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| Policy Title: | Program Development and Curriculum Changes | Policy Version: | 3 |
| Policy No: | 5005 | Approval Date: | April 24, 2017 |
| Original Submission Date: | 2004, revised 2012 | Effective Date: | April 24, 2017 |
| Approval Body: | Academic Council | Revision Date: | April 2020 |

Policy Statement

Acsenda School of Management (ASM) is committed to continuously improving program quality and processes to support academic excellence and a successful student experience. Authority for curriculum and course changes and approval is vested in the Acsenda School of Management Academic Council.

Purpose

This policy outlines the process for the creation, deletion and revision of courses and programs. The policy also defines the role, responsibilities and composition of the Curriculum Committee and the involvement of faculty members in the curriculum development, revision and approval.

Scope

The policy applies to all programs and courses at ASM. Curriculum and course changes and development may be required for the following reasons:

- the goals and priorities for ASM;
- academic, industry, or community standards or needs;
- improvements in pedagogy or instructional methodology;
- changing needs of students;
- changing national, provincial and/or professional association standards;
- changing regulatory requirements;
- requirements and recommendations for program consent (DQAB);
- recommendations from internal and external audits and program reviews

The ASM Curriculum Committee (ASM-CC)

The ASM-CC is a standing committee established to advance the goals of ongoing quality assurance and innovation for programs of Acsenda School of Management. Additionally, the purpose of the ASM-CC is to ensure that faculty members are involved in decisions about new course or program development and/or substantive curriculum or course changes.

The ASM-CC has the following responsibilities:

1. Assess proposed curriculum and course changes for recommendation to Academic Council.
2. Review proposed curriculum and course changes to ensure that they:
 - support ASM's goals and priorities;
 - meet the compliance standards for DQAB and/or relevant accreditation or professional bodies;
 - support achievement of program learning outcomes;
 - ensure coherency across the curriculum and coverage of core knowledge and competencies (address gaps, duplication, and inconsistencies);
 - address both the academic and employability needs for students;
3. Regular review of the curriculum (not less than every three years) including participation in program reviews.

4. Consider feedback from external reviewers, Program Advisory Committees, faculty and students in order to make recommendations for curriculum improvements.
5. Review and recommend closure of courses or programs that are no longer relevant.

Academic Council will approve members of the ASM-CC as recommended by the President and nominated by the Deans.

Members will be appointed for a two year term (renewable).

Members will include:

- a. at least 5 faculty members representing the different programs and major subject areas;
- b. the Registrar;
- c. the Manager, Library and Instructional Services
- d. the Deans or academic program heads of each academic program.

The Academic Council will appoint a Dean to Chair the ASM-CC based on the recommendation of the President.

New Programs

New programs and substantive curriculum revisions are developed according to the guidelines and standards for different levels of degrees as required by the BC Degree Quality Assessment Board (DQAB). In addition to meeting the goals and priorities for ASM, new programs proposals shall include analysis of demand for the program (employer and competitor analysis), graduate outcomes, and resources to support the program. All degree programs will identify a set of program learning outcomes that must be incorporated into the curriculum and the criteria for assessment of students.

New program proposals must be approved by Academic Council through the Academic Standards Committee following a review by the Curriculum Committee before being submitted to DQAB or other relevant approval authority. A review by an external expert(s) is normally commissioned before new program proposals are submitted to DQAB.

Course Development and Changes

Proposals for new courses or substantive course changes shall be submitted to the Dean who will determine what goes to the Curriculum Committee for review. The Curriculum Committee will review and may make recommendations for changes before the proposal goes forward to Academic Standards Committee for recommendation to Academic Council for approval. All new courses must be supported by Course Outlines prepared according to the approved ASM Course Outline Template.

Ongoing Course Revisions

The Curriculum Committee shall meet three to four times a year or as the need arises to determine course enhancements, deletions, substitution or mergers or to clarify the course sequencing/pre-requisites. The proposals for course revisions are submitted through Academic Standards Committee to Academic Council for approval.

Definition

These definitions apply to terms as they are used in this policy.

| Word/Term | Definition |
|-----------------|--|
| Curriculum | Curriculum is a planned program of study. It is the systematic and intended packaging of competencies (i.e. knowledge, skills and attitudes that are underpinned by values) that learners should acquire to meet the learning outcomes and to complete the educational credential offered by the school. |
| Course Outlines | Course outline or syllabus, is an integral part of course design. They generally summarize the course design plans and serve as a “contract” with the students regarding the course described. The course outline is prepared using the ASM Template for Course Outlines. |

Related policies

| Policy Number | Policy Title |
|---------------|---------------------------------|
| 5501 | Program and Organization Review |
| 5000 | Program Advisory Committee |

Responsibility

Faculty members are responsible for updating course outlines for the courses that they teach each term. Changes must be approved by the Dean.

Faculty members are responsible for identifying curriculum gaps and recommending improvements to the curriculum to the Dean.

The Deans are responsible for establishing and chairing the Program Advisory Committees and bringing recommendations for improvements forward to the ASM Curriculum Committee as they see fit.

The President approves the commencement of all program, curriculum and course development work.

The Chair of the ASM Curriculum Committee (ASM-CC) sets the agenda, schedules the meetings and ensures that the minutes are recorded and filed.

Academic Standards Committee is responsible for reviewing and recommending new program proposals and curriculum changes to Academic Council.

Academic Council has the authority to approve new program proposals and curriculum changes before submission to DQAB.

The President is accountable to DQAB for submission and review of new program proposals, reviews and substantive changes to the curriculum.

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Procedures

Preliminary proposals for new program development shall be submitted to the President for approval to proceed; or they may be initiated by the President.

The President consults with the Dean of the appropriate academic discipline and may call upon internal or external experts for input.

The President determines the fit with the goals and priorities of ASM and ensures that appropriate resources have been allocated or may be planned for a new program.

The President appoints the program development team and the appropriate Dean or Academic Program Head to lead the team.

The Dean consults with the faculty and external experts. The President approves the proposal for submission to the Curriculum Review Committee. The Curriculum Review Committee may recommend revisions before the proposal is submitted through Academic Standards to Academic Council.

If the Curriculum Review Committee does not recommend approval to Academic Council, it must consult with the President and the Chair of Academic Council. The Chair will decide if the proposal goes on the Academic Council Agenda.

When the proposal has been approved by Academic Council, the President again ensures that the resources are available to support the proposal and that all revisions are made before submitting the proposal to DQAB through the approved process.

The President responds to any questions regarding the program proposal and organizes the visit of a review team where required.

Once a new program has been approved, the President oversees the implementation of the program as approved by DQAB; the Dean or Academic Program Head implements program and delivery according to the conditions for consent.

Course Development

The Dean appoints the course author or course development team.

The President approves contracts (where required) and the allocation of resources for course development.

The Dean, or assigned lead faculty member, directs the new course development/revision process setting the deliverables and the timelines for completion.

Work will not proceed without approval of funding, a contract (where required) for the course author(s) and agreement on the deliverables.

The course author(s) consults with the Director of Library and Instructional Services regarding textbook availability and copyright compliance.

The course author(s) submits the completed course to the Dean or academic program head who then seeks final approval from the President.

The President submits a new course proposal, not formally approved as part of a program proposal or revision, to the Curriculum Review Committee.

The Curriculum Review Committee may recommend the course to Academic Standards Committee for recommendation to Academic Council.

The Curriculum Review Committee may recommend revisions before the proposal is submitted to Academic Council. If the Curriculum Review Committee does not recommend approval to Academic Council, it must consult with the President and the Chair of Academic Council.

The Chair will decide if the proposal goes on the Academic Council Agenda.

Course revisions (ongoing)

Faculty members shall submit course syllabi to the Academic Coordinator or the Dean at least two weeks prior to the beginning of the term in the approved template.

Faculty members must consult with the Director, Library and Instructional Services who must be informed of textbook or course material changes before the textbook list for the term is distributed.

Changes to course outlines, with the exception of minor corrections or updates, must be approved by the Dean.