


Procedure Name:	PROGRAM AND COURSE DEVELOPMENT	 <p>coast mountain college</p>
Approved By:	Board of Governors	
Approval Date:		
Next Scheduled Renewal Date:		
Procedure Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-008P	

## PROGRAM AND COURSE DEVELOPMENT PROCEDURE

### 1.00 PURPOSE

- 1.1 This procedure details the steps to implement [EDU-008, Program and Course Development Policy](#).

### 2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies see [Education Council Policy and Procedures Definitions](#).

### 3.00 NEW PROGRAM DEVELOPMENT

- 3.1 In developing a new program, many components of the process occur concurrently to facilitate a coordinated and collaborative process. In the procedures below, parts 4.00 and 5.00 should occur iteratively.

### 4.00 PROGRAM CONCEPT DEVELOPMENT

- 4.1 Program ideas must be presented to the subject matter experts to begin discussion about feasibility, department priorities, and College fit.
- 4.2 The subject matter expert discusses new program possibilities with their Cluster and the Dean.
- 4.3 If the Cluster and Dean agree to proceed with the proposal, a concise concept paper will be developed by the department and/or Cluster in consultation with the Centre of Learning Transformation (COLT) and the Registrar's Office (RO); then submitted to the Dean. The concept paper will include, but not be limited to, the following:
- a) program rationale
  - b) overall objectives
  - c) fit with the strategic direction of the College
  - d) overlap with existing programs
  - e) credential
  - f) student target market and program demand

- g) Indigenous connections and opportunities
  - h) labour market focus and career opportunities
  - i) program advisory committees
  - j) appropriate consultation (e.g., students, other post-secondary institutions, registries and governing bodies, Indigenous partners)
  - k) estimated cost of delivering the program including any ancillary costs (e.g., lab, library resources, facilities).
- 4.4 The appropriate Dean will review the concept paper for financial impact and submit it to Education Management Committee (EMC).
- 4.5 EMC will discuss the merits of the concept paper and consider the following factors:
- a) feasibility of the program given existing resources and capacity for growth
  - b) consistency of the program with the strategic direction of the College
  - c) priorities of program advisory committees
  - d) uniqueness and/or alignment of the program within the institution, as well as regional, provincial, national, and global markets
  - e) emerging labour market priorities in the region.
- 4.6 EMC will recommend whether further program development should occur and the Vice-President Education will communicate the decision back to the Dean and the Cluster.
- 4.7 A detailed business case will be prepared by the developer and Dean for submission to EMC. The business case will be prepared with support from Cluster, COLT, the RO, Finance, Human Resources, Institutional Research, Libraries, Facilities, Information Technologies, and Marketing that includes, but is not limited to, the following:
- a) operational plan
    - i. program developer
    - ii. instructional FTEs
    - iii. library resources
    - iv. space planning (facilities and IT)
    - v. software equipment and furniture requirements
    - vi. student materials (books and supplies)
    - vii. practicum, clinical and/or work experience requirements
  - b) marketing plan
    - i. alignment with provincial labour market priorities
    - ii. regional and global demand
    - iii. transferability
    - iv. dual credit opportunities
    - v. program review cycle and evaluation of success

- c) financial plan
  - i. start-up costs
  - ii. anticipated tuition revenues (program, per credit, per hour and/or per week)
  - iii. other funding sources
  - iv. fixed and/or variable expenses.
- 4.8 The final program documentation will be submitted to the President's Council for budget approval.
- 4.9 Once approved by President's Council, the Cluster will submit proposed start dates to the master Academic Plan.
- 4.10 If the program is not approved the President, a written rationale is provided to the Dean, who in turn informs the Cluster and program developer.

#### 5.00 PROGRAM CURRICULUM DEVELOPMENT

- 5.1 Following development of the concept paper, the program developer will work with their Cluster to develop the program curriculum.
- 5.2 The program curriculum required for approval by Education Council (EdCo) includes both the program outline and all related course outlines.
- 5.3 The program outline must include the following:
  - a) program title
  - b) program developer identity and Cluster
  - c) credential(s)
  - d) effective date
  - e) publication date (if applicable)
  - f) program description (web-ready)
  - g) program duration (number of months and/or years)
  - h) maximum time to complete
  - i) admission requirements
  - j) expected start date (leaving adequate time for recruitment and implementation)
  - k) accreditation and reference to relevant licensing bodies
  - l) program learning outcomes
  - m) course matrix including course names, numbers, and credits
  - n) total program credits and hours
  - o) career outcomes and/or further education opportunities
  - p) availability of prior learning assessment (PLA).
- 5.4 Course outlines must include the following:
  - a) course title (36 characters maximum including spaces)
  - b) course number as determined in consultation with the Registrar's Office

- c) course level
  - d) credits and hours
  - e) developer identity and Cluster
  - f) discipline and program area
  - g) associated programs
  - h) effective date
  - i) publication date (if applicable)
  - j) instructor qualifications
  - k) course description (web-ready)
  - l) pre-requisites and co-requisites
  - m) learning outcomes
  - n) assessments
  - o) grading profile/grading scheme
  - p) instructional method (e.g., hours for lecture, lab, practicum, etc.)
  - q) list of topics covered
  - r) availability of prior learning assessment (PLA).
- 5.5 Course numbers will be assigned by the RO. Generally, 1xx courses are first year and 2xx courses are second year. Course numbers cannot be used for different courses if they have been used previously.
- 5.6 In order to complete new programs and course outlines, COLT and the RO must be consulted to ensure documentation is ready for the approval process.
- 5.7 For a program to be successful, many operational units at the College should be consulted during curriculum development and prior to the launch of the program. These shall include:
- a) Institutional Research (for FTE calculation and skills gap)
  - b) Financial Aid (for student loan eligibility)
  - c) Library
  - d) Bookstore
  - e) Facilities
  - f) Recruitment
  - g) Advising
  - h) Admissions
  - i) Marketing
  - j) International
  - k) IT.

- 5.8 Completed program and course outlines must be submitted to the Cluster for approval. The Cluster Chair and Dean must both sign off.
- 5.9 Once the Cluster approves the curriculum, it will be submitted to the Post-Secondary Institution Proposal System (PSIPS) for peer review. Programs are on PSIPS for a minimum of one month.
- 5.10 Cluster-approved program and course outlines are submitted to Aboriginal, Course, and Program Articulation Committee (ACPAC). ACPAC will review all submitted documentation and make recommendations to either submit to EdCo or return to the Cluster.
- 5.11 Course and program outlines recommended by ACPAC for EdCo must be submitted by the course developer at least 10 days prior to the next scheduled EdCo meeting. The program developer or designate must attend the EdCo meeting to speak to the item(s).
- 5.12 EdCo will review all submitted documents for approval or return to the Cluster with feedback.
- 5.13 New programs and courses will be implemented following EdCo approval.
- 5.14 The EdCo Chair will notify the Board of Governors of all new EdCo approved programs.

#### 6.00 PROGRAM AND COURSE REVISIONS

- 6.1 When making modification to existing programs and courses, the required program outline and course outlines must contain the same content as Sections 5.3 and 5.4.
- 6.2 To update curriculum, the subject matter expert must use the current EdCo-approved program/course documentation, and complete the associated change forms to be approved by both the relevant Cluster and Dean.
  - a) All EdCo-approved documentation and forms are available through the EdCo Recording Secretary.
- 6.3 Subject matter experts modifying programs and courses are encouraged to work with COLT, the RO and the EdCo Chair to determine if proposed changes are minor, major, or constitute a new program.
- 6.4 Minor changes will be recommended to EdCo for approval on the consent agenda by ACPAC. Examples of changes that may be considered minor include, but are not limited to:
  - a) edits to the course/program description without altering the intent
  - b) mandated updates to curriculum by external governing bodies.
- 6.5 For inclusion on the consent agenda, documentation must be complete, free of errors, and ready for publishing on the College website.
- 6.6 Major changes will be recommended to EdCo by ACPAC for discussion, feedback, and/or approval. Examples of changes that may be considered major include, but are not limited to:
  - a) course title
  - b) course number changes (triggered by changes to credits and hours)
  - c) learning outcomes

- d) admissions requirements and course pre-requisites
  - e) graduation requirements
  - f) availability of PLA
  - g) evaluation profile
  - h) new courses and/or discontinued courses that impact graduation requirements of a program.
- 6.7 Changes that classify a program as new are required to follow the processes outlined in Section 3.00. Examples of changes that may result in a new program include, but are not limited to:
- a) credential
  - b) program title
  - c) program duration
  - d) significant changes to learning outcomes
  - e) additions and/or discontinuations to a significant number of courses or credits in the program.
- 6.8 For a program to be successful, many operational units at the College should be consulted during development and prior to the launch of the program/courses. These shall include:
- a) Institutional Research (for FTE calculation and skills gap inclusion)
  - b) Financial Aid (for student loan eligibility)
  - c) Library
  - d) Bookstore
  - e) Facilities
  - f) Recruitment
  - g) Advising
  - h) Admissions
  - i) Marketing
  - j) International,
  - k) IT.
- 6.9 Cluster-approved program and course outlines are submitted to ACPAC, who will review all submitted documentation and make recommendations to either submit to EdCo or return to the Cluster.
- 6.10 Course and program outlines recommended by ACPAC for EdCo must be submitted by the course developer at least 10 days prior to the next scheduled EdCo meeting.
- 6.11 The program developer or designate must attend the EdCo meeting to speak to the item(s).
- 6.12 EdCo will review all submitted documents, and either approve or provide the program developer (or designate) with feedback to return to Cluster for revisions.

6.13 Approved curriculum will be updated in the College systems for the effective dates.

#### 7.00 PROGRAM AND COURSE INACTIVATION AND DISCONTINUATION

7.1 Programs and courses will be deemed inactive if not offered in the previous two calendar years or at the request of the Cluster and the Dean. These programs and courses will be removed from the calendar but remain in the catalogue.

7.2 In the event that a program is being considered for discontinuation, consultation with the relevant Cluster(s) must occur at the outset.

7.3 The relevant Dean shall initiate a consultation process and prepare a rationale that will address the following points:

- a) student demand, enrolment trends, and graduation rates
- b) labour market demand and employer support
- c) availability of similar programs in the region/province
- d) potential for non-traditional delivery or collaboration
- e) cost of delivering the program
- f) revenue generated and projected
- g) impact of discontinuation on other College programs
- h) impact on faculty workloads and possible layoffs
- i) program professional accreditation
- j) articulation or partnership agreements
- k) feedback from advisory committees and program review recommendations
- l) BC Student Outcomes program statistics
- m) plan to support completion of credential for the current students.

7.4 Where information in the above criteria is not available, an explanation will be provided to EdCo by the Dean.

7.5 Where programs and courses have been inactive for five or more years, the Registrar will bring them to EdCo for discussion and possible discontinuation.

7.6 EdCo will provide comments and advice to the Board for consideration.

7.7 The Board will notify EdCo, the relevant Dean, and the Registrar's Office on the final decision.

7.8 Discontinued programs will be removed from the catalogue.

#### 8.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

8.1 [EDU-008, Program and Course Development Policy](#)

9.00 HISTORY

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