APPENDIX A

PROPOSED FAST TRACK PROCESS CHECKLIST

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<th>Submitted by:</th>
<th>Date:</th>
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To be used by Faculties when preparing Fast Track Course Proposals and submitted together with Fast Track Course Proposal.

- Considered and approved by FEC (date of meeting: / / (Resolution:......)
- Considered and approved by FACULTY (date of meeting: .../ / Resolution: ......)
- Quality Assurance Report written by FEC and signed by FEC Chair: to include the following
  - Quality of the course (refer to ECAC guidelines)
  - Compliance with University objectives, mission and educational policies
- Course Approval Form completed (and New Subject forms if required)
- Dean’s approval sought and Dean’s Certification received. Dean’s Certification memo to:
  - provide a statement of the reasons why fast-tracking is of benefit to the University (see under Criteria 3.1) and why the proposal cannot be processed via the standard Committee approval process;
  - identify and address the specific fast-track criteria (see under Criteria 3.2) met by the proposal;
  - report on the steps taken to ensure adequate quality assurance (eg FEC quality review attached to the proposal);
  - outline consultation process;
  - certify compliance with the course approval guidelines (as provided in the Course Approval Application form).

DOCUMENTS FOR FAST TRACK COURSE PROPOSAL

1. Dean’s Certification memo
2. FEC Quality Assurance report
3. Course Approval Form
4. New Subject Approval forms (if required)