



Notification of Change Form Approved Programs at Indigenous Institutes

The Indigenous Advanced Education and Skills Council (IAESC) is committed to supporting the continued success and quality of **approved programs** at Indigenous Institutes. As part of this responsibility, IAESC requires Indigenous Institutes to submit a **Notification of Change Form** for any planned changes to programs that may impact their approval status.

We appreciate your timely communication about any significant changes. If changes occur between annual reports for Diploma or Certificate Programs, or between midterm reports for Bachelor and Bachelor with Honours programs, Indigenous Institutes should use this form to provide the necessary updates.

The following substantial program modifications should be reported using the notification of change form below:

- $\geq 25\%$ changes to the program's content or learning outcomes;
- $\geq 25\%$ changes to the Vocational Learning Outcomes (VLOs) or Essential Employability Skills (EES);
- A change in delivery method or a change in program delivery location;
- Fulfilment of community and/or labour market needs, therefore requiring a shift in program focus, learning outcomes, or intent, or,
- Additional substantial changes to the program, including and especially those that affect $\geq 25\%$ of the program.

Once this form has been submitted, IAESC and any Regulatory body or College associated with the approved program, will carefully review the proposed changes and work collaboratively with the Indigenous Institute to ensure continued alignment with program approval requirements. Depending on the nature of the changes, IAESC and/or the Regulatory Body or College associated with the approved program may follow up with further guidance, a program review, or no additional action.

Please fill out the information below, where applicable. Upon completion of the form, please ensure to send it to your contact at IAESC or to qa@iaesc.ca.

Section 1: Contact information

Indigenous Institute:	
Program Name:	
Program Type:	
Program Duration:	
Program Code:	
Primary Contact (name and role):	
Primary Contact Email:	
Primary Contact Phone:	

Section 2: Notification of change(s)

1. Are you reporting a change to delivery method or change in program location?

- Yes No

2. If yes, please provide a description of the change below.

3. Has there been substantial modifications to program content, learning outcomes, and/or focus of the program?

- Yes No

If yes, please provide a detailed response to the following questions, where applicable:

- a) Describe the **changes** made to program curriculum, including assessment methods used in courses and/or learning practicums or placements.
- b) Describe the **impact** of the changes to program curriculum, including assessment methods used in courses and/or learning practicums or placements.
- c) Describe the potential impact of the changes on students and academic enrollment.



d) Describe the proposed changes related to faculty and the impact on the program.

4. Please share any adjustments in response to community or labour market needs, affecting program focus, outcomes, or intent.

Section 3: Reporting of all changes >25% for courses, practicums and/or placements

Please use the following chart to report significant changes (>25%) to courses, including learning practicums and/or placements. Please include the rationale for the change and if applicable, any related impact or change to learning outcomes, Vocational Learning Outcomes (VLOs) or Essential Employability Skills (EES).

Course title (old and new if applicable)	Course description	Total hours	Delivery method (online, in-person, hybrid)	Changes since last reporting period and (if applicable) impact on VLO or EES

