

POLICY AND PROCEDURES

POLICY NAME: Curriculum Development and Review	POLICY NUMBER: 2.4.1	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: Vice President/Principal	APPROVAL AUTHORITY: Executive Council (with recommendation from Academic Council)	EFFECTIVE DATE: October 6, 2020
NEXT FULL REVIEW DATE: October 5, 2025	REVISED:	REPLACES:

PURPOSE

This policy provides a framework for the development of new courses and programs; revisions to existing courses and programs; and the approval of the curriculum documentation that supports teaching and learning at Coquitlam College (the College).

SCOPE

This policy applies to all Instructors, Department Heads and staff; and to all course and program offerings.

Curricular development and review are guided by Provincial Ministry guidelines, professional and industry association requirements, accreditation bodies and credentialing policies at other postsecondary institutions with which the College articulates.

POLICY STATEMENTS

1. Curriculum is the shared responsibility of all staff who develop, review, revise and deliver course and program curriculum.
2. As a transferring institution, the College articulates each of its University Transfer courses.
3. Course outline templates will match those required by the Ministry of Education for High School and English Studies, and by the British Columbia Council on Admissions and Transfer (BCCAT).
4. The development of curriculum will be consistent with the following principles:
 - a. Curriculum is current and relevant.
 - b. Curriculum is based on sound learning and design principles.
 - c. Curriculum provides active learning opportunities to maximize student engagement.
 - d. Curriculum provides viable pathways into, through, and beyond programs.
 - e. Curriculum contributes to the development of a respectful learning environment.
 - f. Curriculum aligns content, learning resources, and authentic assessment with learning outcomes, regardless of delivery modes.
 - g. Curriculum is consistent with the mission and vision of the college.
 - h. Curriculum is appropriate to the level at which the qualification is offered.

PROCEDURES

5. The Curriculum Development and Quality Control Coordinator (the Coordinator) and/or the Department Head will provide curriculum-related support to curriculum developers, including reviewing course outlines for consistency with articulation guidelines.
6. Curriculum will be developed by subject matter experts with expertise in the relevant fields. Subject expertise may be resident in the department, drawn from other departments, or contracted through external experts.

Curriculum Documents

7. The College provides standardized course outline and program guide templates that represent the requirements of individual program areas.
8. Program guides will include program-specific information regarding admission requirements, pre-requisites, learning outcomes, evaluation and grading standards.
9. The Office of the Registrar will maintain a record of all current and past curriculum documents.
10. Course outlines and program guides will be available on the College website.
11. Courses that are part of an accredited post-secondary program credential are reviewed annually as part of the Program Review process. Refer to policy 2.4.2 Program Review for details.
12. The Academic Council will review and approve (where applicable) new and revised curriculum documents.

Courses

New Courses

13. Requests to develop a new course are submitted to Department Heads and the Executive Council for review and approval.
14. Instructors will develop the course curriculum using the appropriate course outline template, and in consultation with other subject matter experts, the Coordinator or Department Head, as needed.
15. Draft course outlines are reviewed by the Department Head and/or the Coordinator and are submitted to the Executive Council for approval and authorization to proceed to articulation, where appropriate.
16. The Registrar manages the BCCAT articulation process, and will inform the Executive Council, Department Head and Instructor once articulation has been received.

17. The Executive Council will inform the Academic Council of new courses as they are approved or become articulated.

Changes to Existing Courses

18. Instructors who wish to change any of the content on the approved course outline will discuss the rationale for the revisions with their Department Head.
19. Changes to curriculum content on approved course outlines may be required under the authority of the Ministry of Education or articulation bodies. In instances where changes are required, the Instructor will submit a revised course outline to the Department Head along with a rationale for the changes.
20. If the changes are necessary and/or agreed to, the Department Head will bring the revised course outline to the Academic Council for approval.
21. Once approved, updated course information will be implemented on the website and in the Registrar's Office, as appropriate.
22. Following the approval of course outline changes, course materials may be adjusted by the Instructor for the following semester.

Programs

23. College programs will undergo an annual review process and a comprehensive review every five years, as outlined in the College's Program Review policy (2.4.2).
24. The Executive Council approves new program development and will assign subject matter experts to design and develop program content.
25. New degree programs must be approved by the Degree Quality Assessment Board (DQAB). The Registrar manages the DQAB review process.
26. Program curriculum will align with provincial program, regulatory and accreditation standards.
27. Program learning outcomes will be appropriate to the level for the credential, and reflected in the course learning outcomes.
28. Changes to programs will be approved by the Academic Council, unless the required changes are a mandated part of legislation or other provincial or federal legislation.
29. Mandated program changes are managed through the Executive Council, to ensure that changes are implemented accurately and in a timely manner. Academic Council will be informed of changes made to these programs.

DEFINITIONS

Course Outline: The outline that contains the elements of a course, such as: the course name and number, credits, course description, prerequisites, course learning outcomes, instructional strategies, and student evaluation methods.

Program Guide: The outline that contains the features of a program, such as: the program name, description, admission requirements, prerequisites, program learning outcomes, courses, credits and other necessary requirements for achieving the credential.

Curriculum: The planned sequence of instruction for a program or course. Curriculum comprises learning outcomes, teaching and learning methodology, and strategies for assessing and evaluating student learning.

Degree Quality Assessment Board (DQAB): An independent advisory board appointed by the Minister of Advanced Education that oversees the quality assurance process for degree level education in British Columbia.

Related Documents

- 2.4.2 Program Review Policy