

COURSE APPROVAL, COURSE REVISION AND COURSE OUTLINE PROCEDURE	
Related to Policy No	E-3.09 Course Approval, Course Revision and Course Outline Policy
Approved by	Education Council
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Executive Responsible	Vice-President Academic & Research
Administrator Responsible	Secretary to Education Council
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COURSE APPROVAL, COURSE REVISION AND COURSE OUTLINE PROCEDURES

PURPOSE

Course Approval, Course Revision and Course Outline Procedures support the Course Approval, Course Revision and Course Outline Policy and provide a framework for course creation, revision, and storage processes.

DEFINITIONS

Definitions are those found in the COURSE APPROVAL, COURSE REVISION AND COURSE OUTLINE POLICY.

RESPONSIBILITIES

RESPONSIBILITIES	ACTION
Instructors	<ul style="list-style-type: none"> Keep syllabus current, accurate and in agreement with official course outline as approved by Education Council. Alert Chair to any significant differences between proposed syllabus and course outline. With the approval of the Chair, make Minor Changes to the course syllabus before distributing it to the students. If the revised version differs significantly from the Education Council approved official course outline, the changes will require approval as outlined under Major Changes (see chart below). Provide a course syllabus to students on the first day of scheduled class. Review the syllabus with students at that time to ensure that expectations and course policies are fully understood.
Chairs	<ul style="list-style-type: none"> Each term, collect, review, and file course syllabi before they are distributed to students.

	<ul style="list-style-type: none"> In consultation with the instructor, determine whether Major Changes are being proposed to the course and take appropriate action.
Deans	<ul style="list-style-type: none"> Each term provide final approval of course syllabi following Chair’s review before distribution to students or posting on D2L. Forward a copy of course syllabi to Registrar in accordance with process and deadlines established by the Registrar’s Office.
Registrar	<ul style="list-style-type: none"> Archive all course syllabi for each academic term.

REVISIONS TO COURSES

Courses are continuously reviewed and updated. **Minor Changes** can be made at any time at the discretion of the instructor with the approval of the Chair; **Major Changes** must be submitted to Education Council for review before they are implemented (see chart below) as per the College and Institutes Act. All changes must be documented appropriately so that College records (e.g., Academic Calendar, the student record system, articulation agreements and course outlines) are always up to date.

Change and submission types will typically fall into the following categories:

Change type	Curricular change examples	Non-curricular change examples
<p>Major Change <i>A change required to be submitted to Education Council by the College and Institute Act (CIA) or College Policy following appropriate workflows</i></p>	<ul style="list-style-type: none"> Learning Outcomes Course credits Hours of instruction Prerequisites, corequisites, preclusions Transferring or laddering pathways Course or program hours Instructional component (lecture, tutorial, seminar, field experience, clinical, chop, teaching kitchen, laboratory, practicum, preceptor, co-op, etc.) Grading system and passing grade 	<ul style="list-style-type: none"> Course code Course name Course number Course description
<p>Minor Change <i>A change that does not need to be submitted to Education Council but requires approval from the Chair and Dean (via the course outline/syllabus)</i></p> <p><i>Non-curricular changes may be agreed on by the Chair and the Registrar (i.e., an edit)</i></p>	<ul style="list-style-type: none"> Course textbooks Schedule for activities in a course Course assessments Learning strategies Mode of instruction (i.e., online, in-person, hybrid) 	<ul style="list-style-type: none"> “teh” to “the” Capitalization errors Alignment with College style guides Organizational name changes (e.g.: ITA to Skilled Trades BC)

Roles and responsibilities for revision and/or approval process

ROLE	RESPONSIBILITY
Subject matter expert	<ul style="list-style-type: none"> • Prepares new or revised course outline • Consults with articulation bodies as needed • Serves as the point of contact for the official submission and forwards it for feedback and approval
Chair	<ul style="list-style-type: none"> • Determines whether proposed change requires Education Council approval • Champions innovative ideas and best practices and supports proponents through the processes outlined in this policy • Reviews and approves any minor changes of the course syllabus, ensuring that the change meets the appropriate definitions and communicating with the Registrar's Office where there is uncertainty.
Dean	<ul style="list-style-type: none"> • Engages education division leadership in course change discussions as needed • Supports and guides course changes and makes final approval of course changes prior to submission to Education Council curriculum committee • Seeks external engagement as needed (e.g., labour market and student demand) • Seeks advice on decolonization from the Indigenous Education department as needed • Reviews implications of proposed changes with Registrar's Office, e.g., are changes substantive enough that this becomes a new course? What course number should be assigned?
Registrar	<ul style="list-style-type: none"> • Ensures the completeness of the new or revised course outline and that all approvals are in place before going to Education Council for approval • Advises and supports compliance with the B.C. College and Institutes Act • Operationalizes the change after Education Council approval
Director of Indigenous Education	<ul style="list-style-type: none"> • Guides and advises on course approval and changes involving Indigenous Studies or Indigenizing curriculum
Education Council Subcommittees (eg. Admissions & Standards, Curriculum Committee)	<ul style="list-style-type: none"> • Review course change submissions to ensure completeness, adherence with College policies, and alignment with best practice • Additional details of the work of the Education Council Subcommittees are outlined in the Terms of Reference
Education Council	<ul style="list-style-type: none"> • Provides formal adjudication