DOUGLASCOLLEGE

CURRICULUM DEVELOPMENT AND APPROVAL POLICY

Policy Name: Curriculum Development and Approval	Responsible Owner: Vice President, Academic and Provost	Effective Date: Jan 2017
Policy Number:	Approval Body: Education Council	Proposed Review Date: 2024
Category: Education	Replaces:	Revision Date(s): 2009 April, 2011 April, 2016 June

PURPOSE

Authority for curriculum development and approval is conferred on Education Council by the College and Institute Act (1996), sections 23-25. 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; instructors' course outlines must be consistent with the approved Curriculum Guidelines for all credit courses offered by the College.

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)

Chairs/Coordinators
Deans/Associate Deans/Directors
Education Council

Faculty Members
Registrar
Program Advisory Committees
Staff Members
Students
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 of or **major revisions** to existing credit courses. Upon the recommendation of this committee, Education Council may grant final, formal approval of College curriculum.

Curriculum Guidelines (CGs): a document governing each credit course offered by the College and specifying the required content for 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 each person's role (i.e., curriculum designer, Faculty Education Committee (FEC) Chair, Dean, etc.). The approval workflow is outlined in the Program Approval policy [add link to Educational Policy webpage here - http://www.douglascollege.ca/about-douglas/governance/policies/educational].

Major revisions: revisions to sections of the CGs listed below; these require review by and the approval of Education Council

- Course Code and Number
- Credits
- Method of Instruction
- Contact Hours
- Semester Length
- Prerequisites
- Co-requisites
- Courses for which this course is a prerequisite
- Courses for which this course is an equivalent
- Maximum Class Size
- Course Objectives/Learning Outcomes
- Methods of Instruction
- Means of Assessment

- Prior Learning Assessment and Recognition (PLAR)

Minor revisions: revisions to sections of the **CGs** listed below; these do not require review by or the approval of Education Council

- Descriptive Title
- Transcript Title
- Calendar Description
- Institution Unit
- Start Term
- End Term
- Course Content
- Text Books/Materials

POLICY STATEMENTS

Curriculum development and review is undertaken by faculty members through their respective Departments or Programs, under the authority of Faculty Education Committees, Deans/Directors and Education Council. Courses will be developed by faculty members or, where external expertise is required, by non-faculty practitioners or academic specialists working under the authority of faculty. All course development and implementation will follow the approval workflow in **Curriculum Navigator (CN)**, as outlined in the related Standard Operating Procedure, any change to which must be approved by Education Council. .
CGs must be completed for every credit course offered by the College. All **CGs** must be reviewed regularly (not less than every five years) by Departments and Programs to ensure that they are educationally current. This review will be indicated by a change to the date on the **CGs** document.

New or revised course prerequisites will be published in the online College calendar twelve (12) months before they come into effect, in order to provide adequate lead time for prospective students to fulfill the requirements without delaying their educational progress. Where, upon the advice of the relevant Faculty Education Committee, the new or revised prerequisite is less restrictive than the original requirement, or where the name and/or number of a course prerequisite is changed without a corresponding change to the course content/outcomes, the notification period is not required.

EMERGENCY TEMPORARY VARIANCE
Where a proposed **CG** has not completed the appropriate review or approval process and where postponing implementation is judged to be detrimental to students' progress, the Department Chair/Program Coordinator may, with the support of the Dean/Director, ask the FEC, in writing and with supporting rationale, for a temporary variance from the usual approval process.

PROCEDURES

EMERGENCY TEMPORARY VARIANCE PROCEDURE

1. The FEC will review the process to date the proposed **CG** 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 FECs is required.
2. If the FEC endorses offering the proposed course(s) prior to the completion of the curriculum approval process stipulated in this policy, the FEC Chair(s) will forward a notice to this effect,

including accompanying rationale, in writing to the appropriate Dean/Director(s) for approval; with the support of the Dean/Director(s), the Chair/Coordinator of the Department/Program in which the curriculum is being developed will bring the request to Education Council for approval.

3. If the variance is approved by Education Council, the Education Council Chair will advise the Registrar of this decision. The Registrar will publish the proposed course(s) in relevant College publications for the academic year in question only.

4. The full approval process for the proposed **CG** will continue. If approval has not been obtained by the end of the academic year for which a variance has been granted, the offerings of the course(s) must be discontinued or a second variance obtained.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Grading Policy

Program Approval Process – New and Revised Credit Programs

SOP-021 (How to Develop, Approve, Revise or Withdraw a Curriculum Guideline)

RELATED ACTS AND REGULATIONS

College and Institute Act (1996), sections 23 – 25

RELATED COLLECTIVE AGREEMENT CLAUSES

Collective Agreement between Douglas College and the Douglas College Faculty Association
Article 8 – WORKING CONDITIONS
- 8.01 Normal Duties
- 8.06 Instructional Conditions
- 8.12 Assignment of Other Duties

Letter of Understanding #4 DISTRIBUTED LEARNING
- Preamble