



NEW COURSE AND SIGNIFICANT COURSE CHANGE

#3-15

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Revised:	February 12, 1999	by: Education Council
Effective:	February 12, 1999	
Date to be Reviewed:	2004	

POLICY

As legislated in Bill 22, Education Council is mandated to approve the curriculum for all courses leading to a certificate, diploma or degree. Therefore, all new courses and any significant changes to courses leading to a formal credential will be reviewed by Education Council, prior to implementing, and according to the following guidelines and procedures.

GUIDELINES

New Courses

For the purposes of curriculum approval, courses at North Island College are divided into two broad categories:

- Category A:** Credit courses leading to a certificate, diploma or degree (which do not fall into Item 4, Category B).
- Category B:**
1. Part-time Vocational stand alone single courses (related to the workplace, requires student evaluation and yields a certificate of course completion).
 2. Non-credit courses which yield certificates of completion.
 3. Quick response, client-driven courses, which include student evaluation and yield certificates of completion.
 4. Courses with provincially mandated or industry mandated curriculum.

Category A courses must be approved by Education Council.

Category B courses must use a template and guidelines approved by Education Council and must follow an established approval process.

NEW COURSE DEVELOPMENT

CATEGORY A

PROCEDURES

You will need the following forms: New Course Approval Form
New Course Development Worksheet

1. Conceptualizing

- Course developer submits New Course Approval Form and partially completed New Course Development Worksheet to Department Chair for discussion/revision at the Department level.
- Department considers the effects of the proposed course on other departmental offerings, other College Departments, and for congruence with Strategic Plan.
- Where a proposed course may affect or overlaps with any other Department(s), the Dean must seek resolution before the department approves the course outline.

2. Approving (It is recommended that the course developer “walks” the course through the approval process.)

- When the Department approves the course outline, the course developer completes the New Course Development Worksheet, checks with Instruction Materials Centre and the Library regarding materials, and begins to obtain the various approvals, beginning with the Curriculum Committee. The completed Course Development Worksheet and New Course Approval Form is then submitted to the appropriate divisional Dean/Associate Dean.
- Dean/Associate Dean ensures that the New Course Development Worksheet is complete, that all approvals have been obtained to that point, signs forms and forwards to Education Council a minimum of ten (10) days prior to the Curriculum Committee meeting.
- Education Council approves the course or returns it to the course developer for revision.
- Education Council forwards the approved New Course Development Worksheet and Approval Form to Student Records for the Registrar to sign off and negotiate transfer as appropriate.
- Student Records forwards the New Course Development Worksheet and Approval Form to Curriculum and Program Support so that the Authorized Course Description can be created on the system.

3. Implementing

- Dean/Associate Dean takes the course to Deans' Council for implementation. Deans' Council ensures that there has been consultation with the Regional Administrator regarding space and timetabling requirements, and approves implementation. The Dean or designate forwards Course Development Worksheet and signed off approval form to Curriculum and Program Support and ensures the College community is informed.
- Course developer follows through with book and purchase requisitions as required and the library for ordering materials and notifies Student Services that the course will be available.

Timelines

Courses must be approved by the October Education Council meeting for inclusion in the next year's North Island College calendar. This usually means that the proposed course must be ready for review by the Curriculum Committee at its September meeting.

CATEGORY B COURSES (Education Council approval is not required for this group of courses.)

Courses which fall into this category must complete the Education Council approved Category B template.

Significant Changes to Courses

Significant changes to a course, which would need to be approved by Education Council before the course is implemented, are defined as follows and must be initiated using the Major Course Revision Form:

- Changing prerequisites;
- Changing the hours in a course; i.e., total duration;
- Changing the unit or credit value of a course;
- Changing the learning objectives or outcomes by more than one-third (1/3);
- Any other changes which would result in a changed course credit; and
- Change in status/format (e.g. open to scheduled and vice versa).