

General EDCO Flow

There are specific details and items to be considered depending on whether the item up for discussion is a new or changed program, new or changed course, so please confirm with EDCO Chair or Vice-Chair, but in general, flow is as follows. Parts of the process are iterative (a program and course may be in front of COLT and the Registrar's Office at the same time) and there are other processes that compliment this process, such as consideration of fee structure for course or program (see Program Life Cycle Policy). If you have any questions, contact the EDCO Chair or Vice-Chair.

Initial Proposal - New or change to program or course is proposed to program area then cluster, including Dean, for approval, who, when necessary, will bring to EMC (Education Management Council) for approval. It may help to do pre-work with COLT to streamline proposal process so developers are welcome to reach out early.

Development - Program or Course developer creates proposal in collaboration with Centre of Learning Transformation (for outcomes, evaluation profile and consideration of universal design and Indigenization) and the Registrar's Office (for course number(s), program divisor, credits, etc).

Approvals - Documents are finalized (appropriate from: program new or changed summary form, a course new or changed summary form, a program outline, a course outline) to Program Head and Cluster, then Dean of Instruction for program area, Dean of Learning Transformation and Registrar for final comments and approvals.

ACPAC - When documents are finalized and all signatures received, a submission is made 10 days prior to ACPAC meeting (Aboriginal, Course, Program Articulation and Curriculum Committee). ACPAC will provide feedback to the representative that is presenting the submission on all aspects of documents for moving forward to EDCO.

EDCO - When changes have been made (if necessary, then re-approvals are also necessary), a submission is made, 10 days prior to meeting date, to EDCO. Education Council will look at all aspects of the submission and make a motion to approve (or not, or for changes to be made) the new or changed program or course.