Curriculum Revision
AC-005

Version	Version Date (MM/DD/YYYY)	Review Date (MM/DD/YYYY)	Description of Changes
01	04/08/2021	04/08/2023	Removal of course development

Dean, Liberal Arts and Academic Quality	Helen Pearce	
Policy Holder	**Print Name**	**Date (04/08/2021)**

Academic Council	
Advising Body	**Date Consulted (04/08/2021)**

Vice President, Academic	Kevin Weaver	
Approver	**Print Name**	**Date (04/08/2021)**

Purpose

Curriculum revision is ongoing at Georgian College, and represents significant commitment and effort by faculty, staff, and administrators. This policy was created to ensure opportunity for currency and continuous quality improvement of college curriculum, clarity and consistency in curriculum revision processes, and adherence to the Minister's Binding Policy Directive: Frameworks for Programs of Instruction, and the standards required by Ontario College Quality Assurance Service (OCQAS) and the Postsecondary Education Quality Assessment Board (PEQAB).

Scope

This policy applies to all faculty, staff, and administrators responsible for curriculum at Georgian College.

Definitions

Word/Term	Definition
Capacity Assessment Committee (CAC)	*An internal committee responsible for the evaluation of resource requirements for any proposed programs or major changes. They review the preliminary and revised program costing analysis (Program Costing) that is attached to the program proposal in the Curriculum Information Management system (CIM).*
Catalogue (CAT)	*Catalogue module of CourseLeaf software used to manage program data and academic policies that are typically displayed in the college calendar.*
Course grade mode	*A component of the course outline identifying how the final grade will appear on the student transcript, either as a percent (%) or pass/fail (P/F).*
Curriculum Information Management System (CIM)	*Curriculum information management module of CourseLeaf software used to manage course and program approval processes and data entry. The CourseLeaf Curriculum and CourseLeaf Catalog modules work together to automatically update all catalogues with approved course, program and student information system (Banner) data.*
Curriculum revision	*Refers to any change in curriculum at the program or course level.*
Major course change	*Includes changes of greater than 20% to course learning outcomes, , or to course hours. Major course changes require a new course proposal to be submitted in CIM. Additionally, for mandatory program courses, this results in a change to program graduation requirements. In these cases, program documentation must be revised to reflect the change, and be presented to Academic Council for approval. Major course changes require approval by the Dean of the academic area and Academic Council.*
Major program changes	*Includes changes greater than 25% to program learning outcomes, resequencing of courses, or changes to program hours, individual course hours, program title, or to admission or graduation*

	requirements. *Major program changes require approval by the Dean of the academic area and Academic Council.*
Minor course change	*Includes wordsmithing or editorial changes, or changes of less than 20% to course learning outcomes. Additional minor changes are outlined in CIM, managed within the academic area, and only require approval by the Dean.*
Minor program changes	*Includes wordsmithing or editorial changes, or changes of less than 25% to the existing learning outcomes. Minor program changes require approval of the Dean of the academic area.*
Program Advisory Committee (PAC)	*A committee made up of industry and community representatives responsible for guiding and contributing to the evolution of existing programs at the college. In particular, they provide guidance and advice to program teams regarding curriculum content and industry partnerships, ensuring relevance and responsiveness of each program.*
Program curriculum	*Documentation requiring approval when making changes to program curriculum. Program curriculum includes the Program Outline, curriculum mapping, and program tracking.*
Program Standard	*Applies to all similar programs of instruction offered by colleges across the province. Each program standard includes the following elements: vocational learning elements (including elements of performance), essential employability skills, and general education requirements.*
Program/Major code	*The four-digit unique alpha code assigned by the Office of Academic Quality; component of the program outline; used for admission, registration and graduation processes.*
Regulatory Body	*A public or Government organization set up to establish standards for and enforce compliance with qualifications in a particular profession.*
Stakeholders	*Include faculty, students, support staff, administrators, Program Advisory Committee members, industry partners, and areas of the college affected by a change to a course or program. Refer to Georgian's* Integrated Planning and Stakeholder Consultation chart *for a complete list of internal and external stakeholders.*

Responsibility

- The **Vice President, Academic** is responsible for
  - ensuring this policy is implemented; and

- o reviewing program change proposals in CIM in order to determine the need for a Capacity Assessment.
- The **President and Chief Executive Officer** is responsible for responding to the Ministry of Colleges and Universities (MCU) upon release of a new or revised program standard by confirming the college's intent to adopt the new program standard or to appeal.
- The **Capacity Assessment Committee (CAC)** is responsible for determining and recommending the college's capacity to deliver major program changes from a financial, space, equipment, student service, human resource, marketing, industry and community perspective.
- The **Program Advisory Committee (PAC)** is responsible for
    - o providing industry and community input about major program changes; and
    - o providing a motion of support for revised curriculum during a major program change.
- The* **Dean** of the academic area is responsible for
    - o approving the development or revision of courses and programs in the academic area
    - o producing preliminary and final Program Costing as part of the Capacity Assessment process;
    - o assigning curriculum work to faculty; and
    - o approving completed curriculum work, including new or revised course outlines and program changes.
    - o *Note: The Dean may delegate responsibility to the Associate Dean as appropriate.
- **Faculty** are responsible for
    - o consulting with the Dean regarding the need for revisions to existing courses and programs;
    - o consulting with relevant stakeholders in the revision of existing courses and programs;
    - o revising the assigned course or program documentation; and
    - o recommending revised curriculum to the Dean for approval.
- The **Office of Academic Quality** is responsible for
    - o liaising with the MCU, OCQAS, CVS, and PEQAB;
    - o tracking MCU Program Standards development and review;
    - o providing support and resources to academic areas across the college in the revision of curriculum;
    - o notifying the VPA of proposals that may require a Capacity Assessment;
    - o reviewing all curriculum proposals via the Curriculum Information Management system (CIM);
    - o scheduling approval meetings for program changes; and
    - o ensuring approved revised courses are synchronized with the Student Information System (SIS) and that the program fields required for the program outline web display migrate to the Catalogue (CAT);
- The **Office of the Registrar** is responsible for operationalizing revised course and program offerings as they relate to admissions, registration, and graduation.

Policy

1.1 Curriculum revision is typically conducted by faculty, and occurs as a result of one or more of the following: Five-year Program Renewal or Ministry Consent Renewal (refer to Policy AC-004: Program Renewal); Program Assessment (refer to Policy AC-008: Program Assessment); a revised Program Standard published by the Ministry of Colleges and Universities (MCU); or stakeholder feedback, which could include a regulatory body.

1.2 Curriculum revision approvals must adhere to timelines connected to each of the processes above. Barring exceptional circumstances, all minor curriculum changes are to be identified as part of Program Assessment, and must be submitted for approval once per year, according to timelines published by the Office of Academic Quality (OAQ).

1.3 All curriculum complies with the Minister's Binding Policy Directive: Framework for Programs of Instruction, and is developed and revised based on Program Learning Outcomes, Essential Employability Skills, General Education requirements, or Degree Level Standards as prescribed by the MCU (refer to Policy AC-007: Course Outline).

1.4 The College must respond to MCU notifications of a new or revised Program Standard with confirmation of intent to adopt the standard, or a request for appeal. Programs adopting the standard shall do so by the deadline imposed by the Ministry.

1.5 The Dean oversees the revision of curriculum in the academic area by consulting with faculty about the need for development or revision, assigning the work to the appropriate faculty, and approving the final product prior to submission to the Office of Academic Quality (OAQ), and approval of Academic Council (AC).

1.6 Revision to courses and programs must include consultation with all relevant internal and external stakeholders to ensure currency, quality, consistency, and transparency.

    1.6.1 Changes to existing courses in excess of 20% typically result in a new course, and require major program change, and require support from the PAC.

    1.6.2 Changes to grade modes are typically considered minor, and are processed through CIM with consultation and approval of both the OAQ and the Office of the Registrar. Increases to a minimum pass grade can only be made at the request of a regulatory body, and are implemented at the start of an academic year in adherence with standard curriculum revision deadlines set out by the Office of Academic Quality.

1.7 If the proposed changes to the program are major and have potential financial implications, the Capacity Assessment Committee (CAC) convenes to review the changes and approve the program costing analysis (Program Costing).

1.8 All program documentation is created, revised, and formally approved via the Curriculum Information Management system (CIM).

Procedures

2.1   Course Revision

2.1.1   The Dean of the academic area approves faculty to engage in course revision as a result of one or more of the triggers identified in 1.1 above.

2.1.2   Faculty consult with subject matter experts, stakeholders, and revise the course outline.

2.1.3   The OAQ reviews the course to ensure that it meets college requirements and Ministry standards (refer to Policy AC-007: Course Outline).

2.1.4   The course is returned to the academic area for revision, if necessary, and presented to the Dean of the academic area for approval.

     2.1.4.1   Note: a major change to a program course instigates a change to program graduation requirements. In these cases, a new course must be created, the program curriculum revised to reflect the change, and the program change must be presented to Academic Council for approval (see section 2.2 below).

2.1.5   Upon approval, the course is submitted to the OAQ Curriculum Support Specialist who ensures that the course is synchronized with the Student Information System (SIS) and that relevant program fields required for the program outline web display migrate to the Catalogue (CAT).

2.2   Program Revision – Minor and Major Changes

2.2.1   The Dean of the academic area approves faculty to engage in program revisions as a result of one or more of the triggers identified in 1.1 above (for adoption of a new Program Standard, refer to section 2.3 below).

2.2.2   Faculty consult with stakeholders as necessary, and review the program changes. The PAC provides a motion of support for the proposed changes, which are uploaded to CIM.

     2.2.2.1   If the changes are major and have financial implications, the CAC convenes to conduct a full evaluation of resource requirements for the proposed changes and reviews the Program Costing.

     2.2.2.2   The VPA reviews the program costing analysis (Program Costing) and either gives approval for the changes to proceed, or if there are issues with the proposed changes, discusses next steps with the Dean.

     2.2.2.3   Once the Dean has VPA approval, the Faculty are free to finalize changes to the relevant program documents.

2.2.3   Faculty submit the program changes to the OAQ no later than three weeks prior to the Academic Council (AC) meeting at which the revised curriculum will be presented for approval. The OAQ reviews the changes to ensure they meet college requirements and Ministry standards (refer to Policy AC-007: Course Outline).

2.2.4   The program changes are returned to the academic area for revision (if necessary), and then presented to the Dean of the academic area for approval.

2.2.5   The Dean approves the program change and submits it to the OAQ. If the program changes are minor, no further approvals are required.

2.2.6   If the changes are considered major, the revised program curriculum is submitted to the members of AC via CIM no later than one week prior to the meeting at which the changes will be presented for approval.

2.2.6.1   The Dean and faculty from the academic area present the proposed revised program curriculum at AC for discussion and approval. Program changes may be sent back to the academic area for clarification, and reviewed again by AC once the questions are addressed.

- For diploma and certificates programs, if changes have been made to the program title, CVS and Ministry approvals are required. Refer to section 2.4 below.
- For degree programs, if a nomenclature change or other major change is proposed outside of a consent renewal, an amendment to Ministry consent is required.
- If the program hours have increased or decreased significantly, the Director, Financial Planning is to be advised. Ministry approval is required.

2.2.7   The approved changes are communicated to all relevant areas, and the OAQ finalizes the process as outlined in 2.1.5 above.

2.2.8   The revised curriculum typically launches in the fall semester of the following academic calendar year. Refer to 1.2 above.

2.3   Program Revision – Adoption of a new Program Standard

2.3.1   The Ministry notifies the college when a new or revised Program Standard has been published for a program, and specifies a time line for implementation. This includes changes to existing program titles.

2.3.2   Upon receipt of notification, the OAQ informs the academic area, and the Dean responds that they will adopt the new standard as directed, or that they will appeal the standard or request a modifier to the title. Please refer to section 2.4 below for Title Modifications to certificate and diploma programs.

2.3.3   The OAQ liaises with the President's office to submit the attestation from the President confirming adherence to the standards or to request an appeal.

2.3.4   If the academic area chooses to appeal the standard or request a new modifier, the appropriate paper work is submitted to CVS and the Ministry. The existing program/major code and curriculum continues to be used until the relevant approvals have been granted.

2.3.5   If the academic area intends to adopt the standard, the OAQ creates a new program/major code reflecting the title change, and the new title is presented to Academic Council for information at the next meeting.

2.3.5.1 The new program/major code is promoted on the Ontario College Application Service (OCAS) and Georgian College websites. The existing program outline details and graduation requirements are attached to the new program/major code for promotion on the website.

2.3.6 The Dean assigns faculty to review the new standard against the current program curriculum, and to consult stakeholders as necessary. If, based on consultation and curriculum review, changes to the program are necessary, the curriculum is revised and PAC support is obtained. The Dean approves the change and submits the proposal to the OAQ as outlined in 2.2 Program Changes – Major and Minor (2.2.2-2.2.8).

2.3.6.1 If adopting the standard includes a change to the weighted funding unit, the OAQ facilitates the submission of the relevant paper work for external approval through CVS and the Ministry.

2.3.7 Upon final internal and external approval, the revised program curriculum is communicated to all relevant areas. The approved, revised curriculum typically launches in the fall semester of the following calendar year, unless otherwise directed by the Ministry.

2.4 Title Modification – Certificates and Diploma programs

2.4.1 With support from the Office of Academic quality, the academic area reviews the original MCU funding letter for the program (Appendix A, Standard Terms and Conditions of College Program Funding Approval Review) to confirm MCU requirements for program title modifications, as well as the *CVS Titling Protocols* document to ensure compliance with protocols.

2.4.2 The academic area reviews the existing program vocational learning outcomes to ensure alignment with proposed title modification, and revises them as necessary. If adding a modifier to a Program Standard, the addition of at least two vocational learning outcomes is necessary.

2.4.3 The academic area obtains endorsement for the proposed title modification from its Program Advisory Committee.

2.4.4 Request for the title modification is submitted through CIM and is subject to the established internal workflow and approvals, including approval from AC.

2.4.5 The Manager, Curriculum Processes submits the program title modification request to the CVS and the Ministry respectively.

Related Materials

Minister's Binding Policy Directive: Framework for Programs of Instruction
Ontario Qualifications Framework
Provincial Program Standards and Descriptions
PEQAB Degree Level Standards
Ministry Funding Letter: Appendix A
CVS Titling Protocols

Integrated Planning and Stakeholder Consultation chart
Policy AC-001: Academic Quality Assurance
Policy AC-004: Program Renewal
Policy AC-007: Course Outline
Policy AC-008: Program Assessment
Policy AC-010: Program Advisory Committees