



Policy No.	C.3.14
Title	Curriculum Development and Approval Process
Approving Jurisdiction	Board of Governors, Education Council
Policy Sponsor	Vice President, Academic, Students and Research
Last Revised/Replaces	October 28, 2015
Effective Date	September 28, 2016
Signed by	Chair, Board of Governors

CONTEXT AND PURPOSE

The programs and courses of Vancouver Community College (VCC; the College) make up the curriculum (systems of organized learning experiences) through which the College meets the needs of the community for education and training, and maximized student mobility and success. VCC strives to achieve its mission, goals and objectives through the programs and courses it offers.

SCOPE AND LIMITS

This policy applies to all developers of curriculum at Vancouver Community College, and establishes the requirements for the development of new curriculum, and the revision of existing curriculum.

STATEMENT OF POLICY PRINCIPLES

1. VCC is committed to the establishment and use of systematic practices and procedures for the development of curriculum that
 - a. engages relevant stakeholders;
 - b. is transparent; and
 - c. aligns with the College's governance processes.
2. VCC will ensure that all curriculum
 - a. is consistent with the College's mission, goals, educational priorities and plans;
 - b. meets the College's standards of excellence;
 - c. is based on community needs;
 - d. supports student success; and
 - e. promotes responsible use of College resources.
3. Meaningful consultation is critical to ensure high quality curriculum and a smooth approval and implementation process.
4. The development of curriculum is guided by needs as expressed by the communities served by VCC as well as demand from existing and prospective students.

5. Curriculum development is guided by Provincial Ministry guidelines, professional and industry association requirements, accreditation bodies and credentialing policies at other postsecondary institutions with which the College may wish to articulate.
6. The Program Content Guide and Course Outlines are official contracts with students and therefore are legal in nature and can be contested through VCC appeal processes and/or by law.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

Legislation:

College and Institute Act, (RSBC 1996) Chapter 52

Policies:

- C.1.1 Course/Program Grading
- C.1.3 Granting of Credentials
- C.1.4 Assignment of Credits to Courses
- C.3.1 Program Advisory Committees
- C.3.2 Program Review and Renewal
- C.3.3 Criteria for Development or Cancellation of Programs Leading to Certificates, Diplomas or Degrees
- C.3.5 Programs Offered Under Service Contract
- C.3.8 Criminal Records Check
- C.3.9 Degree Standards
- C.3.10 Affiliation Agreements
- D.3.6 Admissions

RELATED PROCEDURES

Refer to Curriculum Development and Approval Process Procedures.