



Title	<b>Curriculum Development and Approval</b>
Policy No.	C.3.14
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	October 28, 2015; September 29, 2016
Effective Date	November 28, 2018

### **CONTEXT AND PURPOSE**

The programs and courses of Vancouver Community College (VCC; the College) make up the curricula (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 curricula at Vancouver Community College, and establishes the requirements for the development of new curricula, and the revision of existing curricula.

Curricula at VCC falls within the jurisdiction of the Education Council under both its sole powers as well as its advisory role to the Board of Governors.

### **STATEMENT OF POLICY PRINCIPLES**

1. VCC is committed to the establishment and use of systematic practices and procedures for the development of curricula that
  - a. engages relevant stakeholders;
  - b. is transparent; and
  - c. aligns with the College's governance processes.
2. VCC will ensure that all curricula
  - 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 curricula and a smooth approval and implementation process.
4. The development of curricula is guided by needs as expressed by the communities served by VCC as well as demand from existing and prospective students.
5. Curricular 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. All College curricula is maintained in the Curriculum Inventory Management System (CIMS).

## **DEFINITIONS**

Approval: The process in CIMS whereby the designated individual (“approver”) has read and comprehends the information and assumes responsibility for the proposed curriculum. Approvals are what keep the workflow process moving through governance. Each proposal must successfully move through each stage of the approval process before moving forward to the next stage in the process.

Concept Paper: The information that helps conceptualize, plan, and project the outcomes and costs of a new program. It is completed by the Curriculum Developer, Department Leader and Dean/Director in consultation with the Vice President, Academic & Research; Executive Director, Finance & Chief Financial Officer; and the Vice President, Administration & International Development. It includes a Business Case.

Business Case: Represents the financial case for a new program, and includes expected revenue, tuition and fees. The Business Case falls within the jurisdiction of the Board of Governors as part of its obligation to manage, administer and control the proper, revenue, expenditures, business and affairs of the institution.

Consultation: The process to ensure that in the development of curriculum, deliberate feedback is sought from internal and external stakeholders, and thoughtful feedback is received and considered in a timely manner. Deans/Directors and Department Leaders are responsible for ensuring appropriate consultation takes place.

Curriculum Inventory Management System (CIMS): VCC’s online curriculum development and approval system that allows developers to create or edit programs and courses, and electronically submit them into the governance approval process.

Course Form: The outline that contains the essential features of a course, such as: the course name and number, credits, course description, prerequisites, course learning outcomes, instructional strategies, and student evaluation methods.

Curriculum: The planned sequence of instruction for a program or course. Curriculum comprises learning outcomes, teaching and learning methodology, and strategies for assessing and evaluating student learning.

Curriculum Developer: The lead in creating/revising the curriculum for a program or course and the main person preparing the curriculum documentation. This is typically an instructor or Department Leader.

Degree Quality Assessment Board (DQAB): An independent advisory board appointed by the Minister of Advanced Education that oversees the quality assurance process for degree level education in British Columbia.

Governance: A prescribed process that identifies who has the primary and/or advisory responsibility for select decisions at various stages of the curriculum approval process. The *College and Institute Act* defines the governance bodies at VCC as the Board of Governors and Education Council. The Board Finance and Audit Committee and EDCO's Curriculum Standing Committee are also governance bodies at VCC.

Minor Revision: Changes to curriculum that have limited impact on a course or program. Minor revisions have an expedited path through the governance process.

New Course: A course that has never been offered before at VCC. A new course may be part of an existing program or may be a replacement course that is equivalent to the course it replaces.

New Program: A new credential or significant and extensive changes to a program, where these changes impact the nature or overall direction of a program. Education Council makes the final determination whether proposed changes to an existing program are substantial enough to qualify as a new program.

New Program Implementation Plan: This document is completed during the development of the curriculum for a new program. It contains a series of guiding questions to help identify elements required for the successful implementation of a new program. Many of the questions will help the completion of the Tuition Costing Plan that must be completed with Finance prior to a program being approved. This completed document must be submitted to Curriculum Committee along with the curriculum documents.

Post-secondary Institution Proposal System (PSIPS): A Ministry of Advanced Education, Skills & Training process that includes a web-based system designed to manage and support the post-secondary submission and review of degree and non-degree diploma programs, or a certificate that leads to a diploma.

Program Content Guide: The program outline that contains the general description of a program of study, such as: the program name, program purpose, number of credits, program duration, a statement of program learning outcomes, admission requirements, grading system, a list of courses, instructional strategies, information on the evaluation of student learning, and the credential received upon completion of the program.

Standalone Course: A course that is not a part of an existing program.

Effective Date: The month and year the program/course will first be taught after governance approval.

Workflow: The online approval stages in CIMS that are part of the governance process. Workflow varies depending on the type of proposal being put forward, such as a minor change, new program, non-credit Continuing Studies course. The workflow is initiated by the curriculum designer or Department Leader.

## **RELATED LEGISLATION & POLICIES**

### Legislation

College and Institute Act, (RSBC 1996) Chapter 52

### Policies

- C.1.1 Grading, Progression and Withdrawal
- 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 Suspension and/or Discontinuance of Programs
- C.3.10 Affiliation Agreements
- D.3.6 Prior Learning, Assessment and Recognition
- D.3.6 Admissions
  - D.3.6.1 Flexible Admissions

## **RELATED PROCEDURES**

Refer to C.1.4 Curriculum Development and Approval Procedures