

Title: Curriculum Development and Approval	Number: 4.22.0710.1
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Rationale

The College's instructional programmes are designed to prepare students for transfer into baccalaureate programmes of other colleges and universities, for immediate job entry, or for career advancement. The Curriculum Committee exists to ensure that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the academic, business, and social community.

In its role as the body that recommends new and revised curriculum to the President's Cabinet, the Curriculum Committee provides guidance, advocacy, and oversight in the development of courses, programmes and academic policies in the fulfilment of the College's mission.

Definitions:

Curriculum - Curriculum is defined as the courses offered by an educational institution.

Prerequisite – Prerequisite is that preparation or previous course work considered necessary for success in a course.

Co-requisite – Co-requisite is a condition of enrolment consisting of a course that a student is required to simultaneously take in order to enrol in another course.

Advisory on Recommended Preparation – An Advisory is a condition of enrolment that a student is advised, but not required, to meet before or in conjunction with enrolment in a course or educational programme.

Content Review – Content Review is a rigorous, systematic process conducted by faculty to determine what is appropriate and necessary in establishing prerequisites, co-requisites and advisories on recommended preparation for a course.

Policy

The Curriculum Committee is an academic body representing a collegial shared governance process, and is made up of faculty, staff, administrators and a student representative. The role of the Committee is to recommend policy related to academic offerings to the President's Cabinet. Upon acceptance by the President's Cabinet and where required, the President seeks final approval through the Board of Governors.

It is thus the policy of the College to offer instruction in accordance with its mission. Such instruction may include, but not be limited to, programmes in one or more of the following categories:

- Collegiate courses for transfer to other educational institutions or direct entry into the workforce;
- Vocational and technical courses for transfer to other institutions or direct entry into the workforce;
- Counselling or guidance courses aimed at improving student success;
- Basic skills courses leading to enrolment and success in academic and vocational courses.

Curriculum Committee Membership

The Curriculum Committee membership consists of five voting faculty members representing each instructional area, plus two faculty committee co-chairs. Additional non-voting members include the Registrar, a representative from the Student Success Centre, the Director of the Centre for Teaching and Learning, the Vice President, Heads of Departments, a student representative, and Instructional Deans. Advisory committee members may also be invited to attend Curriculum Committee meetings. The faculty members of the Committee will be nominated by their respective departments for a two-year term, affirmed by the relevant Dean and confirmed by the Vice President.

Responsibilities of the Committee

The Committee meets once a month on a regular basis to carry out the following responsibilities:

- Establish instructions, schedules and criteria for use in preparing new and revised curricula proposals;
- Recommend policies and procedures related to curricula; establish and monitor implementation of standards for the description and presentation of course, certificate and degree curricula (including course outlines);
- Review community needs assessment and advisory committee recommendations in order to identify priorities for and encourage the development of new or revised curricula and dissemination of curricular material;
- Review proposed curricula in relation to critical criteria (e.g. goals, objectives, student learning outcomes);
- Recommend all credit and non-credit courses and programmes for approval by the President's Cabinet;
- Recommend programme changes, course changes, or deletions for approval by the President's Cabinet;
- Recommend graduation requirements and general education requirements for the Certificate of Achievement, the A.A., A.S. and A.O.S. degrees for approval by the President's Cabinet;

- Recommend transfer level courses for inclusion in the general education program requirements for approval by the President's Cabinet;
- Evaluate the impact of proposals on the resources and other curricula of the College.

Responsibilities of the President to the Board:

- President must submit to the Board for final approval academic programmes to be introduced, substantively revised or discontinued.
- President may submit to the Board any other curriculum matters on which further guidance is requested.

Criteria for Establishment of Courses and/or Curriculum

Courses may be graded credit or non credit courses and meet the requirements and standards as established by the Board. Proposed courses shall meet the following criteria:

- Answer or reflect community needs;
- Be compatible to the philosophy and objectives of the College;
- Reflect resource considerations;
- Not duplicate existing courses, except for co-listed courses.

Course Prerequisite/Co-requisite/Advisory Prerequisite

The College may require students to complete identified prerequisites as pre-enrolment preparation. The specific purpose of a prerequisite is to establish a baseline of skills without which a student is highly unlikely to succeed in a given course. A prerequisite may only be established for one of the following reasons:

- It is expressly required or authorised by statute or regulation;
- It will assure that a student has the skills, concepts, and/or information needed to receive a satisfactory grade in the course;
- It is necessary for health/safety reasons.

There are three “levels of scrutiny” used to determine prerequisites:

- At least two Colleges or Universities require the prerequisite for their equivalent course;
- Content review (Departmental determination of appropriate requirements for entrance into a course);
- Research basis for making a decision.

A co-requisite may only be established for one of the following reasons:

- It is expressly required or authorised by statute or regulation;
- It will assure that a student acquires the skills, concepts and/or information needed to receive a satisfactory grade in the course for which the co-requisite is required;

- It is necessary for health/safety reasons.

Co-requisites must also undergo content review.

An "Advisory on Recommended Preparation", though not as formal as a prerequisite, is still intended to notify students that certain skills, knowledge or information might enhance their success in a course. Advisories must also undergo content review.

Content review, the procedure by which faculty determine the skills and knowledge needed for successful completion of a course, is done on a course-by-course basis. In addition to helping ensure appropriate student preparation, content review, in the form of the course outline, also helps establish consistency among multi-sectional courses.

All changes to the curriculum shall be submitted to the Office of the Vice President, who will be responsible for the processing of the proposals to the Curriculum Committee and their presentation to the President's Cabinet. After discussion and review in the Cabinet, where required, curriculum changes are carried to the Board of Governors who shall have final authority.

PROCEDURE

Curriculum Development Procedure

With the leadership of the Curriculum Committee, all academic personnel of the College, both administrative and teaching, are responsible for the continuing revision of curriculum. Community groups and advisory committees may recommend new courses or revisions of existing curricula. All proposals for new courses or revisions of current curricula must be reviewed by the Centre for Teaching and Learning. Presentation by a Department Head or any member of the Department or Division providing background and justification for the course or program proposal, will be made to the Committee. This presentation of the course outline and supporting materials will be considered by conducting a first and second reading, with submittal of course recommendations to the President's Cabinet, and finally to the Board of Governors for approval.

The procedure used for curriculum review is as follows:

Step 1 - The Course Content Summary Form

The course content summary form defines the curriculum for which instructors are responsible and guides them in the development of their specific syllabi. The course content summary form is the basis for approval of courses.

Where appropriate regular faculty are available, the Department Head of the relevant discipline will assign responsibility to develop or revise the course content summary form. Where only temporary or part-time faculty are available, the relevant Dean, in consultation with the Department Head, will assign responsibility to develop or revise

the course outline. All new or revised course content offered by a particular department should be reviewed by that department's faculty. Consultation with other College faculty is encouraged when writing or revising the course content summary form.

The course content summary form will be specific enough to guide instructors in the development of their syllabi and guide those who evaluate and assess the courses. The course content summary form is the basis from which Curriculum Committee decisions are made.

Step 2 - First and Second Readings

First Reading for Information and Action

1. Presentation by Department Head or any member of the Department or Division providing background and justification for the course or program proposal.
2. Committee discussion, including questions to the department representative, takes place. The Committee may request revisions on the course content summary form to be completed prior to second reading. If there are questions or concerns that require further research by the Department, the proposal(s) will be tabled and rescheduled for a later date.
3. After review and discussion of all first reading items with the department representatives, the Committee will vote for first reading approval.
4. A second reading may not be required if all relevant information has been provided for the first reading.

Those activities requiring Curriculum Committee review in first reading, subsequent approval by the President's Cabinet and final approval by the Board, are the following:

- All new programmes (AA/AS/AOS and Certificate of Achievement), including relevant fees
- Substantive revisions to approved programmes
- Elimination of programmes

Those activities requiring Curriculum Committee review in first reading, and subsequent Cabinet approval, are the following:

- All new courses
- Elimination of courses
- Revisions to courses changing the following: Title (if substantive change), Units/Hours, Description (if a substantive change)

Those activities requiring only Curriculum Committee review in first reading, and not forwarded to the Board are actions that are considered non-substantive technical changes limited to changes of one or two course elements for revised courses. They are the following:

- Revisions to courses: Course ID, Title, Prerequisite/Co-requisite/Recommended preparation, Description if only modest for currency and/or clarity, Field trips, Co-designation, Credit/no credit (no letter grade), Not applicable for degree credit.

Second reading for information and action

As necessary, the co-chairs communicate to the departments any recommendations from the Curriculum Committee for revision of the course. The department representative will have submitted any corrections and/or revisions requested by the Committee. For revised courses, a “clean” course outline (all bolding and italics indicating revisions deleted) with original signatures will be submitted to the Committee prior to second reading approval. The Committee discussion of the course takes place as needed.

Step 3 - Submittal of Course(s) to President’s Cabinet

If required, courses approved for second reading will be submitted to President’s Cabinet for approval. If questions and/or concerns are expressed by President’s Cabinet, the course proposal will be returned to the Department/Division for further changes and amendments. After recommended changes are incorporated, course information is re-submitted to the President’s Cabinet for final approval.

Step 4 - Board of Governors Approval for Programmes

Programme(s) require the vote of the Board of Governors and recommendations are forwarded after approval by the President’s Cabinet. If the Board has further suggestions or recommendations, these will be made and brought to the next Board meeting for final approval.

Programme Review Procedure

Programme Review is a process that provides the opportunity to evaluate current programs and to identify strengths and needs. This review is done on a cyclical basis every three years. Each Department/Division is provided data regarding student characteristics, retention and success, current staffing levels, and costs. Faculty are asked to review and to evaluate the quality and effectiveness of programmes at the College.

The following are included in the Programme Review process:

- New/Revised Associate Degree Programmes
- New/Revised Certificate Programmes
- New Courses (credit and non-credit)
- Major Revisions to Courses (changes may affect articulation of course: Course Title, Units, Catalogue Description, Prerequisite, Co-requisite, Advisory-recommended preparation, and Content – extensive changes to topics, space and sequence.
- All other College concerns regarding curriculum and curriculum policies, i.e. General Education courses, articulation, etc.
- Distance Education Courses
- Titles of Programmes
- Pre/Co-requisite Validations

After the Programme Review is completed at the Departmental level, it is brought forward for the Curriculum Committee's consideration. If the Review results in suggested changes to the curriculum, the process for addition or deletion of classes and/or programmes will follow the steps of the *Curriculum Development Procedure* as outlined above.