



EDUCATION POLICY COURSE OUTLINES PROCEDURES TO REVISE

EFFECTIVE: October 1998
REVISED: October 2009
RELATED POLICIES: [New Program Proposals](#) & [College and Institute Act](#)

POLICY:

By legislation the Education Council has sole decision making authority regarding curriculum content for courses leading to certificates, diplomas or degrees. This means that the Education Council reviews in detail all proposals for new courses and/or programs and must approve such proposals and revised courses.

The Education Council does not concern itself with minor changes to course outlines. It recognizes that existing courses are subject to evolution; and that updating courses is important to the articulation process; and that instructors who teach such courses are in a position to evaluate the nature, merit and consequences for transferability of such evolution. Therefore, the Education Council recommends the following procedure for making revisions to course outlines.

PROCEDURES

MINOR CHANGES:

Involve alterations to the course outline that are not seen as affecting the articulation of a course. Such changes may include but are not limited to: choice of textbook(s), materials or assignments, changes that do not alter the meaning or essence of the outcomes, slight variation in instructional methods, redistribution of evaluation percentage (not more than 10%), or changes intended to update the course or keep it in line with the evolving norms of the discipline. It is the responsibility of individual instructors to assess the merit and consequences of minor changes to course outlines. Normally, such changes will receive pro forma approval from the Dean. Minor changes to course outlines should be signed by both the instructor and the Dean and held on record in the office of the Registrar.

MAJOR CHANGES:

Involve significant/substantive alterations to official calendar descriptions, prerequisites, content, subject matter, learning outcomes, and/or instructional methods that may affect the articulation of the course. Substantive changes to assessment criteria or evaluation methods may be considered "major" if certain assessment methods or weighting are integral to the articulation of a course. Changes to the number of credits assigned to the course, or to the number of contact hours, are considered to be major.

When an instructor intends to make a major change to an existing course outline, s/he should consult external and internal subject area peers about the merit and potential consequences of such changes, particularly with regard to transferability. Annual articulation meetings provide an optimum forum for external consultation.

If an instructor proposes to effect a major change to an existing course outline s/he must inform the Dean, in writing, about the nature, rationale, and foreseeable consequences of such change.

The Dean may approve proposed changes; alternatively, either the Dean or the instructor may refer to the matter to the Education Council. Major changes to course outlines should be signed by the instructor, the Dean, the Education Council Chair held on record in the office of the Registrar.

NEW COURSES:

New courses are defined as courses that are being articulated for the first time or courses whose course codes and/or titles, hours, or credits are being altered, thereby necessitating re-articulation.