| Curriculum Development, Redevelopment, and Documentation | |
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| **Policy:** Program Quality Assurance | |
| **Category:** Academic | **Approval Date:** January 9, 2020 |
| **Procedure Owner:** Academic Policy Committee | **Effective Date:** January 1, 2020 |
| **Procedure Administrator:** Curriculum Committee | **Review Period:** 5 Years |
| **Associated Procedures and Documents:**<br>• Formative Program Review Procedure<br>• Course Proposal – Academic Council Form<br>• Curriculum Elements and Outcomes – Curriculum Committee Form<br>• Program Change Proposal – Academic Council Form<br>• Quality Improvement of Programs Review Procedure<br>• Naming and Numbering Conventions – Curriculum Committee Guiding Document | |

## PURPOSE

To provide the process for reviewing and documenting curriculum as part of Program Review, Program Development or Redevelopment, or ongoing curriculum renewal and quality improvement.

## PROCEDURE

Activities that will normally result in program and/or course redevelopment or the development of new courses:

1. Formative or Quality Improvement Program Review, Accreditation Review, or requirements of collaborative partners.

2. Additional factors, including but not limited to, feedback from Program Advisory Committees, feedback from students, changing nature of the discipline, etc.

**Procedure for Curriculum Review:**

1. The Program, working with a Learning Designer, identifies the scope of the curriculum review.

2. The Program, working with a Learning Designer and Business Intelligence and Research, identifies and requests required data to support curriculum review.

3. The Program identifies relevant stakeholder groups (faculty, staff, students, alumni, community members, employers) for consultation and arranges appropriate

consultation opportunities.

4. Working with a Learning Designer and the Office of the Registrar, faculty examine all components of their curriculum and program including:

    a. Admission Requirements
    b. In-Program Requirements
    c. Graduation Requirements
    d. Transfer Agreements
    e. Program Learning Outcomes
    f. Academic Calendar Information (Program and Course Level)
    g. Course Level Curriculum

5. Changes to curriculum are documented and approved as follows:

| Changes to Program Structure and Academic Calendar content that require submission to PAPRS, including:<br><br>• Academic Credits<br>• Billing Credits / Program Costs<br>• Program Structure and Program Learning Outcomes | Levels of Approval<br><br>1. Approved by School Council and Recommended to Academic Council through Curriculum Committee<br><br>2. Approved by Academic Council and Recommended to the President<br><br>3. Changes submitted via PAPRS<br><br>4. Curriculum documentation submitted to the Registrar by the Associate Dean |
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| Changes to Program Structure and Academic Calendar content that DO NOT require submission to PAPRS, including:<br><br>• Course Titles<br>• Course Descriptions<br>• Course Hours (providing no change to Academic Credits)<br>• Pre/Co/Anti Requisites<br>• Instructor Qualifications | Levels of Approval<br><br>1. Approved by School Council and Recommended to Academic Council through Curriculum Committee<br><br>2. Approved by Academic Council and Recommended to the President<br><br>3. Curriculum documentation submitted to the Registrar by the Associate Dean. |

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| **Changes to Program and Course Content, without changes to the Program Structure and Academic Calendar content, including:**<br><br>• Course Learning Outcomes<br>• Topics<br>• Skills<br>• Learning Activities<br>• Assessments<br>• Resources<br>• Delivery | **Levels of Approval**<br><br>1. Approved by School Council<br><br>2. Updated Curriculum Elements Sheets submitted to the Registrar by the Associate Dean |
| **New Courses:**<br><br>• Course Title<br>• Course Description<br>• Course Hours<br>• Academic Credits<br>• Billing Credits<br>• Pre/Co/Anti Requisites<br>• Instructor Qualifications<br>• Course Learning Outcomes<br>• Topics<br>• Skills<br>• Learning Activities<br>• Assessments<br>• Resources<br>• Delivery | **Levels of Approval**<br><br>1. Approved by School Council and Recommended to Academic Council through Curriculum Committee<br><br>2. Approved by Academic Council and Recommended to the President<br><br>3. Curriculum documentation submitted to the Registrar by the Associate Dean. |

## RELATED POLICIES
Course Outline Policy
Course Outline Guidebook
Universal Design Policy