the program to complete their program of study.

The following procedure will be followed if the Vice–Principal and Academic Dean proposes to close a program. The Vice–Principal and Academic Dean will engage in consultation with the School Chairs, faculty members within the School that support the program, and the Educational Policy Committee, and will consider possible means to adapt or transform the program rather than close it. If, after all reasonable efforts to address the situation have been made, the decision is to continue to program closure, the Vice–Principal and Academic Dean will conduct an

assessment of the program. This assessment will include an analysis of the impact of program closure on other academic programs and the overall functioning of the university, current and historical enrollment figures, and an external review, unless one has been conducted within the last three years. The external review will follow the procedure used in an Undergraduate Program Review under Western's IQAP as closely as is reasonably possible.

The Vice-Principal and Academic Dean will bring to the Educational Policy Committee the completed program assessment and a proposal that the program be closed. If the proposal is supported by the Education Policy Committee, the Education Policy Committee will bring a motion to terminate the program to Brescia Council. The motion will come to Brescia Council for discussion and will return to the following Brescia Council meeting for approval. A two-thirds majority vote of Brescia Council will be required to approve a motion to close an academic program.

The Principal will report the decision of Brescia Council to the Brescia University College Board of Trustees for information.

The Vice-Principal and Academic Dean will prepare the necessary proposal(s) for submission to SCAPA and Western University Senate to withdraw the set of degree modules that comprise the program.

If program closure will have an impact on the workload or employment status of any Brescia faculty member(s), once a decision to close a program has been made, the procedure is governed by the relevant articles of the Collective Agreement between Brescia University College and the Brescia Faculty Association.