Curriculum Development and Approval

Number:	2.4.1
Responsible Executive:	Chief Academic Officer
Approval Authority:	Academic Council
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Revised Date:	
Category:	Academic

PURPOSE

This policy provides a framework for the development of new courses and programs; revisions to existing courses and programs; and the approval, storing, and archiving 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 post-secondary course and program offerings at the College.

Curricular development and review are guided by Provincial Ministry guidelines, British Columbia Council on Admissions and Transfer (BCCAT) articulation requirements, professional and industry recommendations, and credentialing policies at other postsecondary institutions.

POLICY STATEMENTS

1. The College is committed to developing curriculum that is consistent with the following principles:
    a. Curriculum is current and relevant.
    b. Curriculum is based on best practices in teaching and learning.
    c. Curriculum will seek to promote the integration of Indigenous knowledge, perspectives, and ways of being in teaching and learning practices, where applicable.
    d. Curriculum provides active learning opportunities to maximize student engagement.
    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.
2. Curriculum is the shared responsibility of all staff involved with the development, review, and delivery of course and program curriculum at the College.
3. As a transferring institution, the College articulates each of its University Transfer courses.
4. All course outlines and program guides will be published on the College website and accessible to the public.
5. Syllabi will be provided to students at the beginning of each semester.

PROCEDURES

Curriculum Documents

6. The College's curriculum documentation consists of:

    a. Program guide

    b. Course outline

    c. Syllabus

7. The Curriculum and Pedagogy Coordinator (the Coordinator) will develop and maintain curriculum-related guidelines and will provide support for curriculum developers throughout the development and alignment of curriculum processes.

8. The Office of the Registrar is responsible for:

    a. maintaining a record of all current and archived curriculum documents

    b. articulating courses with the BCCAT

    c. coordinating the implementation of course updates in the student information system and on the website

New Courses

9. Course outlines 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.

11. The instructor will submit a draft course outline to the Coordinator for review and confirmation of alignment with academic standards. Upon completion of this review, the Department Head will submit the course outline to the Academic Council for review and approval.

12. Approved courses are forwarded to the Registrar for official articulation, storage, and inclusion in the academic calendar and course catalog.

13. The Registrar manages the BCCAT articulation process, and will inform the Senior Leadership Team, Department Head and the Coordinator once articulation has been received.

Changes to Existing Courses

14. A change to the content on an approved course outline may be initiated by the Instructor or may be required under the authority of a provincial Ministry or articulation bodies. The rationale and changes will be reviewed by the Instructor (or Instructors if there are multiple sections of a course), the Department Head, and the Coordinator to ensure continued alignment with program outcomes.

15. The documentation will then be forwarded to the Chief Academic Officer and Registrar for review and approval, if appropriate. The Registrar will determine whether the changes require re-articulation of the course.

16. The Registrar will inform the Senior Leadership Team, Department Head and the Coordinator once the course outline is approved and/or articulated.

New Programs

17. The Chief Academic Officer leads the development of all new academic program and is responsible for ensuring that each program meets the College's standards for academic quality and aligns with strategic goals.

18. The Chief Academic Officer initiates the creation of a Program Guide, which outlines the program purpose, structure, learning outcomes, curriculum map, admission and graduation requirements, instructional delivery, assessment strategies and resource needs.

19. The Chief Academic Officer works closely with Department Heads, instructors and the Coordinator to design the curriculum. This collaboration ensures that course offerings are consistent, academically rigorous, and aligned with program-level learning outcomes and quality assurance standards.

20. The program guide must demonstrate:
    a. How the program supports the College's mission, goals, and academic priorities
    b. Compliance with relevant provincial and regulatory frameworks (e.g., Degree Quality Assessment Board, EQA Standards)
    c. Internal consistency and logical sequencing of courses
    d. Well-defined and measurable program-level and course-level learning outcomes
    e. Identification of required instructional resources and student support services

23. Once the Program Guide is complete, the Chief Academic Officer will present it to the Senior Leadership Team for review and feedback. If the draft Program Guide is supported, it will be presented to the Academic Council for approval.

24. If revisions are requested by Academic Council, the Chief Academic Officer will coordinate necessary updates and resubmit the proposal for final approval.

25. After receiving approval by Academic Council, the Chief Academic Officer oversees the implementation of the program. This includes coordination with course scheduling, marketing, admissions, registration, IT, Library, and Student Services.

Changes to a Program

21. Any member of the College community may identify a need to change a program and submit a request to the Chief Academic Officer. The request should include a rationale for the change.

22. The Chief Academic Officer will conduct any required research and/or consultation regarding the change and will submit a recommendation to the Senior Leadership Team. The recommendation will include information regarding the change's impact, if any, on Ministry consent and any required next steps for implementation of the change.

23. If approved by Senior Leadership Team, the Chief Academic Officer will present a revised Program Guide to Academic Council for final approval.

24. Programs will undergo a comprehensive program review every five years as outlined in the College's Program Review Policy 2.4.2.

25. 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. Mandated program changes are managed through the Senior Leadership Team, to ensure that changes are implemented accurately and in a timely manner. Academic Council will be informed of changes made to programs under these circumstances.

Course Syllabi

26. Instructors will submit their syllabus for each course section within the first week of the semester to the Office of the Register.

27. The Coordinator is available to assist instructors in the development a course syllabi.

28. Instructors must ensure their course syllabi comply with the course outline content, including course description, learning outcomes, and topics, as well as the required elements as outlined in the Syllabus Guidelines.

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, delivery mode, evaluation methods, and course topics.

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.

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.

Syllabus: A document that outlines the objectives, expectations and structure of a course and includes elements such as course information, instructor information, course description, learning outcomes, course schedule, assessment and grading, student expectations, course materials, important dates, and institutional policies. It serves as a guide for both students and instructors throughout the term.

RELATED RESOURCES

- 2.4.2 Program Review
- 2.4.5 New Program and Course Approval