



<b>Procedure Title:</b>	Program Curriculum Change and Implementation
<b>Procedure ID:</b>	#OP 2-213B
<b>Manual Classification:</b>	Academic Affairs
<b>Linked to Policy:</b>	Policy # 2-213 Program Quality Assurance
<b>Approved by Senior Management Team:</b>	March 2022
<b>Revision Date(s):</b>	March 2022
<b>Effective Date:</b>	June 2022
<b>Next Review Date:</b>	March 2025
<b>Contacts for Interpretation:</b>	Vice President Academic Experience

## 1.0 – Purpose

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The purpose of this procedure is to define the process for program curriculum changes.

Terms not defined in this Procedure have the same meaning found in the College's Program Quality Assurance Policy.

## 2.0 – Definitions/Acronyms

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**Academic Planning Cycle:** an itemized list of key steps toward the implementation and delivery of program curriculum, faculty workloads, scheduling and timetabling including initiation and completion dates for each process. Dates for each semester within the Academic Year are provided.

**Course Catalogue:** a master table within the college enterprise system that stores data for all courses offered at Fleming College. Information includes Course ID (unique number assigned to each course), course code, course name and description, hours, owner, requisites, equivalencies, components and delivery.

**Credential Validation Service (CVS):** has been established according to the Minister's Binding Policy Directive, Framework for Programs of Instruction. This service, along with the approval of programs of instruction by the Board of Governors, makes up a component of the self-regulatory mechanisms of the college system. The CVS is operated as a subsidiary of Colleges Ontario.

**Curriculum Verification Grids:** a report that represents, by Program and Level, courses that will be delivered in a future upcoming semester. These grids are issued by academic year for each program for the purpose of verifying the curriculum within the program. Information included on the report are (but not limited to) Program and Level, course ID, course code, course name, weekly hours per component, delivery type, delivery pattern, room requirements, and timetabling comments.

**Instructional Settings:** are categories used by the Ministry during evaluation of funding units to classify types of delivery within the program. Instructional settings include: classroom instruction, laboratories/workshops/fieldwork, independent (self-paced) learning, one-on-one instruction, clinical placement, field placement/work placement, co-operative education work placement, small group tutorial, or other.

**Major program-level change:** are substantial alterations to the program of instruction that will impact students entering or re-entering the program in future years and require internal and, in many cases, external approval.

**Minor program-level change:** are for those that do not require external approval.

**Ministry of Colleges and Universities (MCU):** is the governing body for the Ontario Colleges of Applied Arts and Technology and oversees the development and the review of standards for programs of instruction. Each college is required to ensure that academic programming is consistent with these standards and must assist students to achieve essential outcomes.

**Program of Instruction:** means a group of related courses leading to a degree, diploma or certificate awarded by the College.

**Program of Study (POS):** is the internal database which contains information related to a program by semester level, version, and delivery term with associated courses and delivery components. POS includes courses that are required for a student to achieve the relevant credential they are enrolled in.

**Program Team:** includes individuals and faculty with knowledge and expertise in the specific field, the school Academic Leadership and may include the technician/technologist.

**School Academic Leadership:** refers to the Dean, Director and/or Academic Chair responsible for school curriculum.

### **3.0– Procedure**

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#### **3.1 Overview**

Program curriculum change is a formalized process to ensure that all academic programs meet provincial requirements and remain current, relevant, and innovative for students.

### **4.0 Determining Change Level**

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- 4.1** After program review (either cyclical or annual) and the program improvement plan have been approved by the Dean/Director, the program team, with the guidance of the Academic Quality Office, will determine the level of changes required to implement the

program improvement plan objectives. These changes may occur at the course or the program level and may be either 'major' or 'minor' in nature, with corresponding levels of approvals required.

## **5.0 Criteria for Program-Level Change (Major and Minor)**

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**5.1** Major program level changes require approval from the Dean/Director, Vice President Academic Experience, and the Board of Governors, and in most cases, may also require external approval. Major program-level changes include any of the following:

- program title modification
- any changes to instructional settings greater than 25%
- change to # of semesters of program delivery
- change to total # of hours of program delivery greater than 25%
- change to program admission requirements
- change to delivery method of the program (conversion to fully online, increasing/decreasing # intakes)
- change to more than 25% of vocational learning outcomes (VLOs) (if program has no program standard)
- any requested Vocational Learning Outcomes being added to a program standard (base program standards cannot be changed)
- change/deletion/addition of work integrated learning experience (e.g. placement/practicum, research project, co-op) within the program

**5.2** Minor program level changes require approval of the school Dean/Director and do not require external approval. Minor program-level changes include any of the following:

- change to allocation of instructional settings that is less than 25% of overall change to the instructional settings in the program delivery information.
- removal and replacement of a course within the program of study that is less than 25% of overall change to the instructional settings in the program delivery information.
- addition of a course to the program of study that is less than 25% of overall change to the instructional settings in the program delivery information.
- resequencing of courses within the program
- implementation/modification of program Non-Academic Requirements

**5.3** The Dean of Academic Quality provides the College with the final decision regarding the determination of the level and nature of program change.

## **6.0 Facilitating Major Program-Level Change (internal and external approval)**

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**6.1** After completion of the program review and approval of the program improvement plan, the program team consults with the Dean/Director about proposed program change(s) to be made for the upcoming academic planning cycle.

- 6.2** The program team records all major changes on the 'Major Program Change Form'.
- 6.3** The Dean/Director consults the Academic Quality Office for direction on whether the proposed program-level changes are major or minor, and levels of approval required.
- 6.4** For Major Program-Level Changes **not requiring** external approval:
- a) Once the program changes have been approved by the Dean/Director on the "Major Program Change Form", the form is sent to the Program Implementation Committee for consideration.
  - b) After review by the Program Implementation Committee, Curriculum Data Specialists complete the necessary changes within the college information system, course catalogue, program of study, and curriculum verification grids as needed to conform to the Academic Planning Cycle.
- 6.5** For Major Program-Level Changes **requiring** external approval:
- a) The College must notify and receive approval from CVS and/or the Ministry before implementing the following changes to Ministry-Funded Programs of instruction:
    - Program title modification
    - Changes to the funding status of the program (funded to non-funded or vice versa)
    - Changes to the program learning outcomes, resulting in a change of a minimum of twenty-five percent of the learning outcomes
    - Changes to the program learning outcomes resulting in a greater or lesser degree of specialization such that a distinct program is created
    - Changes to the program learning outcomes resulting in a program that no longer meets ministry program standards
    - The total length of the program increases or decreases by a minimum of twenty-five percent
    - The total hours of the program increase or decrease by a minimum of twenty-five percent
    - The instructional settings of the program are modified by a minimum of twenty-five percent.
    - Changes to program admission requirements that are more stringent. \*These changes need to be presented to Ontario College Application System (OCAS)
    - \*All changes are cumulative in nature and are in reference to the most recent program funding approval.
- 6.5.1** If any of these criteria are met by the proposed changes approved by the school Dean/Director on the "Major Program Change Form", the form is sent to the Dean/Director, Academic Quality to be presented by the school Dean to the Program Implementation Committee for implementation.
- 6.5.2** The Dean/Director will include the form and a briefing note outlining the proposed changes

in submission to the Program Implementation Committee

- a) After review by the Program Implementation Committee, the change recommendation is submitted to receive the following approvals:
  - Vice-President Academic Experience
  - Senior Management Team
  - Board of Governors

**6.5.3** After the internal approvals have been received, the Office of Academic Quality will submit the application for a modification to CVS and/or the Ministry, as appropriate.

**6.5.4** Upon notification of approved changes from the external organizations, the Office of Academic Quality will notify the School Dean/Director, the Office of the Vice President Academic Experience and the Program Implementation Committee for implementation.

## **7.0 Facilitating Minor Program-Level Change**

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**7.1** After completion of the program review and approval of the program improvement plan, the program team consults with the school Academic Leadership about proposed program change(s) to be made for the upcoming Academic Planning Cycle.

**7.2** The school Dean/Director consults the Academic Quality Office for guidance as needed regarding the proposed program changes.

**7.3** The program team records any minor changes on the 'Minor Program Change Form'

**7.4** Once the program changes have been approved by the school Dean/Director on the "Minor Program Change Form", the form is sent to Curriculum Data Specialists.

**7.5** Curriculum Data Specialists complete the necessary course changes within the college information system, course catalogue, curriculum verification grids, as needed to conform to the Academic Planning Cycle.

**7.6** The school Dean/Director will notify additional stakeholders in regards to minor program-level changes, as appropriate:

- School Office
- Office of the Registrar
- Academic Operations
- Student Recruitment
- Communications and Marketing
- Financial Aid
- Finance
- IT Services
- International Student Office

- Academic Quality Office

## 8.0 Roles and Responsibilities

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- 8.1** It is the responsibility of the **Board of Governors** to approve or deny major program changes.
- 8.2** It is the responsibility of the **Senior Management Team** to approve or deny major program changes and to ensure that the Program Quality Assurance Policy and the Program Curriculum Change and Implementation Procedure are fully implemented.
- 8.3** It is the responsibility of the **Vice-President Academic Experience** to oversee the implementation of the Program Quality Assurance Policy and the Program Curriculum Change and Implementation Procedure and to report to Senior Management Team on this implementation as necessary.
- 8.4** It is the responsibility of the **school Dean/Director** in conjunction with the **Academic Quality Office** to ensure that each program is in compliance with the appropriate Minister's Binding Policy Directives and requirements regarding program and curriculum change.
- 8.5** It is the responsibility of each **program team** to identify any major or minor changes in program and/or course(s) and use the process for capturing the information on the forms, as appropriate.
- 8.6** It is the responsibility of the **school Dean/Director** to communicate any changes to program and curriculum information to the necessary stakeholders.
- 8.7** It is the responsibility of the **Academic Quality Office** to store all the program and curriculum change forms for each program record.

## 9.0 – Related Documents

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- Minister's Binding Policy Directive: Framework for Programs of Instruction
- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- College Policy #2-220: Quality Assurance Policy
- College Policy #2-213: Program Quality Assurance
- Program Implementation Committee Terms of Reference
- Major Program Change Form
- Minor Program Change Form
- Course Change Form

## **10.0 – History of Amendments & Reviews**

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Original Approved Dec 2017

Reviewed and Revised Jan 2018; Mar 2022