ADMINISTRATIVE OPERATING PROCEDURE: Curriculum Change & Implementation

Procedure ID:	#OP 2-213B
Approved by Executive Leaders Team:	*Original*: December 5, 2017
Revision Date(s):	New
Effective Date:	January 1, 2018
Next Review Date:	2020
Monitoring Responsibility:	Vice-President Academic (or designate)
Linked to a College Policy:	# 2-213, *Program Quality Assurance*

Policy Statement

This operating procedure supports College Policy #2-213, *Program Quality Assurance* and outlines the procedures to follow when curriculum changes are approved following the annual program and curriculum review process.

Definitions/Acronyms

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 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, timetabling comments.

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.

Program of Study (POS): 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.

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.

Operating Procedure

1. Annual Curriculum Review – Timing

Typically, during the May-September timeframe, under the guidance of Academic Chairs, program teams complete the annual curriculum review process and make decisions regarding curriculum changes necessary to ensure program relevancy and currency. During this review process, the curriculum verification grids will be sent to the Academic Chair for distribution to Program Coordinators.

Review Curriculum for Program of Studies Changes (POS)	Program Of Study(POS) Review Complete	POS Changes Implemented for
May – September	End of September	Intake of the Next Academic Year

2. Curriculum Change Approval

Each program curricular change requires the completion of a *Curriculum Change Approval Form and* approval by the Chair.

Substantive changes to the program will require review by the Academic Quality, Planning and Partnership Department to ensure that the program continues to meet the Ministry's Standard Terms and Conditions of the Program Funding Approval and if there is a need to notify the Ministry of the modification.

> The College must notify the ministry, and receive ministry program funding approval for the modification, before implementing changes to Ministry-Funded Programs of instruction:
>
> I.   Changes to the program learning outcomes, resulting in a change of a minimum of twenty-five percent of the learning outcomes;
>
> II. Changes to the program learning outcomes resulting in a greater or lesser degree of specialization such that a distinct program is created;
>
> III. Changes to the program learning outcomes resulting in a program that no longer meets ministry program standards;
>
> IV. The total length of the program increases or decreases by a minimum of twenty-five percent;
>
> V.   The total hours of the program increase or decrease by a minimum of twenty-five percent; or
>
> VI. The instructional settings of the program are modified by a minimum of twenty-five percent.
>
> MAESD, 2002

3. Curriculum Changes Required

Approved curriculum changes are completed in the college enterprise system by removing or changing a course within the Program of Study and/or Course Catalogue. Changes may include course name, hours, delivery pattern, course equivalencies and graded component, pre and co requisites, etc.

Review Curriculum for Course Catalogue Changes	Course Catalogue Review Complete	Course Catalogue Changes Implemented
September	Follow the Academic Planning Cycle	Intake of the Next Academic Year

4. Implementation and Communication of Curriculum Changes

Academic Quality, Planning and Partnerships Department will ensure implementation of any changes resulting from the annual curriculum review. Curriculum changes will be added to

Program of Study and Course Catalogue. Course catalogue and Program of Study are kept current and available for communication

Related Documents
• Ministry of Advanced Education and Skills Development – Standard Terms and Conditions of College Program Funding Approval under the Colleges of Applied Arts and Technology Act, 2002
• College Policy #2-213, *Program Quality Assurance*
• Curriculum Change Approval Form (this form may be accessed on the Resources page of the Program and Curriculum Review internal website)

Appendices
Appendix A: Curriculum Change Approval Form

History of Amendments/Reviews:

Section(s)	Date	Comments
New procedure	Created November 2017	• ELT approval of operating procedure (Dec. 5, 2017 meeting)

Curriculum Change Approval Form

Requestor: Date:

General Information

Request: ☐New Course   ☐ Remove Course   ☐ Course Change   ☐ POS (Program of Study) Change

Effective Term/Date: School: Click here to select school

Curriculum Version affected (ex. Fall 2017 Intake, Winter 2016 Intake):

Associated Program of Study and Semester Level:

Subject Code: Choose an item.   Subject #: (If new course, leave blank)

Please fill in all changes that apply below. If new course, all fields must be completed.

Course Title (Max 30 characters):
Course Description:
Total Course Hrs: Delivery Pattern (ex 1-1hr Lec, 2-1hr Labs):
Pre-Requisites/Co-Requisites:
Course Equivalencies (if applicable- Includes ON Learn Courses):
Room Requirements: Last time Course/POS changes made:

Rationale for Changes made (ie. KPI's, Program Review, Curriculum Review, New technologies, new delivery, etc.):

Additional Comments (Special dates, Section capacity changes, graded component, etc.):

Note: **If change involves a service course change involving GAS (COMM, COMP, PSYC, MATH, Gen Eds), please inform Associate Dean of GAS before approval.**

☐   GAS notified (As applicable)

Chair/Dean Approval: _____

*Please send all completed requests to the Curriculum Officers for input.