



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

### GENERAL

1. The design, development, revision, approval, and implementation of programs and courses takes anywhere from one (1) month (for minor revisions) to 18 months, depending on the development type. External approval bodies such as the Degree Quality Assessment Board (DQAB) and the Ministry of Advanced Education, Skills & Training may extend these timelines. Deans/Directors and Department Leaders should create an initial timeline using pre-existing meeting dates, length of time for peer review, etc.
2. The Centre for Teaching, Learning and Research (CTLR) supports the design and development of curricula.
3. Once a Concept Paper is approved, a New Program Implementation Plan must be completed and submitted to Curriculum Committee with the program curriculum.
4. Education Council is the final approval body for all new courses and revised curricula per the Resolution of the Board of Governors dated May 29, 2013. The Board of Governors approves all new programs and credentials with advice from Education Council.
5. New programs should be approved at least 9-12 months prior to the planned effective date. New courses and major changes should be approved at least 6 months prior.

### CONSULTATION

6. The Department Leader and Dean/Director are required to ensure that there is opportunity for internal and external consultations, allowing stakeholders adequate time to provide their feedback and recommendations.
7. New curricula and changes to existing curricula require a series of consultations to ensure educational quality, and that students are fully supported in their programs.
8. Early and thorough internal consultation helps to identify implementation and operational needs and allows areas like the Registrar's Office and Institutional Research to begin work that will facilitate the process.
9. Where applicable, engaging in external consultations helps to verify that curricula meets the quality standards of academic peers and community stakeholders as well as enhancing existing and developing potential new partnerships and agreements.
10. The amount of consultation required depends on the development type.
11. Faculty within the department must be consulted.
12. It is recommended that group consultations with similar service area representatives be arranged where possible.

13. Curriculum Committee and Education Council have the authority to require further consultations as they see fit.

#### **DEVELOPMENT TYPE**

There are four (4) development types:

- a. New Programs;
- b. New Courses and Changes to Programs and Courses;
- c. Minor Revisions to Programs and Courses; and
- d. Non-Credit Courses in Continuing Studies

#### A. New Program

14. New programs are approved by both the Board of Governors and Education Council.
15. The development of a new program requires full consultation with internal and external stakeholders, and involves additional governance steps to ensure institutional support before significant time and resources are spent developing the full program proposal.

#### Stage 1 – Approval to Develop

16. A Concept Paper and Business Case are prepared and submitted to the Vice President, Academic & Research; Executive Director, Finance & Chief Financial Officer; and the Vice President, Administration & International Development for approval.
17. The Dean/Director presents the approved Concept Paper to Education Council for information.
18. The Education Council Chair presents an Information Note to the Board of Governors. If possible, the Dean/Director attends the Board meeting in person to answer questions.

#### Stage 2 – Program Development and Approval of Curriculum

19. The Curriculum Developer/Department Leader:
  - a. works with the CTLR to design and map the curricula, and develop a program evaluation plan
  - b. consults with internal and external stakeholders (including Institutional Research (IR) on the FTE divisor),
  - c. enters program/course information into the CIMS
  - d. completes the Rationale and Consultations section in the CIMS, and uploads the New Program Implementation Plan
  - e. starts the workflow process
20. The Dean:
  - a. approves the curriculum through the curriculum management system, which automatically sends the information to Curriculum Committee.
  - b. in collaboration with the Department Leader, consults with the Vice President, Academic & Research; Executive Director, Finance & Chief Financial Officer; and the Vice President, Administration & International Development to review, revise and complete the New Program Implementation Plan and Business Case.
21. Curriculum Committee reviews the curriculum and New Program Implementation Plan. If possible, both the Curriculum Developer and the Department Leader attend the Curriculum Committee meeting in person to answer questions.
22. Curriculum Committee may:
  - a. Recommend approval to Education Council;

- b. Recommend additional revisions that must be completed and reviewed by the Curriculum Committee Chair before going to Education Council;
    - c. Recommend significant revisions that are returned to the Department Leader, to be brought back to Curriculum Committee at a subsequent meeting.
  - 23. The Chair of Curriculum Committee presents the recommendation and curriculum to Education Council. If possible, the Department Leader and Curriculum Developer attend the Education Council meeting in person to answer questions.
  - 24. Education Council may:
    - a. Approve the curriculum;
    - b. Approve the curriculum with additional revisions that must be completed and reviewed by the Curriculum Committee Chair prior to implementation; or
    - c. Require significant revisions that are returned to the Department, to be brought back to Curriculum Committee at a subsequent meeting, before returning to Education Council;
  - 25. At the same meeting of Education Council, the Dean presents the final version of the New Program Implementation Plan for information.
  - 26. Education Council makes a recommendation to the Board of Governors regarding implementation.
- Stage 3 – Review and Final Approval:
- 27. The office of the Vice President, Academic & Research coordinates submissions to the Ministry of Advanced Education and Skills Training for provincial peer review through PSIPS and/or DQAB.
  - 28. After Education Council’s approval, the curricula for most credentials is sent for provincial peer review.
    - a. Proposals for diplomas and certificates that ladder into diplomas are posted on PSIPS for thirty (30) days.
    - b. Proposals for new degrees are submitted to the Ministry of Advanced Education, Skills & Training for review.
      - i. If the mandate is approved, the full program proposal is posted on the PSIPS website and forwarded to DQAB for review.
      - ii. DQAB submits their recommendation to the Minister of Advanced Education, Skills & Training for approval.
  - 29. The Vice President, Academic & Research reports on the outcome of the provincial peer review process.
    - a. If major revisions are required by the peer review, the proposal will return to Stage 2, above.
    - b. If no major revisions are required, the proposal will proceed to final approval.
  - 30. The Vice President, Academic & Research and the Executive Director, Finance & Chief Financial Officer submit the final New Program Implementation Plan and Business Case to the Senior Executive and the Board Finance and Audit Committee.
  - 31. The Board Finance and Audit Committee will review and submit a recommendation of tuition fees to the Board of Governors.
  - 32. The Board reviews the proposed New Program, including the recommendations from the Finance and Audit Committee (for tuition fees), Education Council (for implementation) and the Vice President, Academic & Research (for due process, i.e. provincial peer review). If possible, the Dean/Director attends the Board meeting in person to answer questions.
  - 33. The Board may:

- a. Approve the fee structure; and/or
  - b. Approve implementation of the program; and/or
  - c. Based on a budget review, determine a separate timeline for implementation of the program.
  - d. Approve the new credential.
34. The Board Chair will forward formal written notification of its decision to the Education Council Office.

**B. New Courses and Changes to Programs and Courses**

35. Development of new courses and changes to programs and courses require Education Council approval.
36. The Curriculum Developer/Department Leader:
- a. works with the CTLR to design and map the curricula
  - b. consults with internal and external stakeholders as needed
  - c. enters program/course information into the CIMS
  - d. completes the Rationale and Consultations section for programs/courses
  - e. starts the workflow process
37. The Dean approves the curricula through the CIMS, which automatically sends the information to Curriculum Committee.
38. Curriculum Committee reviews the curricula. If possible, both the Curriculum Developer and the Department Leader attend the Curriculum Committee meeting in person to answer questions.
39. Curriculum Committee may:
- a. Recommend approval of the curricula to Education Council;
  - b. Recommend additional revisions that must be completed and reviewed by the Curriculum Committee Chair before going to Education Council;
  - c. Recommend significant revisions that are returned to the Department Leader, to be brought back to Curriculum Committee at a subsequent meeting.
40. The Chair of Curriculum Committee presents the recommendation and curriculum to Education Council. If possible, the Department Leader attends the Education Council meeting in person to answer questions.
41. Education Council may:
- a. Approve the curricula;
  - b. Approve the curricula with additional revisions that must be completed and reviewed by the Curriculum Committee Chair prior to implementation; or
  - c. Require significant revisions that are returned to the Department, to be brought back to Curriculum Committee at a subsequent meeting, before returning to Education Council.
42. For new stand-alone courses that involve approval of a tuition and fee structure:
- a. The Executive Director, Finance & Chief Financial Officer submits the Business Case to the Senior Executive and the Board Finance and Audit Committee.
  - b. The Board Finance and Audit Committee will make a recommendation to the Board of Governors on the tuition and fee structure, and the Board of Governors will make a decision prior to implementation of the course.
43. If the changes to a program or course have financial requirements (either ongoing or one-time) that are outside the scope of the School's budgetary capabilities:
- a. The Executive Director, Finance & Chief Financial Officer submits a Business Case to the Board Finance and Audit Committee.

- b. The Board Finance and Audit Committee will make a recommendation to the Board of Governors on the new fee structure, and the Board of Governors will make a decision prior to implementation.

### C. Minor Revisions to Programs and Courses

- 44. Minor revisions require Curriculum Committee approval.
- 45. The Curriculum Developer/Department Leader:
  - a. consults with the CTLR and other internal stakeholders as needed
  - b. enters program/course information into the CIMS
  - c. completes the Rationale and Consultations section on each form
  - d. starts the workflow process
- 46. The Dean approves the curricula through the curriculum management system, which automatically sends the information to Curriculum Committee.
- 47. Curriculum Committee reviews the curricula. If possible, both the Curriculum Developer and the Department Leader attend the Curriculum Committee meeting in person to answer questions.
- 48. Curriculum Committee may:
  - a. Approve the curricula;
  - b. Approve the curricula with additional minor edits that must be completed and reviewed by the Curriculum Committee Chair prior to implementation; or
  - c. Decide the proposal does not qualify as a minor revision and send to Education Council for approval.
- 49. Education Council may, at any time, request to review any minor revision proposal submitted to and/or approved by Curriculum Committee.

### D. Non-Credit Courses in Continuing Studies

- 50. Non-credit courses taught in Continuing Studies do not require governance approval.
- 51. All non-credit courses are entered into CIMS and approved by the Continuing Studies Dean.
- 52. The Education Council Office will maintain a record of all non-credit course outlines. Continuing Studies will present an annual report of non-credit courses to the Education Council on an annual basis.

### **FINAL REVIEW AND APPROVAL**

- 53. The approval of the Department Leader certifies that:
  - a. Thorough consultation has taken place and all stakeholders approve of the proposed new or revised curricula.
  - b. The curricula meets institutional standards and the educational needs of students.
- 54. The approval of the Dean/Director certifies that:
  - a. The curricula meets the standards of the College, and all policies and procedures have been adhered to; and
  - b. Resources required to offer and support the course/program have been assessed. If additional resources are needed, the Dean/Director has initiated steps to secure the needed resources.

### **COMMUNICATION OF DECISIONS**

55. Following approval of all new and revised curricula and programs a formal resolution is signed by the respective Chair.
56. The signed resolution is forwarded by the Education Council Office to key implementation areas within the College and is posted on the website.
57. The Education Council Office will store an archive copy of all approved curricula in an electronic location that is accessible to all staff.
58. The Registrar's Office will maintain a permanent record of all curriculum documents.

**RELATED POLICY**

Refer to C.1.4 Curriculum Development and Approval Policy.