

Policy and Procedures Manual

Policy	#3-15
Approved By:	Education Council
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Administrator Responsible:	Vice President, Learning and Students

NEW COURSE AND COURSE REVISION APPROVAL**POLICY STATEMENT**

North Island College, in compliance with provincial legislation and College bylaws, approves new courses and course revisions, both major and minor, to ensure that courses meet and maintain standards of quality.

PURPOSE STATEMENT

The purpose of this policy is to define the process by which new courses and course revisions are approved.

PRINCIPLES

1. North Island College courses support the College's vision and directions as described in its Strategic and Education Plans.
2. North Island College will communicate new course approval procedures so that all courses are developed to a standard that meets the strategic goals of the College.
3. North Island College courses will ensure standards of quality through the rigour of course development and approval processes.

DEFINITIONS:***Academic Program Credential***

A named qualification that is awarded to a student upon completion of a prescribed program of study

leading to a certificate, diploma, or degree which requires approval of the Board of Governors (see NIC Policy #3-22 Program and Course Credentials).

Authorized Course Description (ACD)

A document defining the educational components of a course, the format and contents of which have been approved by Education Council. The educational components in an ACD include course code, title, format, credit value, level, prerequisites/corequisites, course description, content, learning outcomes, evaluation methods, and minimum instructor qualifications. All sections of the course must adhere to the components as listed in the ACD for that course. ACDs may be submitted to the British Columbia Council on Admissions and Transfer (BCCAT) to determine transferability to other provincial institutions.

Externally Mandated Courses

Courses which are determined by a regulatory agency external to North Island College.

Learning Pathways

Learning pathways refer to Academic preparation programs such as Adult Basic Education, English Language and University Studies.

Major Course Revisions

Changes to the following elements of a course are considered major revisions:

- Course code;
- Format (lecture, lab, practicum, etc.);
- Level;
- Credits or hours;
- Prerequisites, co-requisites;
- Content (more than 1/3 and less than 1/2 - more than 1/2 constitutes a new course and requires a CDW);
- Learning outcomes (more than 1/3 and less than 1/2 - more than 1/2 constitutes a new course and requires a CDW);
- Student evaluation (more than 1/3);
- Instructor qualifications; and
- Deactivation or reactivation is also considered a major course revision.

Minor Course Revisions

Changes to the following elements of a course are considered minor revisions:

- Course title;
- Course description;
- Course content (less than 1/3);
- Learning outcomes (less than 1/3);
- Student evaluation (less than 1/3); and
- Additional Information.

Guidelines:

All new courses or course revisions require approval. The following chart outlines the approving body for each type of course or course revision.

	New Courses	Major Revision	Minor Revisions
Courses Leading to Academic Program Credential or are part of a learning pathway	Education Council	Education Council	Dean or Administrator responsible
Courses NOT leading to Academic Program Credential or part of a learning pathway	Dean or Administrator responsible	Dean or Administrator responsible	Dean or Administrator responsible
Externally Mandated Courses (including Apprenticeships)	Education Council	Education Council	Dean or Administrator responsible

PROCEDURES

Procedures outlining the implementation of this policy are included as Appendix A and will be posted with the policy on the College website.

Cross Reference:

Policy #3-07 New Program Approval
 Policy #3-22 Program and Course Credentials

Legislative Reference:

College and Institute Act

APPENDIX A Procedures

1.0 New Course Development for courses requiring Education Council approval

A New Course Proposal Form plus a Course Development Worksheet (CDW) are required for each new course.

1.1 Conceptualization

- 1.1.1 The New Course Proposal Form is presented to the relevant department for review and to the dean/director for impact on other departments and congruence with the Strategic and Education Plans.
- 1.1.2 The dean/director consults with the vice president responsible regarding tuition fees.

1.2 Development and Approval

- 1.2.1 The CDW is completed according to Education Council instructions prior to submission to Curriculum Committee.
- 1.2.2 If supported, Curriculum Committee will recommend CDW's to Education Council for approval.
- 1.2.3 Education Council is the approving body. Once approved, the completed CDW will be submitted to Student Records to develop the Authorized Course Description (ACD).
- 1.2.4 When courses require new fees, the vice president responsible will recommend fees to the Board of Governors for approval.

2.0 Course Revision for courses requiring Education Council approval.

A Course Revision Form plus the Authorized Course Description (ACD) with track changes are required for each revision.

- 2.1 Revision documents are completed as per Education Council requirements and are submitted to Curriculum Committee.
- 2.2 If supported, Curriculum Committee will recommend the revision to Education Council for final approval.
- 2.3 Once approved, the ACD will be submitted to Student Records to update the official ACD.

3. New courses or course revisions requiring Dean's approval

A Course Template will be required for new courses. Course revisions will require the CDW with track changes.

3.1 Developers will be required to complete or revise the Course Template which is approved by the dean and forwarded to Student Records for implementation.

4. Timelines

Courses must be approved by the December 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 November meeting.

After this time, the only circumstances in which curriculum submissions can be made effective for the upcoming academic year are:

1. A course change is provincially mandated.
2. Course prerequisites are being reduced.
3. There has been an error made which must be rectified.
4. A new course is being added as an option to an existing program.

In the event curriculum submissions are brought forward after the calendar deadline AND are in accordance with one or more of the four criteria above, the deadline for those submissions will be the **March** Curriculum Committee (April Education Council) meeting. This ensures all required additions or changes are made prior to registration in May.

All other changes must be made effective the following academic calendar year. Increases to prerequisites will be posted in advance of the new academic year.