

Policy Number	4.3
Approval Body	Board + Senate
Policy Officer	VP Academic
Approval Date	June 2000

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## 4.3 PROGRAM + CURRICULUM CHANGE

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### ENABLING LEGISLATION & LINKED POLICIES

#### *University Act*

Senate of a special purpose, teaching university

Section 35.2 (6) The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

(b) the establishment, revision or discontinuance of courses and programs at the special purpose, teaching university;

Section 35.2(5) (c) set curriculum content for courses leading to certificates, diplomas and degrees

Powers and duties of faculty

Section 40 (d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;

#### *Emily Carr University of Art + Design Policies*

4.4 Course Outlines

### OBJECTIVE

The objective of this policy is to guide preparation and approval of proposed curriculum change, to reduce conflicts and unexpected problems to a minimum, while at the same time ensuring appropriate communications regarding such changes.

### SCOPE

This policy applies to curriculum changes and modifications to programs, arising from a formal curriculum review, for which an Emily Carr University of Art + Design (University) credential is granted.

### POLICY

1. Curriculum change might be required for any of the following reasons:
  - (a) to reflect changes in educational pedagogy and teaching practice;
  - (b) to respond to changing needs of students;

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- (c) to allow the University to make more effective use of its resources, while maintaining excellence and relevance in its educational programs and support services;
  - (d) to reflect changes in educational delivery methods that result from the application of educational technologies;
  - (e) to reflect new directions and initiatives from various levels of government;
  - (f) to reflect changing (e.g. provincial, national, international) standards in art, media and design;
  - (g) to reflect the changing needs of the art, media, and design communities.
2. Curricula in existing programs undergo regular, formal curriculum review procedures, which have been established by the University through its Strategic Plan. These curricular reviews are conducted by the Faculties and their Curriculum Committees. These procedures describe the framework for implementing changes arising from a formal curriculum review.
  3. Curriculum changes and program modifications shall be developed through an appropriate consultative process, including consultation with those teaching in the program, other program areas that may be affected, educational service and learner support areas, and the Registrar's Office and other related bodies such as University Advisory Committees.
  4. The Dean, on behalf of the Faculty, shall recommend minor and major changes to the Curriculum Planning and Review Committee of Senate prior to submission to Senate for approval.
  5. It is the responsibility of the Dean of the Faculty proposing program and curriculum change to determine what areas of the University are affected by proposed curriculum changes and to ensure that adequate consultation occurs.
  6. The Dean of the Faculty proposing change is responsible for routing proposed curricula changes and follow up to notify those affected by the change.

## **MINOR CHANGES**

- (a) Definition of Minor Changes: Minor changes are those required to keep material current and relevant without altering the general learning objectives involved and other routine administrative changes. Minor changes may include but not be limited to the following:
  - Course description change
  - Course name change
  - Course code changes
  - Change of intake dates
  - PLAR process change
  - Changes in credits to an existing course or courses, without changing the total credits in the program
  - Addition / deletion or substitution of a course without changing the total credits in the programs and student exchange

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- (b) Approval: Minor changes require approval by the appropriate Faculty, the Registrar's Office, Curriculum Planning and Review Committee and Senate.
- (c) Procedures: Prior to embarking on curriculum change that will have implications for other Faculties and Departments, the Dean will ensure consultation with these areas. Minor changes should follow established procedures.
- (d) Timing: Proposed changes should provide as much lead-time as possible to notify those affected by the change. Considerations need to be given to promotional publications, Student Services and other educational service and learner support areas.

### **MAJOR CHANGES:**

- (a) Definition of Major Changes: Major changes are those which have a significant impact on the program of studies. Major program changes may include but not be limited to:
- Changes in course status (such as the conversion of a studio course to an academic course)
  - Changes in credits allocated to a program or credential
  - The addition, deletion or substitution of a course in an existing credential or program, which changes the total credits or total hours in the program or credential
  - Introduction of cooperative education components
  - Change of course format (such as distance education, on-line web formats)
  - Changes that identify new or revised admission requirements and pre-requisites or standards
  - Major changes in program learning outcomes
- (b) Procedures:
- On the recommendation of the Faculty or arising from a formal curriculum review (cyclical review), the Dean initiates discussion and consultation regarding proposed major change
  - Prior to embarking on curriculum change that will have implications for other Faculties and Departments, the Dean will ensure consultation with the other Faculties and all Departments affected by the proposed change. Faculties and educational service and learner support areas should have at least two calendar months within which to participate in, contribute to, and plan toward any program curriculum changes that will affect them
  - Once full consultation has occurred, and operational issues are resolved, the proposed curriculum changes are forwarded in proposal format using the New Course Proposal Forms, Course Outline Forms, Graduation Requirement Forms, etc. to the Curriculum Planning and Review Committee for review. The outcomes of the review will be forwarded to the Senate for their advice, recommendations or approval.
- (c) Approval: Major changes require approval by the appropriate Faculty, Curriculum Planning and Review Committee and Senate. Curriculum changes and program modifications shall be implemented only after adequate notice has been provided to all affected groups.
- (d) Timing: Proposed changes should provide as much lead-time as possible in order to effectively handle the changes.

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**DEFINITIONS:**

**Curriculum:** the learning activities and intended learning outcomes of courses. It refers to both the objectives of a planned set of learning experiences and to the learning experiences themselves.

**Course:** a unit of study approved for inclusion in one or more programs.

**Credit Course:** a course for which a grade is assigned and for which credit is granted towards a degree.

**Department:** the educational area responsible for the instruction and grading of a course.

**Faculty:** the area responsible for the administering of the program.

**Educational Services and Learner Support Department:** one which provides support to the students and/or faculty of a program.