

CURRICULUM DEVELOPMENT AND APPROVAL POLICY

Policy Name: Curriculum Development and Approval	Responsible Owner: Vice President, Academic and Provost	Effective Date: Jan 2017
Policy Number: TBA		Proposed Review Date: 2031
Category: Educational	Replaces:	Revision Date(s): Jun2024

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PURPOSE

Authority for curriculum development and approval is conferred on Education Council by the College and Institute Act (1996), sections 23. This policy provides a rational and consistent framework for the creation, deletion and revision of the curricular and pedagogical substance of courses and assists in the completion and approval of documents entitled Curriculum Guidelines

Curriculum development or revision may be required for reasons including, but not limited to, the following:

- Changing academic, industry and/or community needs;
- Changing pedagogy or instructional methodologies;
- Changing student needs;
- Changing national/provincial and/or professional association standards; and/or
- New directions and initiatives from government.

SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES)

- x Chairs/Coordinators
- x Deans/Associate Deans/Directors

- x Staff Members
- x Students
- x Vice-President, Academic and Provost

DEFINITIONS

Curriculum Committee a standing committee of Education Council charged with ensuring that College curriculum development and review are consistent with approved processes and undertaken in full compliance with educational policies. The Committee receives and reviews Curriculum Guidelines for all new credit courses and for deletion, or major revisions, to existing credit courses. Upon the recommendation of this committee, Education Council may grant final, formal approval of College curriculum.

Curriculum Guideline (CG) a document governing each credit course offered by the College and specifying the required content and information about that course. It is written in clear, concise, jargon-free language that can be understood by non-specialists and others outside the subject area. CGs facilitate the following:

- The course approval process;
- Articulation of the course by other educational institutions;
- The provision of information for use both by the College community and by the external community; and
- The publishing of course information in the Academic Calendar (print and web versions).

Curriculum Navigator (CN) a web-based curriculum management system. Curriculum proposals move through the CN software system from one “workflow” approval stage to another, as the designated person at each stage reviews and approves the curriculum as appropriate, given

Minor revisions to sections listed below; these do not require approval of Education Council

- Descriptive Title
- Transcript Title
- Calendar Description
- Institution Unit
- Start Term

Sections (a) 25.267 (b) 71.87 (f) 10.67267 (e) 38.436102B6 (T) (M) 02678 BDC/MC/D/117.1 BDC /TTO

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PROCEDURES

EMERGENCY TEMPORARY VARIANCE PROCEDURE

1. The applicable FEC will review the approval progress to date of the proposed CQ and the rationale for the variance, and may approve or reject the temporary variance request. In a situation involving two Faculty jurisdictions, approval of the requested variance by both jurisdictions is required.

2. If the FEC endorses offer 184nl(t)15.5 (h) Td2LBody <</Muií xÛrQq^%•)Èx% •'XĐn%€n •Ò,y†[ˆqgÍ ,U•• ^u