



Curriculum Standing Committee (CSC) Terms of Reference

Purpose:

Authority for curriculum development and approval is conferred on Education Council by the College and Institute Act, Sections 23 to 25, inclusive. The Curriculum Standing Committee's (CSC's) review and recommendation are the steps immediately preceding Education Council's approval.

Duties:

As a standing committee of Education Council, CSC has the mandate to:

- Propose processes, or amendments to processes, for course and program outline development and review, and bring these processes to Education Council for approval;
- Ensure all course and program outline development and review processes are consistent with all College education policies;
- Develop templates for course outlines to promote consistency and quality, and bring these course outline templates to Education Council for approval;
- Develop templates for program outlines to promote consistency and quality, and bring these programs to Education Council for approval;
- Review proposed changes to course outlines and program outlines and distinguish between major and minor changes. Summarize minor changes with recommendations for Education Council approval. Itemize major changes and bring forward, with recommendations.
- Assure all program outlines and course outline have been through all the necessary steps before coming to Education Council

Membership:

Members of the Curriculum Standing Committee (CSC) will be appointed for two-year renewable terms. The CSC Chair will be the Dean whose portfolio includes responsibility for Articulation.

The committee will include:

- Dean of Articulation (1)
- Department Heads (3)

- Indigenous Education Coordinator or representative (1)
- Instructional Specialist (1)
- Educational Advisor – minimum of one
- Education Council appoint minimum 2 faculty members from the College community as representatives on CSC
- Registrar’s Office representative – Registrar, Assistant Registrar, or Admissions Coordinator – minimum of one
- Resource members, as needed (non-voting)

Quorum consists of 6 CSC members.

Definitions:

Program Outline: A program outlines defines credentials, progression standards, program prerequisites, and required courses. Each program outline should also provide a description of program learning outcomes and indicate the semester structure.

Course Outline: A course outlines is a document governing each credit course offered by the College. It is separate and distinct from a course syllabus. Each course outline must specify the required content for and information about a particular course. Course outlines should be written in clear, concise, jargon-free language that can be understood by a non-specialist and others outside the subject areas.

Major Revision: A major revision is a significant change to a program or course outline which must be reviewed and approved by Education Council.

Minor Revision: A change in a course or program outline, such as ordering changes or rephrasing of descriptions, which can be reviewed by CSC. A monthly summary of minor revisions will be brought to Education Council for approval in one motion.

Appendix 1

Program Outline Processes:

Program outline changes may arise for many reasons, including if a program is new, if there are changes in the programs' objectives or outcomes, if there are significant changes to the courses making up the program, if there are program requisite, admission, or progression changes, if there are external needs necessitating updates to the program outline, and/or it is time for a five-year review

Program area faculty and faculty with discipline expertise will be consulted.

With a new program, there will be a Dean's task force.

For an existing program outline, the task force will be appointed including faculty from the program area and the Program Coordinator, along with other people as required.

The program outline author(s) will also consult with the Instructional Specialist, and may consult with Indigenous or International Coordinators. Program outline author(s) will also consult with any other program areas affected by the proposed changes.

Once the creation or the revision is complete, the proposed new or revised program outline, along with any reviewer comments, will be forwarded to the CSC.

The CSC will review the document for consistency and quality (not for content), decide whether the proposed changes are minor or major, and prepare them accordingly for the next Education Council meeting.

Major Revisions for Program Outlines:

Major revisions must be reviewed by and approved by Education Council. The CSC may choose to make recommendations. Major Revisions include:

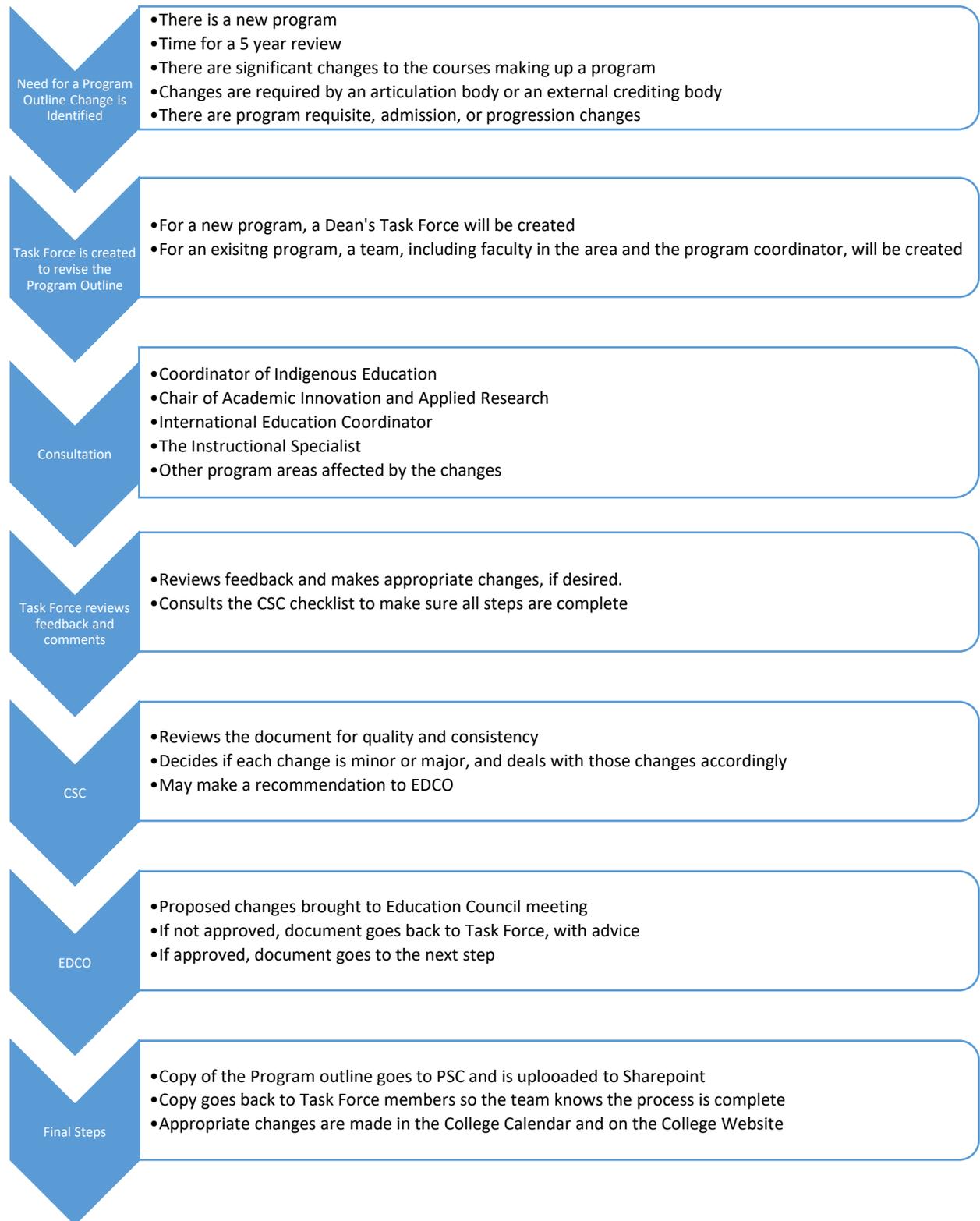
- New program outlines
- Program name change
- New mix of courses in program outlines
- Changes in program admission requirements
- Changes in credential requirements such as minimum or average grades.
- New program learning outcomes or significant changes to existing program learning outcomes.

Minor Revisions for Program Outlines:

Minor revisions do not require review by Education Council and may be approved by one motion once a written summary is presented at an Education Council meeting. Minor revisions include:

- Rephrasing of the program description;
- Rephrasing of program information;
- Rephrasing of existing program learning outcomes.

Flowchart for Program Outlines



Appendix 2

Course Outline Processes:

New course outline or course outline changes are authored by a faculty member teaching, or anticipated to be teaching, the course. In the case where there is no current faculty member to develop curriculum or where external expertise is required, new faculty members may be hired.

Course outline changes may be initiated because of one or more of the following reasons:

- A new course is needed;
- An existing course is up for a five-year review
- There has been a change to the course credits and/or hours
- There are changes in the evaluation or assessment components of a course, or changes to the weighting of those components
- There is a change in the requisite courses
- There are changes to the learning outcomes for a course, or significant changes in course topics
- There are changes required by articulation or an external accrediting body.
- There are changes needed to be consistent with other institutions offering a similar course

Course outlines facilitate the following:

- The course approval process;
- Articulation of the course by other educational institutions;
- Information about the course for use both by the college community and the external community;
- Course information in the college calendar.

Course outline changes should be made electronically and be clearly highlighted. Ideally, both the current and the revised outlines will be presented to reviewers in a side-by-side format. In addition, the author will provide a written rationale for the proposed change(s).

Proposed changes will then be reviewed by:

- Other program or discipline area faculty (or other faculty for whom is course is a pre-requisite or who teach a pre-requisite course for this course);
- The Instructional Specialist, for help with content and consistency in the course outlines;
- The Indigenous Education Coordinator, if desired;
- The Chair of Academic Innovation and Applied Research, if desired.
- The Dean responsible for the program area

Once these reviews are complete, the proposed changed course outlines, along with any comments by reviewers, will be forwarded to the CSC. The CSC will review the document

for consistency and quality (not for content), decide whether the proposed changes are minor or major, then deal with them accordingly.

Major Revisions to a Course Outline

Major revisions must be reviewed and approved by Education Council. The CSC may choose to make recommendations. Major revisions include:

- Change in the number of credits;
- Change in the total number of contact hours;
- Change in the number of weeks duration;
- Changes to pre and co-requisites;
- Changes in the list of courses for which this course is equivalent;
- Changes to the methods or categories of assessment (i.e. adding more assignments or categories);
- Changes to the internal articulation or cross-listing of courses;
- Major changes (i.e. adding or subtracting) to the list of courses objectives or learning outcomes.

Minor Revisions to a Course Outline

Minor revisions do not require review by Education Council and may be approved by one motion once a written summary is presented at an Education Council meeting. Minor revisions include:

- Changes to transcript title;
- Changes to course subject code or course number;
- Rephrasing of the course calendar description;
- Textbook/materials changes;
- Changes to ordering of the course content;
- Changes to the method of instruction;
- Rephrasing of existing course learning outcomes;
- Changes in weighting of existing assessments.

Flowchart for Course Outlines

