Policy Name:	PROGRAM AND COURSE DEVELOPMENT
Approved By:	Board of Governors
Approval Date:	December 7, 2018
Next Scheduled Renewal Date:	November 2023
Policy Holder:	Education Council
Operational Lead:	Registrar and Director of Institutional Research
Policy Number:	EDU-008

PROGRAM AND COURSE DEVELOPMENT POLICY

1.00 PURPOSE

1.1 Coast Mountain College (the College) provides high quality programs and courses to support the educational needs of the region it serves. High quality curriculum inspires life-long learning, supports experiential learning, provides needed skills for employment, and offers students a world-class educational experience. This policy governs the development, improvement, and possible discontinuation of all credentialed programs and credit-based courses at the College.

2.00 DEFINITIONS

2.1 For a list of all definitions related to Educational Policies see *Education Council Policy and Procedures Definitions*.

3.00 POLICY

3.1 This policy applies to credentialed programs and all related courses, and to all credit-based courses not directly tied to a credential.

3.2 Approved curriculum documentation forms the basis of the learning contract between the student and the College and is considered legal documentation.

3.3 The College supports the identification of new program opportunities by faculty, staff, students, and administrators that fit with the strategic direction of the institution.

3.4 Developers must be instructors and experts in a relevant field, and they will work closely with the appropriate Cluster during the development of programs and courses.

3.5 A business case for all new programs and courses must be approved in collaboration with the appropriate Cluster and that Cluster's Dean.

3.6 Curriculum changes that must be approved by Education Council (EdCo) are listed in the program and course outline in EDU-008P, *Program and Course Development Procedure* (Section 5.3 and 5.4, respectively).

3.7 Curriculum development has many processes that will occur iteratively and generally takes from 12 to 18 months from start to finish for a new program and all related courses.

3.8 Curriculum development is supported by major and minor change processes. Minor changes could take between one and three months. Major changes will take a minimum of three months.

3.9 Minor changes can be recommended for the consent agenda by Aboriginal, Course, and Program Advisory Committee (ACPAC).

3.10 EdCo reserves the right to discuss any items on the consent agenda.

3.11 Effective dates for changes must allow enough time for recruitment to and acceptance of the incoming cohort of students.

3.12 Retroactive curriculum changes impact current students and should only be considered in extraordinary circumstances.

3.13 Curriculum updates will be informed by many different inputs including, but not limited to:

a) labour market research

b) student experience in the program

c) current and predicted educational needs of the region.

3.14 To support the *Truth and Reconciliation Commission of Canada* and the *United Nations Declaration of Rights of Indigenous Peoples,* Indigenous content, learning strategies, and program access will be included in the curriculum.

3.15 All new programs must be peer reviewed throughout development in part through submission to the Post-Secondary Institution Proposal System (PSIPS).

3.16 Any changes to existing programs will have peer review that may include Clusters, articulation, and program advisory committees.

3.17 Inactive programs and courses are removed from the calendar, but remain in the catalogue.

4.00 PROGRAM DISCONTINUATION

4.1 During strategic and/or academic planning and/or budget allocation, programs may be identified for discontinuation.

4.2 Factors that must be considered when discontinuing base-funded programs include, but are not limited to:

a) enrolment trends

b) educational, social, economic, labour market, staffing, and financial indicators.

4.3 The process for decision-making will be transparent to the College Community, and should include consultation with relevant Clusters, faculty, staff and program advisory committees.

4.4 The effective date for a discontinued program is the final acceptance intake for students. A plan needs to include how current students will complete a credential in the discontinued program.

4.5 Programs and courses that have been inactive for five years will be brought to EdCo by the Registrar. Clusters will be expected to review and report back to EdCo with recommendation to either continue or discontinue the course/program.

4.6 EdCo will have the authority to discontinue individual courses, and will make recommendations to the Board for programs being discontinued.

4.7 The Board of Governors will make the final decision to discontinue a program and all related courses (if applicable).

5.00 RESPONSIBILITIES

5.1 The subject matter experts and Clusters will determine if a program fits with current academic offerings.

5.2 The Dean is responsible for ensuring that the budget is available to develop a business case and related curriculum.

5.3 The Dean, in consultation with the appropriate Cluster, will complete the required documentation and analysis to initiate the program discontinuation process and move it through governance.

5.4 The Registrar will bring forward inactive programs and courses to EdCo.

5.5 The Education Management Committee (EMC) will review and determine if the business case for curriculum development fits with the strategic direction of the institution.

5.6 Program developers are encouraged to work with the chairs of both EdCo and ACPAC for a smooth process.

5.7 To ensure high-quality programs and efficient implementation, the developer shall consult with the following:

a) Centre of Learning Transformation (COLT)

b) Registrar's Office (RO)

c) Student Services

d) Library

e) Finance

f) Information Technology (IT)

g) Facilities

h) Marketing

i) Bookstore.

5.8 The appropriate Cluster will review, give feedback, and/or approve all new and changing programs and courses prior to submission to ACPAC and PSIPS.

5.9 ACPAC will review and provide feedback to the developer and Cluster prior to EdCo submission.

5.10 EdCo reviews all new and changed programs and courses to give feedback and/or approve.

5.11 Board of Governors must be informed of new programs approved by EdCo.

6.00   RELATED POLICIES AND PROCEDURES

    6.1   EDU-009, *Admission and Registration Policy*

    6.2   EDU-017, *Program Review Policy*

    6.3   Certificates and Diplomas

    6.4   EDU-008P, *Program and Course Development Procedure*

7.00   OTHER SUPPORTING DOCUMENTS

    7.1   Coast Mountain College's Strategic Plan

    7.2   BC *College and Institute Act*

    7.3   EdCo Bylaws

    7.4   *Truth and Reconciliation Commission of Canada*

    7.5   *UN Declaration of Rights of Indigenous Peoples*

8.00   HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			