

Policy Name:	PROGRAM AND COURSE DEVELOPMENT	
Approved By:	Board of Governors	
Approval Date:	January 26, 2024	
Next Scheduled Renewal Date:	December 2028	
Policy Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Policy Number:	EDU-008	

PROGRAM AND COURSE DEVELOPMENT

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) 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 the Program and Course Development Procedures.
- 3.7 Curriculum development has many processes that occur iteratively. The process generally takes between 12 and 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 the Articulation and Curriculum Committee (ACC).
- 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, labour market research, the student experience in the program, and the current and predicted educational needs of the region.
- 3.14 To support the *Calls to Action* of the Truth and Reconciliation Commission of Canada and the *United Nations Declaration of Rights of Indigenous People*, 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 CURRICULUM RENEWAL

- 4.1 To ensure that CMTN has quality, current curriculum, EdCo requires regular evaluation and approval of courses and programs.
 - a) Courses and programs that are governed by an external body may require more or less frequent evaluation and may have external timelines that supersede the institutional policy.
- 4.2 Coast Mountain College expects curriculum to be evaluated and approved at EdCo every seven years at minimum, although program areas may have other standards to keep quality curriculum in line with their area of expertise.
- 4.3 Curriculum that has not been through the EdCo approval process in the last seven years will be presented by the Registrar at the November EdCo meeting. Clusters will be expected to report back at the February EdCo meeting with a work plan for renewing curriculum within two academic years.
 - a) Clusters can, at any time, request the date of last curriculum renewal for all courses and programs from the Registrar's Office.
 - b) Clusters with on-going curriculum plans will be expected to report on progress, in writing, to Education Council after each cluster meeting.
 - c) Courses and Programs that have not been approved in 10 years will be put on the agenda at EdCo. Education Council may:

- i. Recommend the Dean and VP Academic consider the curriculum for discontinuation or inactivation.
- ii. Recommend that cluster be given an extension to complete course and program curriculum updates.
- iii. Recommend that cluster review graduation or program completion requirements if students identify a risk of ineligibility for transfer credit at other institutions.

5.00 PROGRAM DISCONTINUATION

- 5.1 During strategic and/or academic planning and/or budget allocation, programs may be identified for discontinuation.
- 5.2 Factors that must be considered when discontinuing base-funded programs include, but are not limited to, enrolment trends, as well as educational, social, economic, labour market, staffing, and financial indicators.
- 5.3 The decision-making process will be transparent to the College community and should include consultation with relevant Clusters, faculty, staff, and program advisory committees.
- 5.4 The effective date of discontinuation 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.
- 5.5 The Registrar will bring to EdCo programs and courses that have been inactive for five years. Clusters will be expected to review and report back to EdCo with a recommendation to either continue or discontinue the course/program.
- 5.6 EdCo will have the authority to discontinue individual courses, and will make recommendations to the Board of Governors for programs being discontinued.
- 5.7 The Board of Governors will make the final decision to discontinue a program and all related courses (when applicable).

6.00 RESPONSIBILITIES

- 6.1 The subject matter experts and Clusters will determine whether a program fits with current academic offerings.
- 6.2 The Dean is responsible for ensuring that the budget is available to develop a business case and related curriculum.
- 6.3 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.
- 6.4 The Registrar will bring forward inactive programs and courses to EdCo.
- 6.5 The Education Management Committee (EMC) will review and determine whether the business case for curriculum development fits with the strategic direction of the institution.
- 6.6 Program developers are encouraged to work with the chairs of both EdCo and ACPAC for a smooth process.
- 6.7 To ensure high-quality programs and efficient implementation, the developer shall consult with the:

- 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.

- 6.8 The appropriate Cluster will review, provide feedback, and/or approve all new and changing programs and courses prior to submission to ACC and the PSIPS Cluster.
- 6.9 ACC will review and provide feedback to the developer and Cluster prior to EdCo submission.
- 6.10 EdCo will review all new and changed programs and courses to provide feedback and/or approve.
- 6.11 The Board of Governors must be informed of new programs approved by EdCo.

7.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 7.1 EDU-009 Admissions Policy
- 7.2 EDU-019 Granting of Credentials Policy
- 7.3 BC [*College and Institute Act*](#)
- 7.4 Coast Mountain College's Strategic Plan
- 7.5 [EdCo Bylaws](#)
- 7.6 EDU-008P [Program and Course Development Procedures](#)
- 7.7 EDU-017, *Program Review Policy*
- 7.8 [Truth and Reconciliation Commission of Canada](#)
- 7.9 [UN Declaration of Rights of Indigenous People](#)

8.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Dec 7, 2018		
Revised	January 26, 2025	Emily Suderman, Associate Registrar Systems, Records and Advising	Education Council (EdCo)